



CITY COMMISSION - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1

Mayor Pro Tem/Commissioner – Pamala Harrison-Bivins – Seat 2

Joe Elliott – Seat 3

Marcos Flores – Seat 4

Julian Green – Seat 5

Jason McHugh – City Manager

Agenda

Regular Meeting

May 22, 2023 7:00 PM

City Hall Commission Chamber

100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Wildwood DOES NOT provide this verbatim record.

1. Call to Order

2. Consent Agenda/Informational Items

(A consent agenda may be presented by the Mayor at the beginning of a meeting. Items may be removed from the consent agenda at the request of any one Commissioner. Items not removed may be adopted by general consent without debate. Removed items may be either taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Commission.)

A. MINUTES FOR APPROVAL: APRIL 10, 2023 REGULAR COMMISSION MEETING

B. MINUTES FOR APPROVAL: APRIL 24, 2023 REGULAR COMMISSION MEETING

- C. *MINUTES FOR APPROVAL: MAY 1, 2023 SPECIAL COMMISSION MEETING*
- D. *MINUTES FOR APPROVAL: MAY 8, 2023 REGULAR COMMISSION MEETING*
- E. *EXPENDITURE REPORT*
- F. *STATE OF FLORIDA CYBERSECURITY GRANT AGREEMENT*
- 3. **Presentations and/or Proclamations**
- 4. **Public Hearings - Timed - Legislative**
- 5. **Public Hearings - Timed - Quasi-Judicial**
- 6. **Public Forum - 4 minute time limit**
- 7. **Ordinances First Reading Only (No Vote)**
- 8. **Resolutions for Approval**
- 9. **Financial & Contracts & Agreements**
 - A. *OLC ARCHITECTURAL SERVICES DESIGN CONTRACT FOR THE MLK REC. CENTER IN THE AMOUNT OF \$977,850*
 - B. *BAY WINDOW RESTORATION PROJECT FOR THE BAKER HOUSE IN THE AMOUNT OF \$32,993*
 - C. *REPLACEMENT AND UPGRADE OF SIX LIFT STATION PANELS IN THE AMOUNT OF \$208,439.00*
 - D. *POWELL STREET STEEL WATER MAIN REPLACEMENT IN THE AMOUNT OF \$31,375.00*
 - E. *KIMLEY-HORN WORK AUTHORIZATION #46 FOR THE HUEY STREET SANITARY SEWER REROUTE PROJECT IN THE AMOUNT OF \$104,000.00*
 - F. *UTILITY LINE REPLACEMENT ON THE CHITTY CHATTY BRIDGE IN THE AMOUNT OF \$205,840.00*
 - G. *MILLENNIUM PARK REUSE EXTENSION PHASE 1 PROJECT AWARD IN THE AMOUNT OF \$404,414.61*
 - H. *MUNICIPAL SERVICES COMPLEX PAY APP #21 IN THE AMOUNT OF \$133,684.84*
 - I. *RFQ #2023-11 URBAN PLANNING CONTINUING SERVICES*
- 10. **General Items for Consideration/Discussion and Other Business**

- A. *REQUEST FOR DECISION TO MOVE FORWARD WITH BROKEN OAK DRIVE IMPROVEMENT PROJECT*

11. Appointments

12. City Manager Reports

- A. *IRRIGATION METER UPDATE*
- B. *REQUEST CITY COMMISSION WORKSHOP FOR JUNE 5TH AT 9AM*

13. Other Department Reports

14. Commission Members Reports

15. City Attorney Reports

16. Adjournment

Upcoming Events

May 27, 2023 - Community Garage Sale at Wildwood Community Center from 9am to 2pm

June 3, 2023 - Community Clean-up Event at Warfield Auditorium from 8:30am to 11:30am

June 3, 2023 - Splash Into Summer Community Party at Dr. MLK Jr. Park from 10am to 6pm

June 5, 2023 - Tentative City Commission Workshop at City Hall at 9am

June 12, 2023 - City Commission Meeting at City Hall at 9am

May 22, 2023 7:00 PM

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
April 10, 2023 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison Bivins	Mayor Pro Tem	Present
Joe Elliott	Commissioner	Present
Marco Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Asst. City Manager/CFO	Present
Ashley Hunt	City Attorney	Present
Melanie Peavy	Development Services Dir.	Present
Jeremy Hockenbury	Public Works Director	Present
Randall Parmer	Chief of Police	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

Consent Agenda Items a through h were approved together with one vote.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Expenditure Report

B. Minutes for Approval: March 20, 2023 Special Meeting

C. Minutes for Approval: March 27, 2023 Regular Commission Meeting

D. SP 2111-003 Mainstay Suite 37 Room Addition

E. SP 2206-010 Oxford Overnight

F. SP 2210-001 CVS Wildwood (Wildwood Crossing)

G. PLAT 2205-003 Wildwood Landing Improvement Plan

H. Budgeted Financial Items

1. Recodification Services and Self-Publishing Software from CivicPlus in the Amount of \$20,485.99

3. Presentations and/or Proclamations

A. Team Impact Awards Presented to Sgt. Kris Bentz and Officer Justin Pope

Chief Parmer presented the Team Impact Award to Sgt. Kris Bentz and Officer Justin Pope. The American Legion presented challenge coins and certificates to both Impact Award recipients.

B. Proclaim April 28, 2023, as Arbor Day

Mayor Wolf read the Proclamation Proclaiming April 28, 2023, as Arbor Day.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

4. Public Hearings - Timed - Legislative

Mayor Wolf swore in Development Services Director Melanie Peavy and audience members.

A. Wildwood Utility Dependent District Franchise Agreement Amendment

Mayor Wolf read the title of Ordinance O2023-14. The City adopted Ordinance O2021-45, which provided a non-exclusive potable water and wastewater and sewer utility franchise to the Wildwood Utility Dependent District ("WUDD"). WUDD currently provides utility services to properties within The Villages of Southern Oaks and seeks an amendment to the franchise agreement to include non-potable irrigation water. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
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MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Third Amended and Restated Villages ARD Franchisees Ordinance

Mayor Wolf read the title of Ordinance O2023-15. The ordinance modifies the existing non-exclusive franchise agreement the City has with the various private utility companies affiliated with The Villages of Southern Oaks. The proposed modifications list Blue Goose Utility Company, LLC, Blue Goose Water Conservation Authority, LLC, Okeehumkee Utility Company, LLC, and Okeehumkee Water Conservation Authority, LLC as new Franchisees subject to the agreement. The proposed changes also include provisions concerning rate adjustments and other non-substantive changes. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

5. Public Hearings - Timed - Quasi-Judicial

A. AN 2302-001 470 Werlmaker

Mayor Wolf read the title of Ordinance O2023-11. The applicant, Werlmaker Investments LLC, has submitted a voluntary annexation application for parcel K09A006. The property to be annexed totals 5 acres MOL and is located along E C 470, south and east of CR 500 and approximately 0.38 miles west of Marsh Bend Trail. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. AN 2302-002 Lucky U Landholding LLC

Mayor Wolf read the title of Ordinance O2023-12. The applicant, LPG Urban & Regional Planners LLC, on behalf of the owners, Nina Jean Driggers Davis et al, has submitted a voluntary annexation application for parcels D29-023 and D29-024. The property to be annexed totals 4.45 acres MOL and is located along the intersection of N US 301 and CR 126, approximately 0.14 miles south of CR 124. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

6. Public Forum - 4 minute time limit

None.

7. Ordinances First Reading Only (No Vote)

A. CP 2206-002 Wildwood Place

Mayor Wolf read the title of Ordinance O2022-97. The applicant seeks approval from the City Commission for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Commercial, Low-Density Residential & Residential Mixed use (City) to General Commercial & Medium High-Density Residential (City) for the parcels D19-014 and D19-043 on 34.75 acres MOL. Mayor Wolf commented on the width of CR 216 and feels the county should be made responsible to widen the road. No other comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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B. RZ 2206-002 Wildwood Place

Mayor Wolf read the title of Ordinance O2022-98. The applicant seeks approval from the City Commission for a Zoning Map Amendment to change the zoning district from C-3, R-2 & NMU-7 (City) to C-3 & R-4 (City) for the parcels D19-014 and D19-043 on 34.75 acres MOL. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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C. PD 2206-001 Wildwood Place

Mayor Wolf read the title of Ordinance O2023-9. HWY 301/216, LLC seeks approval from the City Commission for a Planned Development (PD). This is for a multi-family residential development of a maximum of 300 dwelling units, encompassing approximately 25 acres MOL. This will be accompanied by commercial retail and offices along US 301, on 9.75 acres MOL, with around 6.95 acres of open space. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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D. PD 2301-001 Trailwinds Village Planned Development Amendment

Mayor Wolf read the title of Ordinance O2023-13. Word Family, LLC seeks approval from

the City Commission for a Planned Development (PD) amendment. This is an amendment to the original Planned Development approved on February 28, 2022. The owner would like to amend the western buffer requirement for parcel G04LRI-002, to match surrounding parcels G04LCO-001, G04LOF-001, and G04LOF-002. Approval of this amendment will restate Ordinance O2020-1 in its entirety, with the sole modification being the change of the western buffer from 20' to 5' for parcel G04LRI-002. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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8. Resolutions for Approval

None.

9. Financial & Contracts & Agreements

A. Municipal Services Complex Pay App #20 in the Amount of \$113,469.48

Public Works Director Jeremy Hockenbury presented a request for the Municipal Services Complex Pay App # 20.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Memorandum of Agreement (MOA) for Landscaping and Irrigation Maintenance for the Buena Vista Boulevard South Extension

City Manager Jason McHugh presented a Memorandum of Agreement for Landscaping and Irrigation Maintenance for the Buena Vista Boulevard South Extension. McHugh explained that this area was part of the Interlocal Service Boundary Agreement with Sumter County and was not part of any of The Villages Districts by way of the road being constructed. Therefore, the City has established an agreement with the District staff that they will maintain that section of roadway, and the City will reimburse them throughout the year. McHugh stated that he would work on getting that section into a District Boundary. Commissioner Elliott questioned paying for the District's increased standards. McHugh stated that staff feels it is in the best interest to maintain it; otherwise, it will have to be removed and let die. No other comments were offered or received. Vote 4-1.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Flores, Commissioner Green
NAYES:	Commissioner Elliott

C. Temporary Construction Easement Agreement

Mayor Wolf relinquished the gavel to Mayor Pro Tem Bivins due to a conflict of interest. Development Services Director Melanie Peavy explained this was a temporary utility construction easement where access was needed to property belonging to the Mayor. The agreement states that the property will be returned to the state to which it was found before the construction was done and that no compensation would be given for the use of the temporary construction easement. City Manager Jason McHugh stated that this was consistent with other easement agreements.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

10. General Items for Consideration/Discussion and Other Business

A. Code Enforcement Request for Lien Release - 615 Fourth Street

Development Services Director Melanie Peavy presented a request for a Code Enforcement Lien Release on 615 Fourth Street. Peavy stated that the property had been out of compliance for several years, but the property had recently been sold and brought into compliance. Commissioner Elliott stated that it is a weak position for the City to dismiss the lien and requested that the commission deny the release. Commissioner Green asked if Commissioner Elliott would like the new owner to pay the lien amount. Commissioner Elliott stated that he would like to see the seller pay the fine. Peavy stated that the seller was a financial institution and that the property was a foreclosure. Peavy also stated that Code Enforcement was not a way for the City to make money. It is a way to bring properties into compliance. Commissioner Elliott stated that it was a way to encourage people to obey the ordinances and regulations within the City. Mayor Wolf stated that the City has had years of experience trying to get liens paid, and it doesn't always happen, and although it isn't right in the long run, it does benefit the City by having the property brought into compliance. No other comments were offered or received. Vote 4-1.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Flores, Commissioner Green
NAYES:	Commissioner Elliott

B. Code Enforcement Request for Lien Release - 700 N Warfield Avenue - Stroud Property

Development Services Director Melanie Peavy presented a request for a Code Enforcement Lien Release on 700 North Warfield Avenue. Peavy stated that this property had a fire several years ago and that this was to clean up paperwork.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

11. Appointments

None.

12. City Manager Reports

City Manager Jason McHugh thanked Parks and Recreation Director Amanda Salazar and her Department for the Easter events this past weekend.

A. Welcome to Wildwood Event on April 19, 2023

City Manager Jason McHugh mentioned the upcoming Welcome to Wildwood Program.

B. Request to Set Special Meeting for April 17, 2023 at 9am

City Manager Jason McHugh requested a Special Meeting on April 17, 2023, at 9:00 a.m.

C. Construction Projects Update

City Manager Jason McHugh mentioned the Construction Projects Update in the agenda packets. McHugh stated that there had been a good turnout on Thursday for the Broken Oak Community meeting.

13. Other Department Reports

None.

14. Commission Members Reports

Commissioner Elliott thanked Parks and Recreation Director Amanda Salazar and her department for the Easter weekend events. Commissioner Elliott would like the City Manager to review the Ordinances on Golf Carts in the City. Commissioner Elliott mentioned House Bill 405, Non-partisan municipal elections, and House Bill 37, Financial Disclosure. Commissioner Green mentioned the new law passed that it is no longer a requirement to have a concealed carry permit and his concern about how this will affect policing. Commissioner Elliott stated that in order to comply with reciprocal states, a concealed carry permit is needed. Commissioner Green also mentioned that lobbying restrictions have increased. Commissioner Green stated that Maya's Law will make apartment complexes do employee background checks. Commissioner Green stated that Worker's Compensation Laws have changed, and rates have increased. Mayor Wolf commented on the meeting with Langley Health.

15. City Attorney Reports

City Attorney Hunt stated that there is a Form 8B to fill out for the Mayor to recuse himself on the matter of the Temporary Easement.

16. Adjournment

The meeting was adjourned at 9:49 a.m.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: _____
Susan Patterson, City Clerk

BY: _____
Ed Wolf, Mayor

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
April 24, 2023 7:00 PM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison Bivins	Mayor Pro Tem	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Asst. City Manager/CFO	Present
Susan Patterson	City Clerk	Present
Ashley Hunt	City Attorney	Present
Randall Parmer	Chief of Police	Present
Melanie Peavy	Development Services Dir.	Present
Joshua Bills	City Attorney	Present
Jeremy Hockenbury	Public Works Director	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

Consent Agenda Items A and B were approved with one vote. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Expenditure Report

B. Budgeted Financial Items

1. Utility Revenue Sufficiency Analysis Proposal in the Amount of \$25,000

2. Police Body Camera System Renewal - BodyWorn by Utility, Inc. in the Amount of \$127,231

3. Presentations and/or Proclamations

A. Proclaim May 2023 as National Historic Preservation Month

Mayor Wolf read the Proclamation proclaiming May 2023 as National Historic Preservation Month.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

4. Public Hearings - Timed - Legislative

A. CP 2206-002 Wildwood Place

Mayor Wolf read the title of Ordinance O2022-97 Wildwood Place. The applicant, Ryan Thompson of CHW professional consultants on behalf of the owner of HWY 301/216 LLC seeks approval from the City Commission for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Commercial, Low-Density Residential & Residential Mixed use (City) to General Commercial & Medium High-Density Residential (City) for the parcels D19-014 and D19-043 on 34.75 acres MOL. Second and Final Reading. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

5. Public Hearings - Timed - Quasi-Judicial

Mayor Wolf swore in Development Services Director Melanie Peavy.

A. RZ 2206-002 Wildwood Place

Mayor Wolf read the title of Ordinance O2022-98. Rezoning Wildwood Place. The applicant, Ryan Thompson of CHW professional consultants on behalf of the owner HWY 301/216 LLC seeks approval from the City Commission for a Zoning Map Amendment to change the zoning district from C-3, R-2 & NMU-7 (City) to C-3 & R-4 (City) for the parcels D19-014 and D19-043 on 34.75 acres MOL. Second and Final Reading. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green

SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. PD 2206-001 Wildwood Place

Mayor Wolf read the title of Ordinance O2023-9. PD Wildwood Place. The applicant, Ryan Thompson of CHW professional consultants on behalf of the owner of HWY 301/216 LLC, seeks approval from the City Commission for a Planned Development (PD). This is for a multi-family residential development of a maximum of 300 dwelling units, encompassing approximately 25 acres MOL. This will be accompanied by commercial retail and offices along US 301, on 9.75 acres MOL, with around 6.95 acres of open space. Second and Final Reading. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. PD 2301-001 Trailwinds Village Planned Development Amendment

Mayor Wolf read the title of Ordinance O2023-13. PD Trailwinds Village Planned Development Amendment. The owner/applicant Word Family, LLC seeks approval from the City Commission for a Planned Development (PD) amendment. This is an amendment to the original Planned Development approved on February 28, 2022. The owner would like to amend the western buffer requirement for parcel G04LRI-002, to match surrounding parcels G04LCO-001, G04LOF-001, and G04LOF-002. Approval of this amendment will restate Ordinance O2020-1 in its entirety, with the sole modification being the change of the western buffer from 20' to 5' for parcel G04LRI-002. Second and Final Reading. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

6. Public Forum - 4 minute time limit

Peggy Jones asked for a variance to the city code that states you may no longer have a septic tank hook-up if you are on city water and sewer lines. Jones is having to replace her lift station pump for the second time since she went on city water and sewer. Jones stated that she did not understand that she would need to pay for and be responsible for maintaining the lift station pump. City Manager Jason McHugh stated that the code is not a city but a state code. McHugh stated that he would speak with Ms. Jones after the commission meeting. Brad Dinkins thanked the commission for how they opened the meeting with a prayer and the pledge of allegiance.

7. Ordinances First Reading Only (No Vote)

A. AN 2303-001 Blount Development at Peppertree

Mayor Wolf read the title of Ordinance O2023-17. Blount Development at Peppertree. The applicant, LPG Urban & Regional Planners, Inc, on behalf of the owners, Israel and Lucinda Daves, Rick Blount & Company, Inc, and Blount Development Peppertree, LLC, has submitted a voluntary annexation application for parcels D30-016, D30-043, D30-083, and D30-097. The property to be annexed totals 23.79 acres MOL and is located south along CR 222, approximately 0.38 miles west of N US 301, and approximately 0.40 miles east of CR 209 in section 30, township 18 south, range 23 east. Development Services Director Melanie Peavy stated that there had been several letters received from residents that were opposed to the project. First Reading Only. No other comments were offered or received. No Vote.

RESULT:	FIRST READING
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B. AN 2303-002 Pen-a-ckle Pickleball Pavilion

Mayor Wolf read the title of Ordinance O2023-18. Pen-a-ckle Pickleball Pavilion. The applicant, Lamar Underwood, on behalf of the owners of MGE Holdings, LLC, has submitted a voluntary annexation application for parcel G16-107. The property to be annexed totals 4 acres MOL and is located south along C 44A. Approximately 0.14 miles north of E SR 44. First Reading Only. No comments were offered or received. No Vote.

RESULT:	FIRST READING
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8. Resolutions for Approval

None.

9. Financial & Contracts & Agreements

A. RFQ #2023-08 Continuing Architectural Services

Assistant City Manager Cassandra Smith presented a request for the City Manager to negotiate contracts with the two top firms, CPH, LLC., and Ohlson Lavoie Corporation for RFQ # 2023-08, Continuing Architectural Services. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Annual Lease Agreement with DM7 Cattle Company

Assistant City Manager Cassandra Smith presented a request for the renewal of the DM7 Cattle Company Annual Lease Agreement. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Demolition of the Old Police Department Building in the Amount of \$52,650

Public Works Director Jeremy Hockenbury presented a request for the demolition of the old Police Department Building. Hockenbury stated that they had received three bids initially, but at the request of the bidders, there was an asbestos report on the building required. Hockenbury stated that after the report came back, there was one bid for the project, which was Patriot Demolition. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. Amended and Restated Memorandum of Agreement for PepperTree North

Development Services Director Melanie Peavy presented a request for the Amended and Restated Memorandum of Agreement for Peppertree North. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Termination of Memorandums of Agreement - Early Retirement, LLC (PepperTree North) and City of Wildwood

Development Services Director Melanie Peavy presented a request for the Termination of Memorandums of Agreement - Early Retirement, LLC (Peppertree North) and the City of Wildwood. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins,

10. General Items for Consideration/Discussion and Other Business

None.

11. Appointments

None.

12. City Manager Reports

City Manager Jason McHugh stated that the Welcome to Wildwood presentation went well. McHugh stated that G3 would be starting work on the parking lot next to Bargains and Blessings for geotechnical work. McHugh stated that G3 had obtained the demolition permits for the buildings across the street, tentatively scheduled for sometime in May.

A. Request Special Commission Meeting for May 1, 2023 at 7pm

City Manager Jason McHugh requested a special meeting scheduled for May 1, 2023, at 7:00 p.m.

13. Other Department Reports

None.

14. Commission Members Reports

Commissioner Green stated that he had attended the Regional Planning Committee meeting and learned that grants are available. Commissioner Bivins reminded everyone of the grand opening of the new splash pad on Saturday, April 29th, at 9:00 a.m. Mayor Wolf congratulated the staff on the great job done for Welcome to Wildwood.

15. City Attorney Reports

None.

16. Adjournment

The meeting was adjourned at 7:45 p.m.

RESULT:	Adjourned
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: _____
Susan Patterson, City Clerk

BY: _____
Ed Wolf, Mayor

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
SPECIAL MEETING
May 1, 2023 7:00 PM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison Bivins	Mayor Pro Tem	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Asst. City Manager/CFO	Present
Joshua Bills	City Attorney	Present
Randall Parmer	Chief of Police	Present
Lynzey McClellan	Asst. Chief Financial Officer	Present
Amanda Salazar	Parks & Recreation Director	Present
Susan Patterson	City Clerk	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

None.

3. Presentations and/or Proclamations

A. FY 22-23 Mid-Year Budget Update

Assistant Chief Financial Officer Lynzey McClellan presented the FY 2022-2023 Mid-Year Budget Update. McClellan went over General Fund revenues and expenses as of March 31st, which is six months into the fiscal year. McClellan stated that the reserve balance is on track and suggested that the overage of \$2.7 million be transferred to the Capital Improvement Fund. Mayor Wolf asked if using the money to pay down some debt at this time would be a good idea. McClellan stated that the Assistant City Manager/CFO Cassandra Smith would answer that question in her presentation of the Capital Improvement Fund. McClellan continued with the Utility Revenue Fund and stated that the revenues are on track along with the expenditures for the fund. McClellan stated that the ending balance was projected to be \$1.9 million over the desired reserve balance, which would be needed for the expansion of the wastewater treatment plant. McClellan also provided information on amendments to the budget that would be presented at the next Commission meeting on May 8, 2023.

Assistant City Manager/CFO Cassandra Smith presented the Capital Improvement Plan. Smith stated that the city wished to avoid debt when possible and to reduce the number of

issuances and the types of debt. Smith stated that if the city did need to go out for debt, it would be better to combine issuances of debt into one to avoid the extra costs to the city. Smith stated that the city wanted to make sure that they are planning for the future needs of the city in the CIP and that what is anticipated for the city is included. Smith stated that the key component is the city's strategic plan and the ultimate goal is to balance the city's resources with its needs. Smith stated that the four major projects are the downtown parking garage, clay drain road, millennium park improvements, and the recreation center, which are making an impact on the capital improvement fund. Smith stated that the major funding source of the CIP fund is the General Fund. Smith went over the goals for transfer into the CIP fund. Smith stated that the ending balances in the fund each year have a positive balance. Smith answered Mayor Wolf's earlier question about using the \$2.7 million to pay down debt, stating that the city's current interest rates on the city's debt are much lower than what the interest rates would be at this time to take out more debt.

B. Presentation by OLC for Recreation and Outreach Center

Parks and Recreation Director Amanda Salazar introduced Maged Elsheikh from Ohlson Lavoie Corporation. Elsheikh went over the building and the outline for the center, such as physical activities, a double gym, a walk/jog track, a dance studio, a learning center, an art studio, and a room for staff and security. Elsheikh stated that the center would be available for multiple age groups. Elsheikh stated that there was an existing wet detention pond and flood compensation pond. The center would have a banquet room, a kitchen, and a snack bar available, along with areas to sit and relax. Elsheikh stated that the second floor would have a senior room, a teen club, and a walking track around the building. Elsheikh stated that there would be a canopy-covered area at the entrance for dropping off and picking up. Elsheikh reviewed the estimated cost of \$12 million for the facility. Salazar went over the budget breakdown and current costs and infrastructure and uses of the recreation center. Salazar stated that this would be a safe place for children in the community to go after school and also for adult sports activities and a second basketball program. Parks and Recreation would like to offer programs and a place for children to go that the school system does not offer. Salazar stated that her department had been surveying residents about what was needed in the community. Commissioner Green stated the need to have something built that would not be outgrown by the time it is built. Salazar stated that the school system has a program where parents can choose where they have their children dropped off after school and, hopefully, the new outreach center could be added as a drop-off location. Commissioner Green mentioned the city partnering with other businesses. City Manager Jason McHugh stated that the city had been unsuccessful in partnering with the YMCA and the Boys and Girls Club. Mayor Wolf stated that he does not want to spend \$12 million on a building and have it destroyed. Commissioner Bivins stated that it is not always the people that live in the city that destroy items and facilities. Elsheikh stated that security would need to be at the facility and if someone is caught on camera they should be held accountable for their actions.

Brandon Hall stated that there was very little in the city for children to do and stated that having a facility for the children to go to and play and grow is needed within the city. Phil Spangler from Wildwood Middle High School Drama Class stated that he was a first-year teacher and thanked the Parks & Recreation Department for letting the drama class use the Warfield Auditorium. Spangler stated that the new facility would be very beneficial to the children in the City of Wildwood. Timothy Cotton from the Wildwood Middle High School Drama Class spoke of the benefit and the help from the city and the Parks & Recreation department for the use of the Warfield Auditorium and that the new facility would be a great benefit for the children of the city. Ginger McGill spoke of her support for the new facility and that the reason things were being destroyed was from a lack of places for children to go and a lack of supervision at home. John Snipes stated the need for a facility and that the Warfield complex had plenty of room for growth for the children in the community. City Manager Jason

McHugh asked for approval of the formal design and to move forward with OLC for the recreation center.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Commissioner Flores
NAYES:	Mayor Ed Wolf, Commissioner Joe Elliott

4. Public Hearings - Timed - Legislative

None.

5. Public Hearings - Timed - Quasi-Judicial

None.

6. Public Forum - 4 minute time limit

None.

7. Ordinances First Reading Only (No Vote)

None.

8. Resolutions for Approval

None.

9. Financial & Contracts & Agreements

None.

10. General Items for Consideration/Discussion and Other Business

A. Recreation and Outreach Center Discussion

Commissioner Green stated that he is adamant about having the Recreation Center built. Commissioner Elliott thanked Salazar for the presentation but would like to have more discussion about the many questions that were brought up at this meeting. Commissioner Bivins stated that there was enough information given to move this item forward. Commissioner Flores asked if the city would need to borrow money for this project and McHugh stated that at this point there would not be a need to borrow money. Mayor Wolf stated that his main concern was the infrastructure and what the overall cost of the wastewater treatment plant expansion would be.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Commissioner Flores
NAYES:	Mayor Wolf, Commissioner Elliott

B. RFQ #2023-07 Continuing Professional Engineering Services

Assistant City Manager/CFO Cassandra Smith presented a request for approval of the City Manager to negotiate contracts with the top three firms, CPH, LLC, Kimley-Horn & Associates, and Halff Associates for RFQ #2023-07 Continuing Professional Engineering Services.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

11. Appointments

None.

12. City Manager Reports

None.

13. Other Department Reports

Ben from CPH provided an update on the Wastewater Treatment Plant Expansion. Ben stated that with the population growing so rapidly, the pipes, pumps, and structures are going to have to be larger, which changes the cost and time frame of where CPH would like to be. Ben stated that along with the intake, there has to be a discharge of the treated water. Ben stated that the plan is to order parts ahead of the installation so all parts will be there when the time comes to install. Ben stated that the major issue is that there is a septage hauler across from the treatment plant which is dumping some very strong materials and the organic strength is 80 times more than what the new plant is being designed for and causing problems with how the current plant operates. Ben stated that the septage can be treated but it will increase the cost of the new plant being built. McHugh stated that the industrial waste user has a permit but is continuously exceeding their permit limit. McHugh stated that he is working with Ben and the wastewater team to get all the information before bringing this item back to the commission. Mayor Wolf stated that this was his concern in earlier conversations, with the cost per gallon being \$33 now and an estimate of \$66 million.

14. Commission Members Reports

None.

15. City Attorney Reports

None.

16. Adjournment

The meeting adjourned at 8:45 p.m.

RESULT:	Adjourned
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: _____
Susan Patterson, City Clerk

BY: _____
Ed Wolf, Mayor

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
May 8, 2023 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison Bivins	Mayor Pro Tem	Present
Joe Elliot	Commissioner	Present
Marcos Flores	Commissioner	Present
Ashley Hunt	City Attorney	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Asst. City Manager/CFO	Present
Susan Patterson	City Clerk	Present
Randall Parmer	Chief of Police	Present
John Walker	Captain	Present
Joshua Bills	City Attorney	Present
Terri O'Neal	Planning Manager	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

Consent Agenda items a thru m were voted on together. No comments were offered or received.
Vote 4-0

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

A. Expenditure Report

B. SP 2206-006 Arby's/Multi-Tenant Development @ Lot 5 - Turkey Run

C. SP 2210-002 Home Depot Wildwood (Wildwood Crossing)

D. SP 2301-002 VOSO Phase 11C Master Plan

E. SP 2303-002 VOSO Phase 6B Master Plan

F. SP 2303-004 VOSO Phase 31A & 31B Master Plan

G. SP 2211-006 Townhomes at Powell

H. Middleton Units 1 & 2 Right-of-Way Deeds

I. Engineering Continuing Professional Services Agreement - CPH, LLC

J. Engineering Continuing Professional Services Agreement - Kimley-Horn and Associates, Inc.

K. Engineering Continuing Professional Services Agreement - Halff Associates, Inc.

L. Architectural Continuing Professional Services Agreement - CPH, LLC

M. Architectural Continuing Professional Services Agreement - Ohlson Lavoie Corporation

3. Presentations and/or Proclamations

A. Proclaim May 21-27, 2023, as National Public Works Week

Mayor Wolf read the Proclamation proclaiming May 21 - 27 as National Public Works Week.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

4. Public Hearings - Timed - Legislative

A. FY23 Third Budget Amendment

Mayor Wolf read the title of Resolution R2023-10. A budget amendment for the FY23 budget year. Assistant City Manager/CFO stated that in this third budget amendment, multiple expense accounts are being amended for unanticipated expenses in the FY22-23 budget year. No comments were offered or received. Vote 4-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott

SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

5. Public Hearings - Timed - Quasi-Judicial

Mayor Wolf swore in Planning Manager Terri O'Neal and audience members.

A. AN 2303-001 Blount Development at Peppertree

Mayor Wolf read the title of Ordinance O2023-17. The applicant, LPG Urban & Regional Planners, Inc, on behalf of the owners, Israel and Lucinda Daves, Rick Blount & Company, Inc, and Blount Development Peppertree, LLC, has submitted a voluntary annexation application for parcels D30-016, D30-043, D30-083, and D30-097. The property to be annexed totals 23.79 acres MOL and is located south along CR 222, approximately 0.38 miles west of N US 301, and approximately 0.40 miles east of CR 209 in section 30, township 18 south, range 23 east. Jim Casteel asked if the city had the capacity in the utilities department to handle this development. City Manager Jason McHugh answered yes. No other comments were offered or received. Vote 4-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

B. AN 2303-002 Pen-a-ckle Pickleball Pavilion

Mayor Wolf read the title of Ordinance O2023-18. The applicant, Lamar Underwood, on behalf of the owners of MGE Holdings, LLC, has submitted a voluntary annexation application for parcel G16-107. The property to be annexed totals 4 acres MOL and is located south along C 44A. Approximately 0.14 miles north of E SR 44. No comments were offered or received. Vote 4-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

6. Public Forum - 4 minute time limit

None.

7. Ordinances First Reading Only (No Vote)

None.

8. Resolutions for Approval

None.

9. Financial & Contracts & Agreements

- A. Approval for the Purchase of One (1) 2023 Ford Police Interceptor from Duval Ford in the Amount of \$45,304

Fleet Services Director Steve Watson presented a request for approval to purchase one 2023 Ford Police Interceptor from Duval Ford. No comments were offered or received. Vote 4-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

- B. Kimley-Horn Amendment #3 to Work Authorization #14 for Pleasantdale Drive in the Amount of \$36,000

Public Works Director Jeremy Hockenbury presented a request for Kimley-Horn Amendment # 3 to Work Authorization #14 for Pleasantdale Drive. No comments were offered or received. Vote 4-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

- C. CPH, LLC Agreement to Provide Owner Support Services for the Wildwood Garage Project in the Amount of \$64,440

City Manager Jason McHugh presented a request for the CPH, LLC agreement to provide owner support services for the Wildwood Garage Project. No comments were offered or received. Vote 4-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

10. General Items for Consideration/Discussion and Other Business

- A. Employment Contract for Police Officer Recruit F. Terracciano

Chief Parmer presented the A.J. Johnson Police Scholarship for an employment contract to Officer Recruit F. Terracciano.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

B. Employment Contract for Police Officer Recruit J. Wright

Chief Parmer presented the A.J. Johnson Police Scholarship for an employment contract to Officer Recruit J. Wright.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

11. Appointments

None.

12. City Manager Reports

City Manager Jason McHugh gave condolences for Hannah Serfass and her family. McHugh also stated that the splash pad would be opening this coming weekend.

A. Construction Projects Update

13. Other Department Reports

None.

14. Commission Members Reports

Commissioner Elliott stated his condolences for the loss of Hannah Serfass.

15. City Attorney Reports

None.

16. Adjournment

The meeting adjourned at 9:19 a.m.

RESULT:	Adjourned
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: _____
Susan Patterson, City Clerk

BY: _____
Ed Wolf, Mayor

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account Range: First	to Last	Include Non-Anticipated: No	Year To Date As Of: 05/31/23
Expend Account Range: First	to Last	Include Non-Budget: No	Current Period: 05/01/23 to 05/31/23
Print Zero YTD Activity: No			Prior Year As Of: 05/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
001-311-1000	AD VALOREM TAXES	9,513,015.23	12,767,400.00	0.00	12,744,390.29	23,009.71-	100
001-312-4100	LOCAL OPTION GAS TAX	521,726.98	550,510.00	0.00	408,708.79	141,801.21-	74
001-312-6000	DISCRETIONARY/LOCAL GOVT. INFRA	3,000,973.76	2,912,630.00	216,546.18	2,357,859.12	554,770.88-	81
001-313-1000	FRANCHISE TAX-/PROGRESS ENERGY SVCS	914,818.57	800,000.00	0.00	580,715.33	219,284.67-	73
001-313-1010	FRANCHISE TAX- SECO	1,109,792.58	1,071,605.00	124,004.85	927,844.93	143,760.07-	87
001-313-4080	LEESBURG ELECTRIC FRANCHISE FEE	56,759.18	35,000.00	5,097.71	54,829.76	19,829.76	157
001-313-4160	FRANCHISE TAX- TECO/PEOPLES GAS	252,232.71	250,000.00	26,002.25	195,899.71	54,100.29-	78
001-313-4170	FENNEY WATER CONS AUTHORITY-UTILITY TAX	53,537.52	45,000.00	0.00	27,644.32	17,355.68-	61
001-313-4180	LEESBURG GAS FRANCHISE FEE	50,945.56	45,000.00	5,975.42	41,819.18	3,180.82-	93
001-313-4190	SOUTH SUMTER UTILITY COMPANY FRANCHISE	370,207.76	275,000.00	0.00	209,071.57	65,928.43-	76
001-313-5000	FRANCHISE TAX- WASTE MGMNT-REFUSE SVCS	191,455.95	190,000.00	4,720.05	114,327.99	75,672.01-	60
001-313-5001	TRI-COUNTY SANITATION FRANCHISE FEE	239,734.08	250,000.00	0.00	178,368.99	71,631.01-	71
001-313-5003	FRANCHISE FEE - SEWWC	228,541.29	245,000.00	0.00	160,675.49	84,324.51-	66
001-314-1000	UTILITY TAX-PROGRESS ENERGY SVCS.	800,587.31	690,000.00	0.00	467,045.31	222,954.69-	68
001-314-1010	UTILITY TAX-SUMTER ELECTRIC	1,022,299.81	930,000.00	94,281.78	714,519.33	215,480.67-	77
001-314-3000	UTILITY TAX-WATER SALES	116,647.62	110,000.00	0.00	60,857.35	49,142.65-	55
001-314-3002	THE VILLAGES-5% WATER UTILITY TAX	226,690.03	250,000.00	51,576.12	147,931.94	102,068.06-	59
001-314-3003	CENTRAL SUMTER UTILITY CO. LLC	112,364.85	125,000.00	40,546.42	117,553.79	7,446.21-	94
001-314-4000	UTILITY TAX-SUBURBAN PROPANE	14,947.69	15,000.00	0.00	10,058.69	4,941.31-	67
001-314-4030	FERRELLGAS LP	1,603.55	1,000.00	0.00	991.93	8.07-	99
001-314-4040	CIRCLE K STORES	210.93	200.00	0.00	230.63	30.63	115
001-314-4080	LEESBURG ELECTRIC UTILITY TAX	42,831.63	30,000.00	2,912.93	35,344.81	5,344.81	118
001-314-4081	LEESBURG GAS UTILITY TAX	75,244.67	60,000.00	8,347.78	59,470.56	529.44-	99
001-314-4100	INTERCONN RESOURCES LLC	27,549.71	30,000.00	910.25	9,589.61	20,410.39-	32
001-314-4150	CVS	389.42	200.00	27.12	222.48	22.48	111
001-314-4151	AMERIGAS PROPANE	9,864.39	8,000.00	0.00	5,112.40	2,887.60-	64
001-314-4152	LOWE'S PROPANE TAX	2,426.64	1,500.00	0.00	1,549.31	49.31	103
001-314-4153	BLOSSMAN COMPANIES PROPANE TAX	0.00	0.00	0.00	229.31	229.31	0
001-314-4160	TECO-PEOPLES GAS	262,582.16	250,000.00	0.00	200,470.08	49,529.92-	80
001-314-4162	GAS SOUTH UTILITY TAX	335.05	300.00	0.00	476.16	176.16	159
001-314-4190	SOUTH SUMTER UTILITY CO UTILITY TAX	148,810.50	85,000.00	0.00	81,801.33	3,198.67-	96
001-314-4191	PUBLIX UTILITY TAX	932.43	500.00	50.38	687.53	187.53	138
001-314-9010	STATE COMMUNICATIONS TAX	499,413.36	500,000.00	0.00	371,173.46	128,826.54-	74

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
001-331-5000	FEMA GRANT	0.00	0.00	0.00	65,810.15	65,810.15	0
001-335-1200	STATE REVENUE SHARING	628,683.58	652,660.00	0.00	371,933.28	280,726.72-	57
001-335-1400	MOBILE HOME LICENSES	16,437.90	10,000.00	279.00	11,990.99	1,990.99	120
001-335-1600	STATE BEVERAGE LICENSES	7,462.21	8,500.00	24.47	7,609.04	890.96-	90
001-335-1800	1/2 CENT SALES TAX	1,478,361.37	1,508,170.00	0.00	1,142,138.34	366,031.66-	76
001-339-1000	SOUTH SUMTER UTILITY PILOT FEES	5,582.80	0.00	0.00	0.00	0.00	0
001-341-2006	COMMUNITY DEVELOPMENT SERVICES	844,761.41	500,000.00	37,745.00	382,286.43	117,713.57-	76
001-341-2010	TREE MITIGATION PERMITS	25,584.00	0.00	100.00	800.00	800.00	0
001-347-5300	BUILDING RENTAL-WILDWOOD COMMUNITY CENTE	75,282.78	50,000.00	592.85-	53,955.20	3,955.20	108
001-347-5304	COMMUNITY CENTER STAFF FEES	150.00-	100.00	0.00	0.00	100.00-	0
001-347-5305	BUILDING RENTAL-OXFORD COMMUNITY CENTER	7,747.58	5,000.00	58.11-	7,624.85	2,624.85	152
001-347-5306	BUILDING RENTAL-MLK JR COMMUNITY CENTER	1,693.87	1,500.00	24.18-	1,163.14	336.86-	78
001-347-5307	OUTDOOR BUILDING RENTALS	46.10	100.00	0.00	36.88	63.12-	37
001-347-5308	OPEN SPACE RENTALS	354.97	100.00	0.00	1,190.30	1,090.30	***
001-350-1000	FINES	27,251.97	20,000.00	2,647.62	23,701.91	3,701.91	119
001-351-1002	CODE ENFORCEMENT	1,825.29	1,000.00	50.00	1,540.68	540.68	154
001-351-3000	POLICE-2ND DOLLAR FUND	2,900.28	1,500.00	5,307.98	6,952.53	5,452.53	464
001-361-0000	INTEREST EARNINGS	85,937.51	5,000.00	0.00	105,612.09	100,612.09	***
001-369-0000	OTHER MISCELLANEOUS REVENUE	6,413.14	10,000.00	0.00	12,145.86	2,145.86	121
001-369-0010	STATE HIGHWAY LIGHTING AGREEMENT	17,247.78	17,765.00	0.00	0.00	17,765.00-	0
001-369-0012	FDOT HIGHWAY MAINTENANCE AGREEMENT	15,500.08	13,440.00	0.00	4,202.25	9,237.75-	31
001-369-0050	AUCTION PROCEEDS	9,972.00	10,000.00	0.00	25,262.67	15,262.67	253
001-369-0052	SPONSORSHIPS	1,265.00	1,000.00	0.00	0.00	1,000.00-	0
001-369-0058	DONATIONS	17,515.70	0.00	0.00	6,185.00	6,185.00	0
001-369-0075	MULTI-PURPOSE FIELD RENTAL	0.00	100.00	0.00	0.00	100.00-	0
001-369-0076	BASEBALL FIELD RENTAL	3,329.84	1,000.00	106.20-	3,163.94	2,163.94	316
001-369-0078	FIELD PREPARATION FEES	345.00	100.00	0.00	479.24	379.24	479
001-369-0792	PROGRAM REGISTRATION FEES	29,002.57	15,000.00	1,785.00-	23,604.41	8,604.41	157
001-369-0794	CONCESSION / VENDOR FEES	100.00	100.00	0.00	0.00	100.00-	0
001-369-0796	SPECIAL EVENT REGISTRATION FEES	1,330.00	1,500.00	93.50-	4,196.50	2,696.50	280
001-369-2100	POLICE DEPT MISCELLANEOUS REVENUE	4,794.00	1,500.00	218.33	6,667.13	5,167.13	444
001-369-3700	MISCELLANEOUS POLICE DONATIONS	0.00	100.00	0.00	0.00	100.00-	0
001-369-3748	MISC. GRANTS/VESTS	2,325.00	0.00	0.00	2,800.00	2,800.00	0
001-369-4000	FUEL TAX REFUND	11,470.88	6,500.00	0.00	3,839.20	2,660.80-	59
001-380-1000	OTHR FINANCING SOURCE-INSURANCE PROCEEDS	67,736.50	0.00	0.00	0.00	0.00	0
001-380-1001	OTHER FINANCING SOURCE-COUNTY REIMBURSE	90,804.00	0.00	0.00	0.00	0.00	0
001-382-1010	TRANSFER FROM INDUSTRIAL PARK	10,000.00	10,000.00	0.00	0.00	10,000.00-	0

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
001-382-1013	TRANSFER FROM LAW ENFORCEMENT IMP FEES	412,800.00	412,800.00	0.00	0.00	412,800.00-	0
001-389-5000	NON-OPERATIONAL CASH FORWARD-GEN FUND	0.00	5,806,015.00	0.00	0.00	5,806,015.00-	0
001 GENERAL FUND Revenue Total		23,781,188.03	31,594,395.00	624,711.80	22,564,363.49	9,030,031.51-	71

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-511-00-0000	LEGISLATIVE- CITY COMMISSION:	0.00	0.00	0.00	0.00	0.00	0
001-511-10-1200	SALARIES	42,528.84	48,910.00	4,141.26	32,851.85	16,058.15	67
001-511-10-2100	FICA EXPENSE	3,253.32	3,750.00	316.79	2,513.06	1,236.94	67
001-511-10-2200	RETIREMENT	22,461.75	27,880.00	2,360.51	17,973.65	9,906.35	64
001-511-10-2300	LIFE & HEALTH INSURANCE	285.00	350.00	23.75	374.49	24.49-	107
001-511-10-2600	WORKERS COMPENSATION INSURANCE	133.96	150.00	12.02	151.57	1.57-	101
001-511-30-3100	PROFESSIONAL SERVICES	2,200.00	6,000.00	0.00	200.00	5,800.00	3
001-511-30-4000	TRAVEL & PER DIEM	6,205.44	7,000.00	0.00	573.96	6,426.04	8
001-511-30-4100	TELEPHONE EXPENSE	1,196.00	2,000.00	29.99-	543.58	1,456.42	27
001-511-30-4110	IT LICENSING / EQUIPMENT	4,807.20	8,470.00	29.99	4,857.81	3,612.19	57
001-511-30-4600	REPAIR & MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0
001-511-30-4900	MISC. EXPENSE & OTHER CURRENT	66.37	2,500.00	11.65-	2,656.95	156.95-	106
001-511-30-5100	OFFICE SUPPLIES	39.00	150.00	0.00	0.00	150.00	0
001-511-30-5200	OPERATING SUPPLIES	98.66	400.00	11.65	23.15	376.85	6
001-511-30-5400	SUBSCRIPTIONS/DUES	2,680.00	5,300.00	0.00	4,137.00	1,163.00	78
001-511-30-5500	TRAINING	1,650.00	2,650.00	0.00	0.00	2,650.00	0
001-511-60-6300	CAPITAL IMPROVEMENT-OTHER	5,698.00	0.00	0.00	0.00	0.00	0
511 LEGISLATIVE- CITY COMMISSION:		93,303.54	116,010.00	6,854.33	66,857.07	49,152.93	58

001-512-00-0000	EXECUTIVE- CITY MANAGER:	0.00	0.00	0.00	0.00	0.00	0
001-512-10-1200	SALARIES	283,686.15	448,710.00	16,704.01	248,171.35	200,538.65	55
001-512-10-1300	OVERTIME	69.81	0.00	0.00	0.00	0.00	0
001-512-10-1500	SICK LEAVE	6,172.52	0.00	0.00	2,238.08	2,238.08-	0
001-512-10-1600	VACATION PAY	12,418.17	0.00	726.92	14,836.05	14,836.05-	0
001-512-10-1800	HOLIDAY PAY	12,853.78	0.00	0.00	11,649.98	11,649.98-	0
001-512-10-2100	FICA EXPENSE	24,024.10	34,330.00	1,325.82	20,562.97	13,767.03	60
001-512-10-2200	RETIREMENT	84,211.65	110,900.00	4,306.79	68,670.88	42,229.12	62
001-512-10-2210	BENEFIT ADMIN FEES	58.50	0.00	0.00	81.00	81.00-	0
001-512-10-2300	LIFE & HEALTH INSURANCE	24,071.20	46,800.00	1,750.50	27,423.75	19,376.25	59
001-512-10-2600	WORKERS COMPENSATION INSURANCE	446.58	500.00	40.07	505.29	5.29-	101

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-512-30-3100	PROFESSIONAL SERVICES	53,952.16	125,000.00	0.00	21,227.90	103,772.10	17
001-512-30-3450	CLOTHING AND UNIFORMS	0.00	500.00	0.00	183.96	316.04	37
001-512-30-4000	TRAVEL & PER DIEM	7,309.05	10,600.00	500.00	4,105.53	6,494.47	39
001-512-30-4100	TELEPHONE EXPENSE	2,788.94	4,500.00	199.99	2,161.49	2,338.51	48
001-512-30-4110	IT LICENSING / EQUIPMENT	2,890.83	11,840.00	672.99	11,526.42	313.58	97
001-512-30-4150	ADVERTISING/RECORDING EXPENSE	0.00	4,000.00	0.00	1,492.72	2,507.28	37
001-512-30-4200	POSTAGE/TRANSPORTATION FEES	7.29	500.00	0.00	87.62	412.38	18
001-512-30-4600	REPAIR & MAINTENANCE	946.22	5,800.00	0.01	635.80	5,164.20	11
001-512-30-4900	MISC. EXPENSE & OTHER CURRENT	501.71	1,000.00	204.00	384.84	615.16	38
001-512-30-5100	OFFICE SUPPLIES	338.18	2,000.00	0.00	1,006.28	993.72	50
001-512-30-5200	OPERATING SUPPLIES	593.17	7,250.00	958.00	5,670.76	1,579.24	78
001-512-30-5400	SUBSCRIPTIONS/DUES	3,846.24	5,650.00	0.00	1,084.75	4,565.25	19
001-512-30-5500	TRAINING	2,137.51	9,000.00	0.00	1,960.00	7,040.00	22
001-512-60-6400	CAP. IMPROVEMENT-MACHINERY	0.00	5,200.00	0.00	4,633.40	566.60	89
512 EXECUTIVE- CITY MANAGER:		523,323.76	834,080.00	26,989.12	450,300.82	383,779.18	54
001-513-00-0000	CLERK/FINANCE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-513-10-1200	SALARIES	221,653.11	283,920.00	9,638.53	128,800.90	155,119.10	45
001-513-10-1300	OVERTIME	24.88	500.00	0.00	0.00	500.00	0
001-513-10-1500	SICK LEAVE	6,549.71	0.00	299.40	4,249.75	4,249.75	0
001-513-10-1600	VACATION PAY	16,092.88	0.00	0.00	6,234.83	6,234.83	0
001-513-10-1800	HOLIDAY PAY	10,401.00	0.00	0.00	5,570.43	5,570.43	0
001-513-10-2100	FICA EXPENSE	19,486.82	21,760.00	760.24	11,081.32	10,678.68	51
001-513-10-2200	RETIREMENT	32,712.84	37,280.00	1,350.77	19,897.08	17,382.92	53
001-513-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	0.00	0.00	0
001-513-10-2300	LIFE & HEALTH INSURANCE	35,524.88	46,800.00	1,431.00	21,598.00	25,202.00	46
001-513-10-2500	UNEMPLOYMENT COMPENSATION	0.00	500.00	0.00	0.00	500.00	0
001-513-10-2600	WORKERS COMPENSATION INSURANCE	893.14	1,000.00	80.14	1,010.57	10.57	101
001-513-30-3100	PROFESSIONAL SERVICES	13,361.60	17,750.00	0.00	0.00	17,750.00	0
001-513-30-3200	ACCOUNTING/AUDITING FEE	18,500.00	19,250.00	0.00	0.00	19,250.00	0
001-513-30-3400	OTHER CONTRACTUAL SERVICES	2,720.05	14,800.00	175.00	7,961.15	6,838.85	54
001-513-30-4000	TRAVEL & PER DIEM	0.00	2,000.00	0.00	55.56	1,944.44	3
001-513-30-4100	TELEPHONE EXPENSE	3,480.22	6,300.00	0.00	2,917.41	3,382.59	46
001-513-30-4110	IT LICENSING / EQUIPMENT	32,428.68	37,540.00	0.00	29,323.02	8,216.98	78
001-513-30-4150	ADVERTISING/RECORDING EXPENSE	2,857.35	1,580.00	47.36	171.10	1,408.90	11
001-513-30-4200	POSTAGE/TRANSPORTATION FEES	5,000.62	3,150.00	0.00	2,105.87	1,044.13	67

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-513-30-4300	UTILITIES EXPENSE	18,321.51	27,300.00	1,189.81	10,495.38	16,804.62	38
001-513-30-4400	RENTAL & LEASING	2,995.45	3,900.00	2.99	1,727.11	2,172.89	44
001-513-30-4500	GENERAL INSURANCE	149,199.14	190,000.00	0.00	184,869.50	5,130.50	97
001-513-30-4600	REPAIR & MAINTENANCE	12,369.37	22,470.00	1,324.92	5,172.09	17,297.91	23
001-513-30-4900	MISC. EXPENSE & OTHER CURRENT	5,655.83	6,000.00	340.93	3,172.44	2,827.56	53
001-513-30-4910	ELECTION EXPENSES	0.00	500.00	0.00	0.00	500.00	0
001-513-30-5100	OFFICE SUPPLIES	4,216.10	3,600.00	0.00	3,499.50	100.50	97
001-513-30-5200	OPERATING SUPPLIES	7,147.80	7,050.00	84.68	2,017.51	5,032.49	29
001-513-30-5400	SUBSCRIPTIONS/DUES	432.50	1,180.00	37.50	187.50	992.50	16
001-513-30-5500	TRAINING	1,818.00	3,360.00	0.00	799.00	2,561.00	24
001-513-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	7,560.00	0.00	0.00	7,560.00	0
001-513-70-7100	DEBT SERVICE/CITY HALL-PRINCIPAL	109,873.75	112,595.00	0.00	55,952.53	56,642.47	50
001-513-70-7200	DEBT SERVICE/CITY HALL-INTEREST	24,553.79	21,835.00	0.00	11,261.25	10,573.75	52
001-513-70-7500	DEBT SERVICE/POLICE STATION-PRINCIPAL	223,552.49	229,425.00	0.00	113,969.00	115,456.00	50
001-513-70-7550	DEBT SERVICE/POLICE STATION-INTEREST	68,058.21	62,185.00	0.00	31,836.35	30,348.65	51
001-513-70-7600	DEBT SERV/2018 GEN FUND PROJ LOAN-PRINCP	327,167.69	333,315.00	0.00	333,314.33	0.67	100
001-513-70-7650	DEBT SERV/2018 GEN FUND PROJ LOAN-INTRST	95,401.31	89,270.00	0.00	89,263.05	6.95	100
513 CLERK/FINANCE DEPARTMENT:		1,472,504.72	1,615,675.00	16,763.27	1,088,513.53	527,161.47	67
001-516-00-0000	DEVELOPMENT SERVICES:	0.00	0.00	0.00	0.00	0.00	0
001-516-10-1200	SALARIES	477,983.17	707,050.00	21,891.28	301,895.05	405,154.95	43
001-516-10-1300	OVERTIME	1,684.41	1,000.00	0.00	629.13	370.87	63
001-516-10-1500	SICK LEAVE	10,237.69	0.00	482.95	7,974.26	7,974.26-	0
001-516-10-1600	VACATION PAY	29,637.20	0.00	622.35	10,475.92	10,475.92-	0
001-516-10-1800	HOLIDAY PAY	19,472.89	0.00	0.00	13,323.87	13,323.87-	0
001-516-10-2100	FICA EXPENSE	41,234.27	54,170.00	1,759.25	25,573.84	28,596.16	47
001-516-10-2200	RETIREMENT	77,619.65	105,520.00	3,244.19	47,694.94	57,825.06	45
001-516-10-2210	BENEFIT ADMIN FEES	211.50	0.00	0.00	49.50	49.50-	0
001-516-10-2300	LIFE & HEALTH INSURANCE	70,554.20	107,640.00	3,325.23	47,890.07	59,749.93	44
001-516-10-2600	WORKERS COMPENSATION INSURANCE	1,339.72	1,500.00	120.21	1,515.86	15.86-	101
001-516-30-3100	PROFESSIONAL SERVICES	502,781.20	525,000.00	0.00	230,215.15	294,784.85	44
001-516-30-3400	OTHER CONTRACTUAL SERVICES	1,361.24	14,500.00	235.00	596.75	13,903.25	4
001-516-30-3450	CLOTHING AND UNIFORMS	981.46	2,000.00	0.00	456.92	1,543.08	23
001-516-30-4000	TRAVEL & PER DIEM	4,014.91	24,650.00	0.00	711.10	23,938.90	3
001-516-30-4100	TELEPHONE EXPENSE	9,092.98	8,000.00	36.07	4,214.71	3,785.29	53
001-516-30-4110	IT LICENSING / EQUIPMENT	15,689.09	55,100.00	1,494.05	28,421.00	26,679.00	52

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-516-30-4150	ADVERTISING/RECORDING EXPENSE	33,762.20	25,000.00	98.00	18,427.24	6,572.76	74
001-516-30-4200	POSTAGE/TRANSPORTATION FEES	1,849.68	8,000.00	0.00	806.23	7,193.77	10
001-516-30-4600	REPAIR & MAINTENANCE	3,417.08	6,000.00	232.48	1,189.21	4,810.79	20
001-516-30-4900	MISC. EXPENSE & OTHER CURRENT	273.06	10,000.00	160.39	1,392.21	8,607.79	14
001-516-30-4950	CODE ENFORCEMENT	2,738.41	51,500.00	0.00	3,191.78	48,308.22	6
001-516-30-5100	OFFICE SUPPLIES	2,250.71	10,000.00	0.00	1,350.58	8,649.42	14
001-516-30-5200	OPERATING SUPPLIES	15,236.35	10,000.00	0.00	3,092.17	6,907.83	31
001-516-30-5250	FUEL EXPENSE	1,957.56	2,500.00	0.00	823.29	1,676.71	33
001-516-30-5400	SUBSCRIPTIONS/DUES	2,383.95	3,980.00	0.00	560.17	3,419.83	14
001-516-30-5500	TRAINING	7,497.85	19,460.00	0.00	3,113.79	16,346.21	16
001-516-30-5550	LICENSING	10,961.10	0.00	0.00	0.00	0.00	0
001-516-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	18,000.00	0.00	11,128.33	6,871.67	62
001-516-60-6330	JPA COMP PLAN AMENDMENTS	15,033.63	0.00	0.00	0.00	0.00	0
001-516-60-6400	CAPITAL IMPROV.-MACHINERY/EQUIPMENT	39,090.00	0.00	0.00	0.00	0.00	0
516 DEVELOPMENT SERVICES:		1,400,347.16	1,770,570.00	33,701.45	766,713.07	1,003,856.93	43
001-518-00-0000	INFORMATION TECHNOLOGY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
001-518-10-1200	SALARIES	112,674.55	190,330.00	6,573.25	82,463.76	107,866.24	43
001-518-10-1300	OVERTIME	41.47	0.00	0.00	0.00	0.00	0
001-518-10-1500	SICK LEAVE	6,520.75	0.00	0.00	984.80	984.80-	0
001-518-10-1600	VACATION PAY	6,969.13	0.00	0.00	4,456.59	4,456.59-	0
001-518-10-1800	HOLIDAY PAY	5,224.00	0.00	0.00	2,019.04	2,019.04-	0
001-518-10-2100	FICA EXPENSE	10,054.87	14,570.00	502.85	6,879.24	7,690.76	47
001-518-10-2200	RETIREMENT	14,627.63	22,670.00	782.88	10,709.95	11,960.05	47
001-518-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	27.00	27.00-	0
001-518-10-2300	LIFE & HEALTH INSURANCE	15,172.20	28,080.00	662.57	11,852.91	16,227.09	42
001-518-10-2600	WORKERS COMPENSATION INSURANCE	178.65	200.00	16.03	202.10	2.10-	101
001-518-30-3100	PROFESSIONAL SERVICES	375.00	145,320.00	0.00	25.00	145,295.00	0
001-518-30-3400	OTHER CONTRACTUAL SERVICES	988.66	15,160.00	0.00	2,571.31	12,588.69	17
001-518-30-4000	TRAVEL & PER DIEM	0.00	7,500.00	0.00	0.00	7,500.00	0
001-518-30-4100	TELEPHONE EXPENSE	5,873.59	5,000.00	0.00	4,024.14	975.86	80
001-518-30-4110	IT LICENSING / EQUIPMENT	8,595.85	21,700.00	2,988.10	6,617.13	15,082.87	30
001-518-30-4200	POSTAGE/TRANSPORTATION FEES	8.26	250.00	0.00	0.00	250.00	0
001-518-30-4300	UTILITIES EXPENSE	1,758.96	2,300.00	135.76	732.81	1,567.19	32
001-518-30-4400	RENTAL & LEASING	0.00	500.00	0.00	0.00	500.00	0
001-518-30-4600	REPAIR & MAINTENANCE	75.01	4,000.00	0.00	20.15	3,979.85	0

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001-518-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	8,000.00	0.00	397.91	7,602.09	5
001-518-30-5100	OFFICE SUPPLIES	203.59	900.00	0.00	352.48	547.52	39
001-518-30-5200	OPERATING SUPPLIES	7,769.60	15,000.00	0.00	1,397.88	13,602.12	9
001-518-30-5400	SUBSCRIPTIONS/DUES	355.00	2,500.00	0.00	200.00	2,300.00	8
001-518-30-5500	TRAINING	1,552.98	8,000.00	0.00	1,193.00	6,807.00	15
001-518-30-5550	LICENSING	47,110.77	30,000.00	0.00	12,565.34	17,434.66	42
001-518-60-6300	CAPITAL IMPROVEMENT-OTHER	13,771.91	0.00	0.00	0.00	0.00	0
001-518-60-6400	CAP. IMPROVEMENTS-MACHINERY/EQUIP	17,215.00	16,000.00	0.00	0.00	16,000.00	0
518 INFORMATION TECHNOLOGY DEPARTMENT		277,171.43	537,980.00	11,661.44	149,692.54	388,287.46	28
001-519-00-0000	HUMAN RESOURCE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-519-10-1200	SALARIES	106,595.87	130,420.00	4,526.29	74,349.72	56,070.28	57
001-519-10-1300	OVERTIME	298.61	0.00	0.00	0.00	0.00	0
001-519-10-1500	SICK LEAVE	2,327.18	0.00	658.65	1,449.48	1,449.48-	0
001-519-10-1600	VACATION PAY	5,570.61	0.00	82.33	2,879.67	2,879.67-	0
001-519-10-1800	HOLIDAY PAY	4,608.81	0.00	0.00	3,521.96	3,521.96-	0
001-519-10-2100	FICA EXPENSE	9,134.78	9,980.00	402.94	6,288.41	3,691.59	63
001-519-10-2200	RETIREMENT	13,266.32	15,540.00	627.33	9,790.15	5,749.85	63
001-519-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	22.50	22.50-	0
001-519-10-2300	LIFE & HEALTH INSURANCE	15,291.36	18,720.00	717.87	10,834.55	7,885.45	58
001-519-10-2600	WORKERS COMPENSATION INSURANCE	98.26	110.00	8.82	111.17	1.17-	101
001-519-30-3100	PROFESSIONAL SERVICES	2,216.00	60,000.00	0.00	21,620.00	38,380.00	36
001-519-30-3400	OTHER CONTRACTUAL SERVICES	863.04	6,400.00	20.00	2,581.31	3,818.69	40
001-519-30-4000	TRAVEL & PER DIEM	3,484.89	4,800.00	6.50	91.50	4,708.50	2
001-519-30-4100	TELEPHONE EXPENSE	5,005.64	4,750.00	0.00	2,449.04	2,300.96	52
001-519-30-4110	IT LICENSING / EQUIPMENT	19,496.92	20,530.00	0.00	20,036.69	493.31	98
001-519-30-4150	ADVERTISING/RECRUITING	4,730.00	4,700.00	0.00	1,255.25	3,444.75	27
001-519-30-4200	POSTAGE/TRANSPORTATION FEES	176.50	500.00	0.00	110.49	389.51	22
001-519-30-4300	UTILITIES EXPENSE	2,073.75	2,300.00	135.76	960.83	1,339.17	42
001-519-30-4400	RENTAL & LEASING	10.40	60.00	0.00	0.00	60.00	0
001-519-30-4600	REPAIR & MAINTENANCE	2,925.88	3,000.00	0.00	1,669.61	1,330.39	56
001-519-30-4800	EMPLOYEE PROGRAMS	6,724.51	8,000.00	0.00	5,320.13	2,679.87	66
001-519-30-4900	MISC. EXPENSE & OTHER CURRENT	519.40	1,000.00	0.00	365.37	634.63	37
001-519-30-5100	OFFICE SUPPLIES	1,076.85	2,900.00	78.44	868.41	2,031.59	30
001-519-30-5200	OPERATING SUPPLIES	1,034.38	2,800.00	0.00	1,873.15	926.85	67
001-519-30-5250	FUEL EXPENSE	533.82	700.00	0.00	248.30	451.70	35

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001-519-30-5400	SUBSCRIPTIONS/DUES	1,023.24	2,380.00	0.00	1,451.92	928.08	61
001-519-30-5500	TRAINING	4,574.94	4,850.00	0.00	3,243.37	1,606.63	67
001-519-30-5501	STAFF TRAINING PROGRAMS	1,780.05	5,000.00	0.00	2,746.90	2,253.10	55
519 HUMAN RESOURCE DEPARTMENT:		215,496.01	309,440.00	7,264.93	176,139.88	133,300.12	57
001-521-00-0000	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-521-10-1200	SALARIES	2,027,045.38	3,539,580.00	96,938.73	1,414,860.50	2,124,719.50	40
001-521-10-1220	UNIFORM ALLOWANCE	13,980.00	14,820.00	0.00	7,750.00	7,070.00	52
001-521-10-1250	ON CALL	7,050.00	10,400.00	300.00	3,975.00	6,425.00	38
001-521-10-1260	SHIFT DIFFERENTIAL	14,061.06	20,080.00	477.48	7,626.19	12,453.81	38
001-521-10-1300	OVERTIME	117,487.00	157,000.00	7,901.95	81,781.77	75,218.23	52
001-521-10-1500	SICK LEAVE	72,320.99	0.00	1,900.29	35,105.82	35,105.82-	0
001-521-10-1600	VACATION PAY	101,695.36	0.00	3,801.90	68,923.26	68,923.26-	0
001-521-10-1700	INCENTIVE PAY	20,290.00	56,000.00	50.00	12,520.00	43,480.00	22
001-521-10-1800	HOLIDAY PAY	83,822.11	0.00	164.00	61,420.08	61,420.08-	0
001-521-10-1820	HOLIDAY PREMIUM	73,753.36	82,000.00	0.00	51,088.78	30,911.22	62
001-521-10-2100	FICA EXPENSE	194,120.65	295,680.00	8,532.33	133,413.01	162,266.99	45
001-521-10-2200	RETIREMENT	629,058.51	1,103,850.00	29,006.51	455,945.28	647,904.72	41
001-521-10-2210	BENEFIT ADMIN FEES	243.00	0.00	0.00	207.00	207.00-	0
001-521-10-2300	LIFE & HEALTH INSURANCE	317,222.69	547,560.00	14,697.62	216,165.16	331,394.84	39
001-521-10-2500	UNEMPLOYMENT COMP. REIMBURSEMENT	2,817.24	0.00	0.00	4,608.24	4,608.24-	0
001-521-10-2600	WORKERS COMPENSATION INSURANCE	58,053.22	65,000.00	5,208.94	65,685.95	685.95-	101
001-521-30-3100	PROFESSIONAL SERVICES	10,888.21	48,000.00	1,600.00	10,289.99	37,710.01	21
001-521-30-3400	OTHER CONTRACTUAL SERVICES	12,915.35	26,800.00	4,343.00	21,974.53	4,825.47	82
001-521-30-3450	CLOTHING AND UNIFORMS	10,568.31	12,000.00	0.00	8,329.13	3,670.87	69
001-521-30-3500	INVESTIGATIONS	7,924.44	15,000.00	505.80	4,718.09	10,281.91	31
001-521-30-4000	TRAVEL & PER DIEM	4,507.60	9,000.00	674.00	3,427.02	5,572.98	38
001-521-30-4100	TELEPHONE EXPENSE	63,838.47	80,000.00	0.00	31,497.60	48,502.40	39
001-521-30-4110	IT LICENSING / EQUIPMENT	231,419.52	191,600.00	1,648.08	197,693.92	6,093.92-	103
001-521-30-4200	POSTAGE/TRANSPORTATION FEES	288.24	3,000.00	0.00	93.09	2,906.91	3
001-521-30-4300	UTILITIES EXPENSE	61,711.43	54,000.00	247.76	29,476.20	24,523.80	55
001-521-30-4400	RENTAL & LEASING	2,115.43	10,500.00	0.00	1,097.75	9,402.25	10
001-521-30-4600	REPAIR & MAINTENANCE	56,916.32	70,000.00	1,713.53	48,308.82	21,691.18	69
001-521-30-4900	MISC. EXPENSE & OTHER CURRENT	876.65-	4,000.00	0.00	65.64	3,934.36	2
001-521-30-4960	BOOT ALLOWANCE	2,127.90	4,600.00	104.38	1,029.79	3,570.21	22
001-521-30-5100	OFFICE SUPPLIES	773.09	5,000.00	0.00	1,070.62	3,929.38	21

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001-521-30-5200	OPERATING SUPPLIES	57,147.52	83,000.00	41.97	33,666.44	49,333.56	41
001-521-30-5250	FUEL EXPENSE	161,988.94	195,000.00	0.00	69,540.65	125,459.35	36
001-521-30-5400	SUBSCRIPTIONS/DUES	1,343.48	3,000.00	0.00	620.05	2,379.95	21
001-521-30-5500	TRAINING	30,853.06	40,000.00	0.00	18,593.21	21,406.79	46
001-521-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	320,000.00	0.00	7,600.00	312,400.00	2
001-521-60-6400	CAP. IMPROVEMENT-MACHINERY	185,188.49	222,840.00	0.00	71,321.00	151,519.00	32
001-521-70-7100	2018 POLICE CARS CAP LEASE-PRINCIPAL	57,524.09	0.00	0.00	0.00	0.00	0
001-521-70-7200	2018 POLICE CARS CAP LEASE-INTEREST	4,170.32	0.00	0.00	0.00	0.00	0
521 POLICE DEPARTMENT:		4,696,354.13	7,289,310.00	179,858.27	3,181,489.58	4,107,820.42	44
001-541-00-0000	PUBLIC WORKS/STREET DEPT.	0.00	0.00	0.00	0.00	0.00	0
001-541-10-1200	SALARIES	823,617.11	1,256,900.00	36,945.30	581,553.59	675,346.41	46
001-541-10-1250	ON CALL	3,900.00	3,900.00	150.00	2,400.00	1,500.00	62
001-541-10-1300	OVERTIME	12,544.80	12,000.00	358.96	6,290.89	5,709.11	52
001-541-10-1500	SICK LEAVE	39,374.25	0.00	2,411.95	21,583.69	21,583.69	0
001-541-10-1600	VACATION PAY	45,392.03	0.00	1,238.83	34,405.94	34,405.94	0
001-541-10-1800	HOLIDAY PAY	35,068.54	0.00	335.41	24,672.58	24,672.58	0
001-541-10-2100	FICA EXPENSE	73,460.10	97,370.00	3,169.03	51,235.37	46,134.63	53
001-541-10-2200	RETIREMENT	112,253.47	172,760.00	6,055.18	98,003.66	74,756.34	57
001-541-10-2210	BENEFIT ADMIN FEES	27.00	0.00	0.00	0.00	0.00	0
001-541-10-2300	LIFE & HEALTH INSURANCE	137,294.00	234,000.00	7,028.87	99,485.23	134,514.77	43
001-541-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,000.00	0.00	39.50	1,960.50	2
001-541-10-2600	WORKERS COMPENSATION INSURANCE	17,862.46	20,000.00	1,602.76	20,211.06	211.06	101
001-541-30-3100	PROFESSIONAL SERVICES	93,620.80	211,580.00	617.14	47,904.25	163,675.75	23
001-541-30-3400	OTHER CONTRACTUAL SERVICES	100,675.83	433,100.00	28,002.30	131,558.19	301,541.81	30
001-541-30-3440	RIGHT-OF-WAY MAINTENANCE	108,099.00	265,000.00	0.00	73,402.57	191,597.43	28
001-541-30-3450	CLOTHING AND UNIFORMS	8,393.87	8,000.00	347.64	4,951.44	3,048.56	62
001-541-30-4000	TRAVEL & PER DIEM	591.73	5,500.00	0.00	756.40	4,743.60	14
001-541-30-4100	TELEPHONE EXPENSE	17,623.27	24,600.00	0.00	10,486.97	14,113.03	43
001-541-30-4110	IT LICENSING / EQUIPMENT	29,537.40	80,400.00	0.00	21,422.13	58,977.87	27
001-541-30-4200	POSTAGE/TRANSPORTATION FEES	49.14	100.00	0.00	60.02	39.98	60
001-541-30-4300	UTILITIES EXPENSE	24,202.35	23,200.00	2,778.56	13,110.03	10,089.97	57
001-541-30-4350	VILLAGES STREET LIGHTING	446,207.51	470,000.00	17,591.52	267,787.56	202,212.44	57
001-541-30-4400	RENTAL & LEASING	1,685.87	7,575.00	0.00	3,230.39	4,344.61	43
001-541-30-4600	REPAIR & MAINTENANCE	32,147.82	51,200.00	858.32	36,729.92	14,470.08	72
001-541-30-4601	REPAIR & MAINTENANCE - BUILDINGS	11,562.67	25,000.00	0.00	2,410.81	22,589.19	10

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001-541-30-4900	MISC. EXPENSE & OTHER CURRENT	18.92	3,000.00	0.00	0.00	3,000.00	0
001-541-30-4940	LANDFILL DISPOSAL FEES	2,446.05	5,000.00	0.00	2,972.93	2,027.07	59
001-541-30-4960	BOOT ALLOWANCE	2,493.28	4,025.00	0.00	2,041.66	1,983.34	51
001-541-30-5100	OFFICE SUPPLIES	2,389.14	3,000.00	49.49	1,906.05	1,093.95	64
001-541-30-5200	OPERATING SUPPLIES	59,736.59	70,000.00	77.39	44,784.15	25,215.85	64
001-541-30-5250	FUEL EXPENSE	38,832.19	45,000.00	0.00	14,696.32	30,303.68	33
001-541-30-5400	SUBSCRIPTIONS/DUES	1,349.87	9,225.00	8.00	5,204.03	4,020.97	56
001-541-30-5500	TRAINING	13,759.37	19,080.00	0.00	6,856.80	12,223.20	36
001-541-60-6115	CITY HALL / ANNEX REHAB	60,663.05	50,000.00	0.00	2,104.42	47,895.58	4
001-541-60-6210	PUBLIC WORKS BUILDING	0.00	9,700.00	0.00	6,308.00	3,392.00	65
001-541-60-6400	CAP. IMPROVEMENT-MACHINERY	106,377.50	369,608.00	0.00	303,139.02	66,468.98	82
001-541-60-6681	PRINCIPAL-EQUIPMENT LEASE	46,316.72	28,200.00	0.00	28,171.17	28.83	100
001-541-60-6691	INTEREST-EQUIPMENT LEASE	4,091.49	2,165.00	0.00	2,160.33	4.67	100
541 PUBLIC WORKS/STREET DEPT.		2,513,665.19	4,022,188.00	109,626.65	1,974,037.07	2,048,150.93	49
001-549-00-0000	FLEET MAINTENANCE DEPT:	0.00	0.00	0.00	0.00	0.00	0
001-549-10-1200	SALARIES	165,584.51	245,440.00	9,310.02	132,535.08	112,904.92	54
001-549-10-1210	SPECIAL PAY	0.00	1,500.00	0.00	0.00	1,500.00	0
001-549-10-1500	SICK LEAVE	3,984.32	0.00	0.00	4,098.44	4,098.44-	0
001-549-10-1600	VACATION PAY	12,787.72	0.00	607.73	8,563.00	8,563.00-	0
001-549-10-1800	HOLIDAY PAY	7,001.01	0.00	0.00	6,087.71	6,087.71-	0
001-549-10-2100	FICA EXPENSE	14,485.54	18,900.00	758.71	11,573.27	7,326.73	61
001-549-10-2200	RETIREMENT	21,027.95	29,420.00	1,181.21	18,017.96	11,402.04	61
001-549-10-2210	BENEFIT ADMIN FEES	0.00	0.00	0.00	9.00	9.00-	0
001-549-10-2300	LIFE & HEALTH INSURANCE	30,260.16	46,800.00	1,781.89	24,761.93	22,038.07	53
001-549-10-2600	WORKERS COMPENSATION INSURANCE	6,966.43	7,800.00	625.08	7,882.36	82.36-	101
001-549-30-3100	PROFESSIONAL SERVICES	0.00	500.00	0.00	25.00	475.00	5
001-549-30-3400	OTHER CONTRACTUAL SERVICES	220.00	2,800.00	0.00	1,570.64	1,229.36	56
001-549-30-3450	CLOTHING AND UNIFORMS	2,338.53	3,500.00	48.11	899.68	2,600.32	26
001-549-30-4000	TRAVEL & PER DIEM	70.90	100.00	0.00	0.00	100.00	0
001-549-30-4100	TELEPHONE EXPENSE	2,354.52	3,500.00	128.99	2,022.88	1,477.12	58
001-549-30-4110	IT LICENSING / EQUIPMENT	15,463.45	31,500.00	0.00	9,098.90	22,401.10	29
001-549-30-4200	POSTAGE/TRANSPORTATION FEES	0.00	100.00	0.00	0.00	100.00	0
001-549-30-4300	UTILITIES EXPENSE	4,388.52	5,000.00	275.21	3,288.84	1,711.16	66
001-549-30-4400	RENTAL & LEASING	1,580.89	2,500.00	10.40	1,282.16	1,217.84	51
001-549-30-4600	REPAIR & MAINTENANCE	2,896.45	5,000.00	0.00	2,593.97	2,406.03	52

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001-549-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	100.00	0.00	0.00	100.00	0
001-549-30-4960	BOOT ALLOWANCE	235.37	700.00	0.00	447.34	252.66	64
001-549-30-5100	OFFICE SUPPLIES	645.01	1,500.00	0.00	1,185.32	314.68	79
001-549-30-5200	OPERATING SUPPLIES	26,334.32	35,000.00	163.91	18,623.30	16,376.70	53
001-549-30-5250	FUEL EXPENSE	3,990.54	3,500.00	0.00	1,806.79	1,693.21	52
001-549-30-5400	SUBSCRIPTIONS/DUES	1,069.99	500.00	0.00	0.00	500.00	0
001-549-30-5500	TRAINING	400.00	2,500.00	0.00	1,234.00	1,266.00	49
001-549-60-6400	CAP. IMPROVEMENTS-MACHINERY/EQUIP	23,626.15	85,900.00	2,189.99	73,495.24	12,404.76	86
549 FLEET MAINTENANCE DEPT:		347,712.28	534,060.00	17,081.25	331,102.81	202,957.19	62
001-572-00-0000	PARKS & RECREATION:	0.00	0.00	0.00	0.00	0.00	0
001-572-10-1200	SALARIES	438,703.66	711,530.00	20,998.85	300,934.52	410,595.48	42
001-572-10-1250	ON CALL	3,900.00	3,500.00	150.00	2,400.00	1,100.00	69
001-572-10-1300	OVERTIME	11,767.52	2,000.00	56.98	5,780.71	3,780.71-	289
001-572-10-1500	SICK LEAVE	15,073.16	0.00	409.00	8,854.92	8,854.92-	0
001-572-10-1600	VACATION PAY	21,229.69	0.00	482.02	11,543.14	11,543.14-	0
001-572-10-1800	HOLIDAY PAY	16,704.26	0.00	0.00	12,564.29	12,564.29-	0
001-572-10-1820	HOLIDAY PREMIUM	166.00	0.00	0.00	0.00	0.00	0
001-572-10-2100	FICA EXPENSE	38,827.68	54,860.00	1,690.42	26,459.19	28,400.81	48
001-572-10-2200	RETIREMENT	54,034.36	85,405.00	2,631.74	40,741.54	44,663.46	48
001-572-10-2210	BENEFIT ADMIN FEES	0.00	0.00	0.00	4.50	4.50-	0
001-572-10-2300	LIFE & HEALTH INSURANCE	78,852.42	131,040.00	4,517.43	65,758.51	65,281.49	50
001-572-10-2500	UNEMPLOYMENT COMPENSATION	37.41	0.00	0.00	0.00	0.00	0
001-572-10-2600	WORKERS COMPENSATION INSURANCE	5,358.78	6,000.00	480.83	6,063.35	63.35-	101
001-572-30-3100	PROFESSIONAL SERVICES	20,650.50	15,750.00	0.00	11,613.39	4,136.61	74
001-572-30-3400	OTHER CONTRACTUAL SERVICES	96,812.20	131,900.00	1,079.00	57,935.57	73,964.43	44
001-572-30-3450	CLOTHING AND UNIFORMS	3,842.07	7,550.00	1,118.98	1,405.94	6,144.06	19
001-572-30-4000	TRAVEL & PER DIEM	1,012.59	3,900.00	0.00	19.28	3,880.72	0
001-572-30-4100	TELEPHONE EXPENSE	19,695.91	18,000.00	0.00	11,615.09	6,384.91	65
001-572-30-4110	IT LICENSING / EQUIPMENT	28,329.62	38,500.00	0.00	34,952.78	3,547.22	91
001-572-30-4150	ADVERTISING AND PROMOTIONS	23,045.57	34,000.00	1,749.10	23,890.16	10,109.84	70
001-572-30-4200	POSTAGE/TRANSPORTATION FEES	31.27	200.00	0.00	2.31	197.69	1
001-572-30-4300	UTILITIES EXPENSE	16,082.05	25,100.00	2,885.62	19,317.64	5,782.36	77
001-572-30-4400	RENTAL & LEASING	4,148.21	6,900.00	150.00	1,842.64	5,057.36	27
001-572-30-4600	REPAIR & MAINTENANCE	38,063.27	103,620.00	199.15	24,150.84	79,469.16	23
001-572-30-4601	REPAIR & MAINTENANCE - BUILDINGS	2,955.18	38,500.00	0.00	1,134.74	37,365.26	3

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001-572-30-4610	BAKER HOUSE MAINTENANCE	2,506.91	10,000.00	0.00	425.78	9,574.22	4
001-572-30-4620	BAKER HOUSE OPERATIONS-OTHER MISC.	6,702.16	7,070.00	112.51	4,126.81	2,943.19	58
001-572-30-4630	BAKER HOUSE SPECIAL EVENTS	7,474.65	10,000.00	0.00	10,368.83	368.83-	104
001-572-30-4900	MISC. EXPENSE & OTHER CURRENT	777.87	5,000.00	0.00	424.19	4,575.81	8
001-572-30-4910	SPECIAL EVENTS	123,526.80	118,500.00	2,184.62	85,268.17	33,231.83	72
001-572-30-4915	PROGRAMS, ACTIVITIES & LEAGUES	76,459.67	110,100.00	3,210.10	55,301.85	54,798.15	50
001-572-30-4920	SUMMER RECREATION PROGRAM	15,547.80	42,500.00	0.00	2,518.28	39,981.72	6
001-572-30-4960	BOOT ALLOWANCE	1,122.58	1,575.00	0.00	312.77	1,262.23	20
001-572-30-5100	OFFICE SUPPLIES	2,015.73	2,000.00	0.00	2,586.51	586.51-	129
001-572-30-5200	OPERATING SUPPLIES	71,356.54	95,600.00	834.51	51,830.44	43,769.56	54
001-572-30-5250	FUEL EXPENSE	25,357.37	30,000.00	0.00	9,655.24	20,344.76	32
001-572-30-5280	LANDSCAPING	18,306.97	30,000.00	536.40	15,773.11	14,226.89	53
001-572-30-5400	SUBSCRIPTIONS/DUES	410.10	2,610.00	0.00	24.78	2,585.22	1
001-572-30-5500	TRAINING	4,105.00	10,600.00	0.00	1,339.00	9,261.00	13
001-572-60-6200	CAP. IMPROVEMENT-BUILDINGS	0.00	39,100.00	0.00	38,696.00	404.00	99
001-572-60-6300	CAPITAL IMPROVEMENT-OTHER	18,647.65	25,000.00	0.00	0.00	25,000.00	0
001-572-60-6351	MLK PARK PROJECT	224,643.64	103,240.96	0.00	77,018.69	26,222.27	75
001-572-60-6400	CAP. IMPROVEMENT-MACHINERY	75,786.00	149,690.52	0.00	106,759.91	42,930.61	71
572 PARKS & RECREATION:		1,614,070.82	2,210,841.48	45,477.26	1,131,415.41	1,079,426.07	51
001-575-00-0000	COMMUNITY CENTER:	0.00	0.00	0.00	0.00	0.00	0
001-575-10-1200	SALARIES	11,311.43	87,450.00	768.00	20,558.16	66,891.84	24
001-575-10-1300	OVERTIME	55.69	0.00	0.00	0.00	0.00	0
001-575-10-2100	FICA EXPENSE	869.65	6,690.00	58.75	1,572.74	5,117.26	24
001-575-10-2200	RETIREMENT	1,318.13	10,420.00	91.47	2,448.50	7,971.50	24
001-575-10-2300	LIFE & HEALTH INSURANCE	0.00	200.00	0.00	4.75	195.25	2
001-575-30-3100	PROFESSIONAL SERVICES	849.85	3,000.00	0.00	499.85	2,500.15	17
001-575-30-3400	OTHER CONTRACTUAL SERVICES	1,134.70	8,440.00	0.00	1,210.00	7,230.00	14
001-575-30-3450	CLOTHING AND UNIFORMS	220.48	1,200.00	0.00	0.00	1,200.00	0
001-575-30-4100	TELEPHONE EXPENSE	2,835.02	6,680.00	0.00	2,396.16	4,283.84	36
001-575-30-4200	POSTAGE/TRANSPORTATION FEES	17.07	250.00	0.00	124.59	125.41	50
001-575-30-4300	UTILITIES EXPENSE	45,205.90	24,800.00	4,546.38	23,971.99	828.01	97
001-575-30-4400	RENTAL & LEASING	1,912.19	2,600.00	0.00	284.35	2,315.65	11
001-575-30-4600	REPAIR & MAINTENANCE	12,029.48	30,000.00	462.50	1,316.01	28,683.99	4
001-575-30-5100	OFFICE SUPPLIES	425.01	1,000.00	74.27	809.96	190.04	81
001-575-30-5200	OPERATING SUPPLIES	7,528.12	15,000.00	37.56	2,492.85	12,507.15	17

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-575-30-5400	SUBSCRIPTIONS/DUES	100.00	0.00	75.00	75.00	75.00-	0
	575 COMMUNITY CENTER:	85,812.72	197,730.00	6,113.93	57,764.91	139,965.09	29
001-580-90-0000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0
001-580-90-9901	CONTINGENCY RESERVE-GEN FUND	0.00	1,858,780.52	0.00	0.00	1,858,780.52	0
001-581-00-1040	TRANSFER TO EXPANDED CRA	185,870.00	197,730.00	0.00	0.00	197,730.00	0
001-581-90-3010	TRANSFER TO CAPITAL PROJECT FUND	18,650,000.00	10,100,000.00	2,100,000.00	2,100,000.00	8,000,000.00	21
	581 Total	18,835,870.00	10,297,730.00	2,100,000.00	2,100,000.00	8,197,730.00	20
	001 GENERAL FUND Expend Total	32,075,631.76	31,594,395.00	2,561,391.90	11,474,026.69	20,120,368.31	36

001 GENERAL FUND

	Prior	Current	YTD
Revenues:	23,781,188.03	624,711.80	22,564,363.49
Expended:	32,075,631.76	2,561,391.90	11,474,026.69
Net Income:	8,294,443.73-	1,936,680.10-	11,090,336.80

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
101-361-1350	INTEREST EARNED	521.29	200.00	0.00	233.00	33.00	116
101-364-1000	CEMETERY LOT SALES	2,100.00	2,100.00	0.00	1,400.00	700.00-	67
101-366-1350	CONTRIBUTIONS/DUES	2,430.00	2,000.00	0.00	480.00	1,520.00-	24
101-366-1360	GRAVE OPENING PERMITS	600.00	600.00	0.00	600.00	0.00	100
101-369-0000	OTHER MISCELLANEOUS REVENUE	0.00	100.00	0.00	0.00	100.00-	0
101-389-5000	NON-OPER/ CEMETERY RESERVES FORWARD	0.00	57,400.00	0.00	0.00	57,400.00-	0
101 CEMETERY FUND Revenue Total		5,651.29	62,400.00	0.00	2,713.00	59,687.00-	4

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
101-569-00-0000	GREENWOOD CEMETERY:	0.00	0.00	0.00	0.00	0.00	0
101-569-30-3100	PROFESSIONAL SERVICES	0.00	8,450.00	0.00	0.00	8,450.00	0
101-569-30-4600	REPAIR & MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0
101-569-30-4900	MISC. EXPENSE & OTHER CURRENT	61.37	200.00	0.00	0.00	200.00	0
101-569-30-5200	OPERATING SUPPLIES	0.00	100.00	0.00	0.00	100.00	0
569 GREENWOOD CEMETERY:		61.37	9,250.00	0.00	0.00	9,250.00	0
101-580-90-9999	CONTINGENCY	0.00	53,150.00	0.00	0.00	53,150.00	0
101 CEMETERY FUND Expend Total		61.37	62,400.00	0.00	0.00	62,400.00	0

101 CEMETERY FUND

	Prior	Current	YTD
Revenues:	5,651.29	0.00	2,713.00
Expended:	61.37	0.00	0.00
Net Income:	5,589.92	0.00	2,713.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
104-361-0000	INTEREST	8,461.61	0.00	0.00	6,800.58	6,800.58	0
104-369-9000	TAX INCREMENT FINANCING - SUM CTY	369,830.00	368,670.00	0.00	0.00	368,670.00-	0
104-382-0010	TRANSFER FROM GENERAL	185,870.00	197,730.00	0.00	0.00	197,730.00-	0
104-389-5006	CASH FORWARD - CRA DISTRICT	0.00	1,007,900.00	0.00	0.00	1,007,900.00-	0
104 COMMUNITY REDEVELOPMENT Revenue Tota		564,161.61	1,574,300.00	0.00	6,800.58	1,567,499.42-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
104-550-00-0000	COMM REDEVELOPMENT DEPT.:	0.00	0.00	0.00	0.00	0.00	0
104-550-10-1200	SALARIES	31,654.31	42,210.00	1,713.46	23,745.01	18,464.99	56
104-550-10-1500	SICK LEAVE	599.30	0.00	0.00	438.97	438.97-	0
104-550-10-1600	VACATION PAY	2,697.94	0.00	0.00	1,327.63	1,327.63-	0
104-550-10-1800	HOLIDAY PAY	1,265.58	0.00	0.00	985.34	985.34-	0
104-550-10-2100	FICA EXPENSE	2,770.52	3,230.00	131.08	2,027.04	1,202.96	63
104-550-10-2200	RETIREMENT	4,330.56	5,030.00	540.94	8,365.10	3,335.10-	166
104-550-10-2300	LIFE & HEALTH INSURANCE	3,524.49	3,600.00	145.92	2,202.10	1,397.90	61
104-550-30-3100	PROFESSIONAL SERVICES	6,875.00	135,000.00	0.00	0.00	135,000.00	0
104-550-30-4000	TRAVEL & PER DIEM	0.00	1,500.00	0.00	0.00	1,500.00	0
104-550-30-5400	SUBSCRIPTIONS/DUES	175.00	175.00	0.00	200.00	25.00-	114
104-550-30-5500	TRAINING	0.00	4,000.00	0.00	0.00	4,000.00	0
104-550-60-6330	FACADE IMPROVEMENT GRANT	0.00	80,000.00	0.00	0.00	80,000.00	0
104-550-70-7303	DEMOLITIONS	0.00	20,000.00	0.00	0.00	20,000.00	0
104-550-70-7307	MISC. OTHER PROJECTS	70,653.62	55,925.00	0.00	9,825.00	46,100.00	18
104-550-70-7308	DOWNTOWN PARKING IMPROVEMENTS	167,101.15	50,000.00	0.00	0.00	50,000.00	0
550 COMM REDEVELOPMENT DEPT.:		291,647.47	400,670.00	2,531.40	49,116.19	351,553.81	12
104-580-90-9904	CONTINGENCY - CRA DISTRICT	0.00	1,173,630.00	0.00	0.00	1,173,630.00	0
104 COMMUNITY REDEVELOPMENT Expend Total		291,647.47	1,574,300.00	2,531.40	49,116.19	1,525,183.81	3

104 COMMUNITY REDEVELOPMENT

	Prior	Current	YTD
Revenues:	564,161.61	0.00	6,800.58
Expended:	291,647.47	2,531.40	49,116.19
Net Income:	272,514.14	2,531.40-	42,315.61-

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
105-361-0000	INTEREST	162.35	100.00	0.00	54.10	45.90-	54
105-369-0058	DONATIONS	14,697.00	15,000.00	0.00	23,062.00	8,062.00	154
105-389-5010	CASH FORWARD - BAKER HOUSE	0.00	27,400.00	0.00	0.00	27,400.00-	0
105 BAKER HOUSE Revenue Total		14,859.35	42,500.00	0.00	23,116.10	19,383.90-	54

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
105-576-00-0000	BAKER HOUSE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
105-576-30-4620	BAKER HOUSE OPERATIONS	103.38	30,000.00	0.00	46.00	29,954.00	0
105-580-90-9910	CONTINGENCY - BAKER HOUSE	0.00	12,500.00	0.00	0.00	12,500.00	0
105 BAKER HOUSE Expend Total		103.38	42,500.00	0.00	46.00	42,454.00	0

105 BAKER HOUSE

	Prior	Current	YTD
Revenues:	14,859.35	0.00	23,116.10
Expended:	103.38	0.00	46.00
Net Income:	14,755.97	0.00	23,070.10

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
106-589-5010	CARRY FORWARD - HISTORICAL FUND	0.00	45.00	0.00	0.00	45.00-	0
	106 WILDWOOD AREA HISTORICA Revenue Tota	0.00	45.00	0.00	0.00	45.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
106-577-00-0000	WILDWOOD AREA HISTORICAL ASSN	0.00	0.00	0.00	0.00	0.00	0
106-580-90-9911	CONTINGENCY - HISTORICAL ACCT	0.00	45.00	0.00	0.00	45.00	0
	106 WILDWOOD AREA HISTORICA Expend Total	0.00	45.00	0.00	0.00	45.00	0

106 WILDWOOD AREA HISTORICAL ASSOCIATION	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	0.00	0.00	0.00
Net Income:	0.00	0.00	0.00

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
107-341-3004	RECREATION IMPACT FEES	241,018.02	225,000.00	40,904.84	274,246.97	49,246.97	122
107-361-0000	INTEREST	2,318.59	0.00	0.00	3,117.92	3,117.92	0
107-389-5004	CASH FORWARD - P & R IMPACT FEE	0.00	275,000.00	0.00	0.00	275,000.00-	0
107 RECREATION IMPACT FEES Revenue Total		243,336.61	500,000.00	40,904.84	277,364.89	222,635.11-	55

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
107-572-00-0000	RECREATION IMPACT FEES:	0.00	0.00	0.00	0.00	0.00	0
107-580-90-9903	CONTINGENCY - P&R IMPACT FEES	0.00	500,000.00	0.00	0.00	500,000.00	0
107 RECREATION IMPACT FEES Expend Total		0.00	500,000.00	0.00	0.00	500,000.00	0

107 RECREATION IMPACT FEES		Prior	Current	YTD
Revenues:	243,336.61	40,904.84	277,364.89	
Expended:	0.00	0.00	0.00	
Net Income:	243,336.61	40,904.84	277,364.89	

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
108-341-3001	LAW ENFORCEMENT IMPACT FEES	1,416,256.93	1,100,000.00	44,838.62	455,501.24	644,498.76-	41
108-361-0000	INTEREST	153.73	0.00	0.00	113.56	113.56	0
108-389-5002	CASH FORWARD - POLICE IMPACT FEE	0.00	1,540,500.00	0.00	0.00	1,540,500.00-	0
108 LAW ENFORCEMENT IMPACT Revenue Total		1,416,410.66	2,640,500.00	44,838.62	455,614.80	2,184,885.20-	17

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
108-521-00-0000	LAW ENFORCEMENT IMPACT FEES:	0.00	0.00	0.00	0.00	0.00	0
108-521-30-4900	MISC. EXPENSE & OTHER CURRENT	389.02	0.00	0.00	229.32	229.32-	0
108-521-60-6400	CAP. IMPROVEMENT- MACHINERY & EQUIPMENT	215,588.32	710,400.00	496.60	122,271.30	588,128.70	17
108-521-70-9105	TRANSFER TO GENERAL FUND - LOAN PAYMENT	412,800.00	412,800.00	0.00	0.00	412,800.00	0
521 LAW ENFORCEMENT IMPACT FEES:		628,777.34	1,123,200.00	496.60	122,500.62	1,000,699.38	11
108-580-90-9902	CONTINGENCY -LAW ENFORCEMENT IMPACT FEES	0.00	1,517,300.00	0.00	0.00	1,517,300.00	0
108 LAW ENFORCEMENT IMPACT Expend Total		628,777.34	2,640,500.00	496.60	122,500.62	2,517,999.38	5

108 LAW ENFORCEMENT IMPACT FEES		Prior	Current	YTD
Revenues:		1,416,410.66	44,838.62	455,614.80
Expended:		628,777.34	496.60	122,500.62
Net Income:		787,633.32	44,342.02	333,114.18

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
301-361-0000	INTEREST	77,499.22	100.00	0.00	72,300.82	72,200.82	***
301-382-0010	TRANSFER FROM GENERAL FUND	18,650,000.00	10,100,000.00	0.00	0.00	10,100,000.00-	0
301-389-5000	NON-OPERATIONAL CASH FORWARD-CAP.IMPR	0.00	13,357,100.00	0.00	0.00	13,357,100.00-	0
301 CAPITAL IMPROVEMENT FUN Revenue Tota		18,727,499.22	23,457,200.00	0.00	72,300.82	23,384,899.18-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
301-500-00-0000	CAPITAL IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0
301-513-60-6201	CITY HALL HVAC PROJECT	349,579.75	91,581.50	0.00	55,153.13	36,428.37	60
301-516-60-6301	DOWNTOWN MASTER PLAN PROJECTS	53,856.05	125,000.00	0.00	12,426.95	112,573.05	10
301-516-60-6302	CITY PARKING FACILITIES REHAB	14,406.65	0.00	0.00	0.00	0.00	0
301-516-60-6303	CITY SIGN AT TRAILWINDS	171,231.00	0.00	0.00	0.00	0.00	0
516 Total		239,493.70	125,000.00	0.00	12,426.95	112,573.05	10
301-521-60-6301	POLICE DEPARTMENT HQ MONUMENT SIGN	0.00	50,000.00	0.00	0.00	50,000.00	0
301-541-60-6101	DRAINAGE PROJECT LAND ACQUISITION	4,247.17	0.00	0.00	944.00	944.00-	0
301-541-60-6201	PW BUILDING METAL ROOF REHAB	98,082.26	0.00	0.00	0.00	0.00	0
301-541-60-6202	MUNICIPAL SERVICES COMPLEX PROJECT	3,246,835.17	570,445.37	0.00	385,590.40	184,854.97	68
301-541-60-6203	PW POLE BARN	0.00	111,000.00	1,500.00	118,900.00	7,900.00-	107
301-541-60-6204	PW BUILDING HVAC UPGRADES	0.00	80,000.00	0.00	4,687.50	75,312.50	6
301-541-60-6205	MSC HVAC UPGRADES	0.00	40,000.00	38,610.00	39,064.60	935.40	98
301-541-60-6301	PLEASANTDALE REHAB	22,550.00	1,316,375.00	0.00	11,675.00	1,304,700.00	1
301-541-60-6302	BARWICK REHAB	99,665.90	366,675.80	0.00	42,974.00	323,701.80	12
301-541-60-6303	OAK GROVE VILLAGE DRAINAGE IMPROVEMENTS	6,000.00	948,200.00	0.00	95,778.28	852,421.72	10
301-541-60-6304	PW PARKING FACILITIES REHAB	19,773.35	0.00	0.00	0.00	0.00	0
301-541-60-6305	PAVEMENT PRESERVATION PLAN	635,922.82	1,000,000.00	0.00	37,200.00	962,800.00	4
301-541-60-6306	CLAY DRAIN ROAD DESIGN	157,058.00	614,815.00	0.00	75,386.00	539,429.00	12
301-541-60-6307	JACKSON ST IMPROVEMENTS	0.00	200,000.00	0.00	0.00	200,000.00	0
301-541-60-6308	HUEY ST IMPROVEMENTS	0.00	280,000.00	0.00	28,930.00	251,070.00	10
301-541-60-6309	ST CLAIR STREET IMPROVEMENTS	0.00	200,000.00	0.00	0.00	200,000.00	0
301-541-60-6310	DOWNTOWN PARKING GARAGE	0.00	0.00	10,030.00	185,132.00	185,132.00-	0
541 Total		4,290,134.67	5,727,511.17	50,140.00	1,026,261.78	4,701,249.39	18

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
301-572-60-6201	MLK PARK CONCESSION STAND/RESTROOMS	21,973.94	328,763.00	0.00	198,958.69	129,804.31	61
301-572-60-6202	BAKER HOUSE RESTROOMS	139,425.64	37,135.00	0.00	42,082.63	4,947.63-	113
301-572-60-6203	LAKE DEATON RESTROOMS	109,499.41	0.00	0.00	0.00	0.00	0
301-572-60-6204	MILLENNIUM PARK STORAGE BARN	7,069.50	0.00	0.00	0.00	0.00	0
301-572-60-6205	RECREATION CENTER AT MLK PARK	0.00	150,000.00	0.00	22,614.04	127,385.96	15
301-572-60-6206	OXFORD PARK BATHROOMS	0.00	115,000.00	0.00	0.00	115,000.00	0
301-572-60-6207	OUTREACH CENTER RE-ROOF	0.00	45,000.00	0.00	15,590.00	29,410.00	35
301-572-60-6301	LAKE DEATON PARKING FACILITIES REHAB	10,213.15	0.00	0.00	0.00	0.00	0
301-572-60-6302	MILLENNIUM PARK IMPROVEMENTS	189,928.98	4,044,385.00	0.00	137,569.39	3,906,815.61	3
301-572-60-6303	MLK PARK BASKETBALL COURT REHAB	0.00	112,000.00	0.00	7,814.40	104,185.60	7
301-572-60-6304	LAKE DEATON PIER IMPROVEMENTS	0.00	132,000.00	0.00	24.40	131,975.60	0
301-572-60-6305	CITY HALL COURTYARD REHAB	0.00	100,000.00	0.00	29,622.69	70,377.31	30
572 Total		478,110.62	5,064,283.00	0.00	454,276.24	4,610,006.76	9
301-575-60-6201	COMMUNITY CENTER HVAC UPGRADES	0.00	400,000.00	0.00	28,447.50	371,552.50	7
301-575-60-6301	COMMUNITY CENTER PARKING REHAB	21,834.35	0.00	0.00	0.00	0.00	0
575 Total		21,834.35	400,000.00	0.00	28,447.50	371,552.50	7
301-580-90-9901	CONTINGENCY-CAP.IMPROVEMENT FUND	0.00	11,998,824.33	0.00	0.00	11,998,824.33	0
301 CAPITAL IMPROVEMENT FUN Expend Total		5,379,153.09	23,457,200.00	50,140.00	1,576,565.60	21,880,634.40	7

301 CAPITAL IMPROVEMENT FUND

	Prior	Current	YTD
Revenues:	18,727,499.22	0.00	72,300.82
Expended:	5,379,153.09	50,140.00	1,576,565.60
Net Income:	13,348,346.13	50,140.00-	1,504,264.78-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
401-343-3100	WATER SALES-OPERATING INCOME	3,134,128.65	3,210,000.00	0.00	1,647,558.35	1,562,441.65-	51
401-343-3500	WATER- METER INSTALLATIONS	140,063.34	180,000.00	42,153.00	186,544.47	6,544.47	104
401-343-3510	WATER- OTHER (ON/OFF FEES)	37,125.00	30,000.00	0.00	20,330.00	9,670.00-	68
401-343-3520	WATER INCOME-OTHER	14,266.69	10,000.00	391.00	10,272.26	272.26	103
401-343-3550	WATER UTILITY TAX	273.60-	0.00	0.00	0.00	0.00	0
401-343-4151	RE-ROUTE FEE	28.75-	0.00	0.00	0.00	0.00	0
401-343-5100	SEWER OPERATING INCOME-BILLINGS	4,708,612.04	4,710,000.00	0.00	2,506,071.48	2,203,928.52-	53
401-343-5510	SEWER OTHER MISC	0.00	12,000.00	0.00	0.00	12,000.00-	0
401-343-5511	LAND LEASE-TURTLE MOUNT(TOWER)	15,795.50	15,000.00	2,570.50	11,828.00	3,172.00-	79
401-343-5520	TSS/COD WASTEWATER FEES	783,061.15	800,000.00	0.00	394,076.37	405,923.63-	49
401-343-6100	REUSE WATER OPERATIONS	108,490.53	100,000.00	0.00	26,171.98	73,828.02-	26
401-361-0000	INTEREST EARNINGS	87,671.83	75,000.00	0.00	64,357.55	10,642.45-	86
401-381-1008	TRANSFER FROM WATER CONNECTION FEE FUND	13,820.00	0.00	0.00	0.00	0.00	0
401-381-1011	TRANSFER FROM WATER SDC FUND	219,080.26	0.00	0.00	0.00	0.00	0
401-381-1014	TRANSFER FROM SEWER SDC FUND	357,517.36	0.00	0.00	0.00	0.00	0
401-389-4000	STATE APPROPRIATIONS	0.00	0.00	0.00	100,000.00	100,000.00	0
401-389-5000	Non-Operational-Cash Forward- W/S	0.00	9,170,000.00	0.00	0.00	9,170,000.00-	0
401 UTILITY FUND Revenue Total		9,619,330.00	18,312,000.00	45,114.50	4,967,210.46	13,344,789.54-	27

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-530-00-0000	PHYSICAL ENVIRONMENT/ADMIN:	0.00	0.00	0.00	0.00	0.00	0
401-530-10-1200	SALARIES	129,571.91	162,800.00	5,889.83	89,358.51	73,441.49	55
401-530-10-1300	OVERTIME	0.00	1,000.00	0.00	0.00	1,000.00	0
401-530-10-1500	SICK LEAVE	6,659.06	0.00	439.56	3,615.32	3,615.32-	0
401-530-10-1600	VACATION PAY	7,634.30	0.00	0.00	4,848.63	4,848.63-	0
401-530-10-1800	HOLIDAY PAY	5,638.77	0.00	134.55	3,972.84	3,972.84-	0
401-530-10-2100	FICA EXPENSE	11,417.42	12,540.00	493.73	7,775.15	4,764.85	62
401-530-10-2200	RETIREMENT	16,612.60	19,350.00	769.85	12,123.80	7,226.20	63
401-530-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	27.00	27.00-	0
401-530-10-2300	LIFE & HEALTH INSURANCE	30,150.00	37,440.00	1,368.52	21,660.80	15,779.20	58
401-530-10-2500	UNEMPLOYMENT COMPENSATION	0.00	1,500.00	0.00	0.00	1,500.00	0
401-530-10-2600	WORKERS COMPENSATION INSURANCE	893.14	1,000.00	80.14	1,010.56	10.56-	101
401-530-30-3100	PROFESSIONAL SERVICES	772.50	4,125.00	0.00	0.00	4,125.00	0
401-530-30-3200	ACCOUNTING & AUDITING FEES	18,500.00	19,250.00	0.00	0.00	19,250.00	0
401-530-30-3400	OTHER CONTRACTUAL SERVICES	14,475.67	32,410.00	1,276.30	17,182.72	15,227.28	53
401-530-30-4000	TRAVEL & PER DIEM	0.00	1,000.00	0.00	0.00	1,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-530-30-4100	TELEPHONE EXPENSE	4,717.93	5,250.00	0.00	2,553.17	2,696.83	49
401-530-30-4110	IT LICENSING / EQUIPMENT	17,010.09	25,300.00	0.00	25,065.11	234.89	99
401-530-30-4200	POSTAGE/TRANSPORTATION FEES	26,543.62	33,000.00	5,000.00	15,818.73	17,181.27	48
401-530-30-4300	UTILITIES EXPENSE	17,714.36	25,000.00	1,189.81	9,028.91	15,971.09	36
401-530-30-4400	RENTAL & LEASING	2,995.44	3,200.00	3.00	1,548.89	1,651.11	48
401-530-30-4500	GENERAL INSURANCE	145,449.13	190,000.00	0.00	184,869.50	5,130.50	97
401-530-30-4600	REPAIR & MAINTENANCE	9,145.94	21,000.00	20.85	2,545.64	18,454.36	12
401-530-30-4900	MISC. EXPENSE & OTHER CURRENT	16,173.73	12,300.00	0.00	7,223.07	5,076.93	59
401-530-30-5100	OFFICE SUPPLIES	887.68	2,000.00	0.00	393.69	1,606.31	20
401-530-30-5200	OPERATING SUPPLIES	4,677.81	5,600.00	84.69	2,732.04	2,867.96	49
401-530-30-5400	SUBSCRIPTIONS/DUES	37.50	450.00	37.50	37.50	412.50	8
401-530-30-5500	TRAINING	2,808.00	2,000.00	0.00	702.00	1,298.00	35
530 PHYSICAL ENVIRONMENT/ADMIN:		490,540.60	617,515.00	16,788.33	414,093.58	203,421.42	67
401-533-00-0000	WATER DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
401-533-10-1200	SALARIES	578,503.25	873,990.00	23,211.83	399,038.48	474,951.52	46
401-533-10-1250	ON CALL	7,950.00	7,800.00	300.00	4,875.00	2,925.00	62
401-533-10-1300	OVERTIME	10,948.00	15,000.00	160.63	7,567.60	7,432.40	50
401-533-10-1500	SICK LEAVE	19,901.90	0.00	563.85	15,666.95	15,666.95-	0
401-533-10-1600	VACATION PAY	27,997.90	0.00	642.76	26,056.51	26,056.51-	0
401-533-10-1800	HOLIDAY PAY	23,228.01	0.00	0.00	16,284.37	16,284.37-	0
401-533-10-1820	HOLIDAY PREMIUM	3,128.30	5,000.00	0.00	1,757.44	3,242.56	35
401-533-10-2100	FICA EXPENSE	51,381.52	68,990.00	2,113.44	36,260.65	32,729.35	53
401-533-10-2200	RETIREMENT	74,766.51	107,410.00	3,290.33	56,403.25	51,006.75	53
401-533-10-2210	BENEFIT ADMIN FEES	189.00	0.00	0.00	58.50	58.50-	0
401-533-10-2300	LIFE & HEALTH INSURANCE	90,475.94	168,480.00	4,611.30	70,865.25	97,614.75	42
401-533-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,500.00	0.00	0.00	2,500.00	0
401-533-10-2600	WORKERS COMPENSATION INSURANCE	13,396.92	15,000.00	1,202.07	15,158.30	158.30-	101
401-533-30-3100	PROFESSIONAL SERVICES	62,113.51	61,890.00	0.00	37,180.72	24,709.28	60
401-533-30-3400	OTHER CONTRACTUAL SERVICES	50,109.22	180,000.00	473.42	43,084.38	136,915.62	24
401-533-30-3450	CLOTHING AND UNIFORMS	5,029.71	9,000.00	96.63	3,540.77	5,459.23	39
401-533-30-4000	TRAVEL & PER DIEM	3,402.39	4,500.00	21.58	4,515.99	15.99-	100
401-533-30-4100	TELEPHONE EXPENSE	26,647.03	38,600.00	3,483.25	21,579.41	17,020.59	56
401-533-30-4110	IT LICENSING / EQUIPMENT	14,033.94	64,200.00	779.74	37,289.27	26,910.73	58
401-533-30-4200	POSTAGE/TRANSPORTATION FEES	2,045.46	2,500.00	0.00	51.82	2,448.18	2
401-533-30-4300	UTILITIES EXPENSE	151,616.77	130,000.00	15,831.37	111,504.60	18,495.40	86

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401-533-30-4400	RENTAL & LEASING	8,001.54	9,000.00	633.57	5,065.61	3,934.39	56
401-533-30-4600	REPAIR & MAINTENANCE	162,692.01	150,000.00	1,434.44	46,993.14	103,006.86	31
401-533-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	5,000.00	0.00	0.00	5,000.00	0
401-533-30-4960	BOOT ALLOWANCE	1,024.79	2,400.00	0.00	780.17	1,619.83	33
401-533-30-5010	BAD DEBT EXPENSE	0.00	0.00	0.00	60.19	60.19-	0
401-533-30-5100	OFFICE SUPPLIES	3,980.89	4,000.00	0.00	4,829.49	829.49-	121
401-533-30-5200	OPERATING SUPPLIES	319,165.14	250,000.00	14,119.74	234,317.87	15,682.13	94
401-533-30-5220	WATER METERS	0.00	310,000.00	58,546.10	199,269.43	110,730.57	64
401-533-30-5250	FUEL EXPENSE	49,450.92	45,000.00	0.00	21,025.02	23,974.98	47
401-533-30-5260	CHEMICALS	205,896.28	225,000.00	11,197.40	145,170.69	79,829.31	65
401-533-30-5270	LABORATORY SAMPLES	14,140.00	50,000.00	13,340.00	27,375.00	22,625.00	55
401-533-30-5400	SUBSCRIPTIONS/DUES	5,264.00	9,000.00	0.00	1,133.80	7,866.20	13
401-533-30-5500	TRAINING	4,644.09	7,600.00	0.00	2,911.00	4,689.00	38
401-533-60-6200	CAP. IMPROVEMENT-BUILDINGS	4.00	25,334.00	0.00	25,334.00	0.00	100
401-533-60-6300	CAPITAL IMPROVEMENT-OTHER	33,999.55	123,000.00	0.00	24,569.35	98,430.65	20
401-533-60-6301	METER CHANGE OUT PROGRAM	18,396.00	206,600.00	0.00	81,600.00	125,000.00	40
401-533-60-6350	LOOP/UPGRADE WATER MAINS	122,750.39	525,200.00	0.00	23,880.00	501,320.00	5
401-533-60-6400	CAP. IMPROVEMENT-MACHINERY	15,939.00	178,000.00	0.00	0.00	178,000.00	0
401-533-60-6681	LEASE PURCHASE PRINCIPAL PMT	0.00	18,450.00	0.00	18,446.55	3.45	100
401-533-60-6691	LEASE PURCHASE INTEREST PMT	0.00	3,155.00	0.00	3,151.86	3.14	100
401-533-70-7319	CR 209 WATER MAIN EXTENSION	3,543.84	540,213.81	0.00	427,714.61	112,499.20	79
533 WATER DEPARTMENT:		2,185,757.72	4,441,812.81	156,053.45	2,202,367.04	2,239,445.77	50
401-535-00-0000	WASTEWATER DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
401-535-10-1200	SALARIES	698,401.38	1,126,740.00	29,083.00	442,538.86	684,201.14	39
401-535-10-1250	ON CALL	11,325.00	11,700.00	450.00	7,125.00	4,575.00	61
401-535-10-1300	OVERTIME	11,504.15	15,000.00	968.72	9,386.60	5,613.40	63
401-535-10-1500	SICK LEAVE	41,969.86	0.00	678.26	12,680.94	12,680.94-	0
401-535-10-1600	VACATION PAY	47,271.59	0.00	1,536.99	31,837.16	31,837.16-	0
401-535-10-1800	HOLIDAY PAY	28,565.32	0.00	0.00	15,856.41	15,856.41-	0
401-535-10-1820	HOLIDAY PREMIUM	7,594.27	9,000.00	0.00	7,119.37	1,880.63	79
401-535-10-2100	FICA EXPENSE	65,544.19	88,930.00	2,712.99	40,490.91	48,439.09	46
401-535-10-2200	RETIREMENT	97,095.04	138,450.00	4,223.82	63,729.47	74,720.53	46
401-535-10-2210	BENEFIT ADMIN FEES	184.50	0.00	0.00	49.50	49.50-	0
401-535-10-2300	LIFE & HEALTH INSURANCE	121,399.96	215,280.00	6,181.48	80,073.98	135,206.02	37
401-535-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,500.00	0.00	0.00	2,500.00	0

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401-535-10-2600	WORKERS COMPENSATION INSURANCE	26,793.74	30,000.00	2,404.14	30,316.61	316.61-	101
401-535-30-3100	PROFESSIONAL SERVICES	85,900.40	82,087.50	3,006.98	42,793.38	39,294.12	52
401-535-30-3400	OTHER CONTRACTUAL SERVICES	70,454.05	175,000.00	10,648.41	68,397.47	106,602.53	39
401-535-30-3450	CLOTHING AND UNIFORMS	7,867.83	11,000.00	78.29	4,002.71	6,997.29	36
401-535-30-4000	TRAVEL & PER DIEM	998.89-	4,500.00	15.00-	2,284.04	2,215.96	51
401-535-30-4100	TELEPHONE EXPENSE	13,811.03	15,000.00	0.00	10,089.32	4,910.68	67
401-535-30-4110	IT LICENSING / EQUIPMENT	24,462.53	57,900.00	779.74	30,999.41	26,900.59	54
401-535-30-4200	POSTAGE/TRANSPORTATION FEES	416.05	1,500.00	0.00	801.26	698.74	53
401-535-30-4300	UTILITIES EXPENSE	340,898.82	270,000.00	33,514.56	238,911.18	31,088.82	88
401-535-30-4400	RENTAL & LEASING	2,594.22	2,000.00	25.30	1,202.99	797.01	60
401-535-30-4600	REPAIR & MAINTENANCE	382,839.96	360,200.00	2,841.29	269,423.76	90,776.24	75
401-535-30-4900	MISC. EXPENSE & OTHER CURRENT	1,740.11	5,000.00	0.00	353.36	4,646.64	7
401-535-30-4940	LANDFILL DISPOSAL FEES	88,413.44	115,000.00	8,141.46	111,494.76	3,505.24	97
401-535-30-4960	BOOT ALLOWANCE	1,179.46	3,500.00	0.00	792.35	2,707.65	23
401-535-30-5100	OFFICE SUPPLIES	3,766.83	4,000.00	0.00	2,949.73	1,050.27	74
401-535-30-5200	OPERATING SUPPLIES	190,152.02	200,000.00	1,971.14	153,873.02	46,126.98	77
401-535-30-5250	FUEL EXPENSE	40,619.27	50,000.00	0.00	34,025.44	15,974.56	68
401-535-30-5260	CHEMICALS	96,327.40	200,000.00	10,759.21	116,398.84	83,601.16	58
401-535-30-5270	LABORATORY SAMPLES	45,002.42	65,000.00	4,925.00	36,500.00	28,500.00	56
401-535-30-5400	SUBSCRIPTIONS/DUES	370.00	4,000.00	0.00	921.85	3,078.15	23
401-535-30-5500	TRAINING	1,440.00	7,600.00	50.00-	1,179.83	6,420.17	16
401-535-60-6200	CAP. IMPROVEMENT-BUILDINGS	6,830.00	30,000.00	21,562.00	21,562.00	8,438.00	72
401-535-60-6250	LIFT STATION UPGRADES	261,846.00	576,420.00	0.00	0.00	576,420.00	0
401-535-60-6300	CAPITAL IMPROVEMENT-OTHER	193,432.00	227,000.00	19,920.00	142,489.35	84,510.65	63
401-535-60-6310	MILLENNIUM PARK PROJECT	0.00	243,100.00	0.00	44,750.00	198,350.00	18
401-535-60-6400	CAP. IMPROVEMENT-MACHINERY	4,324.00	1,036,207.00	73,896.00	439,766.66	596,440.34	42
401-535-60-6610	SEWER SYSTEM RENEWAL AND REPLACEMENT	400,175.10	374,700.00	0.00	218,835.00	155,865.00	58
401-535-60-6681	LEASE PURCHASE PRINCIPAL PMT	0.00	75,620.00	0.00	75,617.58	2.42	100
401-535-60-6691	LEASE PURCHASE INTEREST PMT	13,107.50	8,985.00	0.00	8,981.09	3.91	100
401-535-60-6770	SR 44 FM / CCC DECOMMISSIONING	136,242.25	2,500,000.00	0.00	4,874.50	2,495,125.50	0
401-535-70-7302	BUENA VISTA FORCEMAIN	0.00	350,000.00	0.00	300,270.00	49,730.00	86
401-535-70-7303	WILDWOOD ESTATES LS	0.37-	338,301.37	0.00	265,344.97	72,956.40	78
535 WASTEWATER DEPARTMENT:		3,570,862.43	9,031,220.87	240,243.78	3,391,090.66	5,640,130.21	38
401-580-90-0000	CONTINGENCY:	0.00	0.00	0.00	0.00	0.00	0
401-580-90-9912	CONTIN- WATER SEWER-REFUSE	0.00	3,552,121.32	0.00	0.00	3,552,121.32	0

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401-582-00-0000	DEBT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
401-582-30-5900	DEPRECIATION	2,457,368.00	0.00	0.00	0.00	0.00	0
401-582-30-5920	BAD DEBT EXPENSE	29,120.00	0.00	0.00	0.00	0.00	0
401-582-70-7100	SUMTER SCHOOL BOARD LEASE PURCHASE	0.00	170,000.00	0.00	170,000.00	0.00	100
401-582-70-7103	DBT SRV.-SRF LOAN PRIN-2007	0.00	340,810.00	0.00	169,523.38	171,286.62	50
401-582-70-7106	DEBT SERV-2016 CONTINENTAL LOAN (BB&T)	0.00	107,755.00	0.00	107,755.08	0.08-	100
401-582-70-7204	INT EXP.-SRF LOAN-3 (2007)	46,084.86	39,105.00	0.00	20,434.06	18,670.94	52
401-582-70-7205	DEBT SVC.-INTEREST-2013 REFINANCE	2,315.30	0.00	0.00	0.00	0.00	0
401-582-70-7206	DEBT SERV-INTERST-2016 CONTINENTAL (BBT)	29,566.42	26,860.00	0.00	26,859.96	0.04	100
	582 DEBT SERVICE:	2,564,454.58	684,530.00	0.00	494,572.48	189,957.52	72
	401 UTILITY FUND Expend Total	8,811,615.33	18,327,200.00	413,085.56	6,502,123.76	11,825,076.24	35

401 UTILITY FUND

	Prior	Current	YTD
Revenues:	9,619,330.00	45,114.50	4,967,210.46
Expended:	8,811,615.33	413,085.56	6,502,123.76
Net Income:	807,714.67	367,971.06-	1,534,913.30-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
402-334-3102	STATE APPROPRIATION - CR 209 WATER MAIN	197,033.60	0.00	0.00	0.00	0.00	0
402-361-0000	INTEREST	24,160.51	1,000.00	0.00	31,003.05	30,003.05	***
402-389-5000	CASH FORWARD	0.00	4,000,000.00	0.00	0.00	4,000,000.00-	0
402 CAPITAL PROJECTS (LOAN/ Revenue Total		221,194.11	4,001,000.00	0.00	31,003.05	3,969,996.95-	1

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
402-536-70-7352	MILLENNIUM PARK REUSE PROJECT	0.00	3,000,000.00	0.00	0.00	3,000,000.00	0
402-580-90-9913	CONTINGENCY - CONSTRUCTION FUND	0.00	1,001,000.00	0.00	0.00	1,001,000.00	0
402 CAPITAL PROJECTS (LOAN/ Expend Total		0.00	4,001,000.00	0.00	0.00	4,001,000.00	0

402 CAPITAL PROJECTS (LOAN/GRANT)		Prior	Current	YTD
Revenues:	221,194.11	0.00	31,003.05	
Expended:	0.00	0.00	0.00	
Net Income:	221,194.11	0.00	31,003.05	

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
403-361-0000	INTEREST EARNINGS	557.21	100.00	0.00	365.56	265.56	366
403-389-5000	NON-OPERATIONAL-CASH FORWARD	0.00	72,500.00	0.00	0.00	72,500.00-	0
403 INDUSTRIAL FUND Revenue Total		557.21	72,600.00	0.00	365.56	72,234.44-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
403-552-00-0000	INDUSTRIAL PARK:	0.00	0.00	0.00	0.00	0.00	0
403-552-30-3100	PROFESSIONAL SERVICES	0.00	1,000.00	0.00	0.00	1,000.00	0
403-552-30-4900	MISC. EXPENSE & OTHER CURRENT	13.19	0.00	0.00	0.00	0.00	0
403-552-30-4980	DEPRECIATION EXPENSE	6,607.00	0.00	0.00	0.00	0.00	0
552 INDUSTRIAL PARK:		6,620.19	1,000.00	0.00	0.00	1,000.00	0
403-580-90-9999	CONTINGENCY	0.00	61,600.00	0.00	0.00	61,600.00	0
403-581-00-0000	INDUSTRIAL PARK:	0.00	0.00	0.00	0.00	0.00	0
403-581-00-0100	TRANSFER TO GENERAL FUND	10,000.00	10,000.00	0.00	0.00	10,000.00	0
403 INDUSTRIAL FUND Expend Total		16,620.19	72,600.00	0.00	0.00	72,600.00	0

403 INDUSTRIAL FUND

	Prior	Current	YTD
Revenues:	557.21	0.00	365.56
Expended:	16,620.19	0.00	0.00
Net Income:	16,062.98-	0.00	365.56

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
404-343-3501	WATER SYSTEM CONNECTION FEES	7,412.21	7,000.00	0.00	0.00	7,000.00-	0
404-361-0000	INTEREST	49.41	0.00	0.00	27.08	27.08	0
404-389-5002	CASH FORWARD - WATER CONNECTIONS	0.00	383,800.00	0.00	0.00	383,800.00-	0
404 WATER CONNECTION FEES Revenue Total		7,461.62	390,800.00	0.00	27.08	390,772.92-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
404-533-30-4900	MISC. EXPENSE & OTHER CURRENT	361.77	0.00	0.00	210.57	210.57-	0
404-533-70-7352	ASHLEY WTP PROJECT	0.25	390,000.00	0.00	60,460.05	329,539.95	16
533 Total		362.02	390,000.00	0.00	60,670.62	329,329.38	16
404-580-90-9909	CONTINGENCY - WATER CONNECTION FEES	0.00	800.00	0.00	0.00	800.00	0
404-581-90-9101	TRANSFER TO W/S FUND	13,820.00	0.00	0.00	0.00	0.00	0
404 WATER CONNECTION FEES Expend Total		14,182.02	390,800.00	0.00	60,670.62	330,129.38	16

404 WATER CONNECTION FEES		Prior	Current	YTD
Revenues:		7,461.62	0.00	27.08
Expended:		14,182.02	0.00	60,670.62
Net Income:		6,720.40-	0.00	60,643.54-

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
406-343-5500	SEWER TAP CONNECTION FEES	15,731.69	5,000.00	0.00	0.00	5,000.00-	0
406-361-0000	INTEREST	38.24	0.00	0.00	18.53	18.53	0
406-389-5006	CASH FORWARD - WASTEWATER CONNECTION FEE	0.00	383,950.00	0.00	0.00	383,950.00-	0
	406 WASTEWATER CONNECTION F Revenue Tota	15,769.93	388,950.00	0.00	18.53	388,931.47-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
406-535-00-0000	SEWER TAP CONNECTION FEES:	0.00	0.00	0.00	0.00	0.00	0
406-535-30-4900	MISC. EXPENSE & OTHER CURRENT	361.20	0.00	0.00	210.38	210.38-	0
406-535-60-6392	WWTF CLARIFIER DEMO/CONSTRUCTION-DESIGN	0.00	100,000.00	0.00	0.00	100,000.00	0
406-535-60-6393	WILDWOOD ESTATES LS	0.00	228,589.90	0.00	199,623.00	28,966.90	87
	535 SEWER TAP CONNECTION FEES:	361.20	328,589.90	0.00	199,833.38	128,756.52	61
406-580-90-5006	CONTINGENCY - WASTEWATER CONNECTION FEES	0.00	60,360.10	0.00	0.00	60,360.10	0
	406 WASTEWATER CONNECTION F Expend Total	361.20	388,950.00	0.00	199,833.38	189,116.62	51

406 WASTEWATER CONNECTION FEES	Prior	Current	YTD
Revenues:	15,769.93	0.00	18.53
Expended:	361.20	0.00	199,833.38
Net Income:	15,408.73	0.00	199,814.85-

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
408-343-3560	WATER SDC FEES	1,717,366.25	1,500,000.00	254,577.92	748,900.92	751,099.08-	50
408-361-0000	INTEREST EARNED	306.43	100.00	0.00	231.76	131.76	232
408-389-5012	CASH FORWARD - WATER SDC	0.00	3,427,000.00	0.00	0.00	3,427,000.00-	0
408 WATER SDC FEES Revenue Total		1,717,672.68	4,927,100.00	254,577.92	749,132.68	4,177,967.32-	15
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
408-533-30-4900	MISC. EXPENSE & OTHER CURRENT	378.48	0.00	0.00	222.11	222.11-	0
408-533-70-7352	ASHLEY WTP UPGRADES	0.00	80,000.00	0.00	0.00	80,000.00	0
408-533-70-7354	CR 209 WATER MAIN EXT PHASE 1	0.00	800,000.00	0.00	0.00	800,000.00	0
533 Total		378.48	880,000.00	0.00	222.11	879,777.89	0
408-580-90-9914	CONTINGENCY - WATER SDC FUND	0.00	3,791,070.00	0.00	0.00	3,791,070.00	0
408-581-90-9101	TRANSFER TO W/S FUND	219,080.26	0.00	0.00	0.00	0.00	0
408-582-70-7107	SRF PRINCIPAL - OXFORD WTP	0.00	221,015.00	0.00	110,263.62	110,751.38	50
408-582-70-7207	SRF INTEREST - OXFORD WTP	36,949.34	35,015.00	0.00	17,751.18	17,263.82	51
582 Total		36,949.34	256,030.00	0.00	128,014.80	128,015.20	50
408 WATER SDC FEES Expend Total		256,408.08	4,927,100.00	0.00	128,236.91	4,798,863.09	3

408 WATER SDC FEES

	Prior	Current	YTD
Revenues:	1,717,672.68	254,577.92	749,132.68
Expended:	256,408.08	0.00	128,236.91
Net Income:	1,461,264.60	254,577.92	620,895.77

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
409-343-5560	WASTEWATER SDC FEES	3,022,260.92	2,650,000.00	440,283.00	2,085,208.10	564,791.90-	79
409-361-0000	INTEREST EARNED	615.64	100.00	0.00	462.32	362.32	462
409-389-5013	CASH FORWARD	0.00	6,890,000.00	0.00	0.00	6,890,000.00-	0
409 WASTEWATER SDC FEES Revenue Total		3,022,876.56	9,540,100.00	440,283.00	2,085,670.42	7,454,429.58-	22
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
409-535-30-4900	MISC. EXPENSE & OTHER CURRENT	385.11	0.00	0.00	225.54	225.54-	0
409-535-70-7346	WWTP FACILITY PLAN	0.25	7,821,443.75	0.00	387,731.65	7,433,712.10	5
409-535-70-7349	MISC CAPACITY IMPROVEMENTS	124,293.00	0.00	0.00	0.00	0.00	0
409-535-70-7355	BRIDGE CROSSING PROJECT	0.00	788,600.00	0.00	0.00	788,600.00	0
409-535-70-7359	GRAVITY COLLECTION SYS CONDITION ASSESS	0.00	250,000.00	0.00	0.00	250,000.00	0
535 Total		124,678.36	8,860,043.75	0.00	387,957.19	8,472,086.56	4
409-580-90-9915	CONTINGENCY - WASTEWATER SDC FUND	0.00	604,471.25	0.00	0.00	604,471.25	0
409-581-90-9101	TRANSFER TO W/S REVENUE FUND	357,517.36	0.00	0.00	0.00	0.00	0
409-582-70-7101	DBT SERV-SRF CRC09 FORCEMAIN DESIGN PRIN	0.00	4,390.00	0.00	2,186.42	2,203.58	50
409-582-70-7102	DBT SRV-SRF CR209 FM CONSTRUCTION PRIN	0.00	69,788.00	0.00	34,891.53	34,896.47	50
409-582-70-7200	INTEREST EXPENSE-CR209 FM SRF CONSTRUCTN	351.43	332.00	0.00	167.87	164.13	51
409-582-70-7202	INT EXP.-SRF DESIGN LOAN-CR209 FORCEMAIN	1,147.23	1,075.00	0.00	546.69	528.31	51
582 Total		1,498.66	75,585.00	0.00	37,792.51	37,792.49	50
409 WASTEWATER SDC FEES Expend Total		483,694.38	9,540,100.00	0.00	425,749.70	9,114,350.30	4

409 WASTEWATER SDC FEES

	Prior	Current	YTD
Revenues:	3,022,876.56	440,283.00	2,085,670.42
Expended:	483,694.38	0.00	425,749.70
Net Income:	2,539,182.18	440,283.00	1,659,920.72

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING MAY 22 2023

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
601-351-2000	CONFISCATED PROPERTY	0.00	1,500.00	0.00	0.00	1,500.00-	0
601-361-0000	INTEREST	352.92	10.00	0.00	194.34	184.34	***
601 LAW ENFORCEMENT FUND Revenue Total		352.92	1,510.00	0.00	194.34	1,315.66-	13

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
601-521-00-0000	LAW ENFORCEMENT TRUST:	0.00	0.00	0.00	0.00	0.00	0
601-521-30-4900	MISC. EXPENSE & OTHER CURRENT	36.22	0.00	0.00	0.00	0.00	0
601-580-90-9999	CONTINGENCY	0.00	51,695.00	0.00	0.00	51,695.00	0
601 LAW ENFORCEMENT FUND Expend Total		36.22	51,695.00	0.00	0.00	51,695.00	0

601 LAW ENFORCEMENT FUND		Prior	Current	YTD
Revenues:		352.92	0.00	194.34
Expended:		36.22	0.00	0.00
Net Income:		316.70	0.00	194.34

Grand Totals		Prior	Current	YTD
Revenues:		59,358,321.80	1,450,430.68	31,235,895.80
Expended:		47,958,291.83	3,027,645.46	20,538,869.47
Net Income:		11,400,029.97	1,577,214.78-	10,697,026.33

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: State of Florida CyberSecurity Grant Agreement

REQUESTED ACTION: Staff recommends approval to accept the Cybersecurity Grant Award from the State of Florida and to authorize the City Manager to execute the grant agreement with the Department of Management Services.

CONTRACT: Vendor/Entity: State of Florida / Dept of Mgmt Svcs
Effective Date: 5/22/23 Termination Date: TBD
Managing Division/Department: Information Technology

BUDGET IMPACT: This agreement will potentially cover the cost of a variety of services to be determined; procurement should be mostly, if not completely, through the State of Florida, so there should be minimal impact for the Finance Department.

HISTORY/FACTS/ISSUES:

The State of Florida made funds available through a streamlined grant application/paperwork process for cybersecurity. The City applied for funding through the grant process ending March 31, 2023, and was notified on May 16, 2023, that the City had been accepted for award. The Governor has committed to providing an additional \$45 million dollars in FY 2024 to continue the program moving forward. The grant agreement and award letter are not attached based on guidance from the State, which is detailed in the attached email from the Florida Digital Service (a division of the Florida Department of Management Services; DMS).

Paul Ketz

From: Florida Cybersecurity Grants <cybersecuritygrants@digital.fl.gov>
Sent: Wednesday, May 17, 2023 11:28 AM
To: Paul Ketz
Subject: Florida Local Government Cybersecurity Grant Follow Up

*****CAUTION:** This email originated from outside of the city. Do not click on any links or open any attachments unless you recognize the sender and are certain the content is safe.***

Hello,

Thank you for the question regarding the required signature authority and public meeting required for the Florida Local Government Cybersecurity Grant Agreement. The governing laws outlining the delegation of authority to approve and sign grants differs significantly across municipality and county governments across the State of Florida and therefore, we are unable to provide guidance regarding the appropriate contact to execute the agreement. FLDS will accept the signed Grant Agreement with the understanding that it was executed by a representative who has the authority (direct or delegated) to accept the terms and conditions of the agreement.

Additionally, when discussing the grant in public meetings it should be noted that the contents of the grant applications and awards, including the specific capabilities awarded, would constitute existing and proposed information technology, the destruction of which would negatively affect the security of the grantee and the State, as contemplated in section 119.0275, Florida Statutes (F.S). Therefore, the grant, corresponding documentation and any portion of a public meeting that would reveal this information is confidential and exempt from section 119.07(1), F.S. and section 286.011, F.S.

Regards,
Florida's Local Government Cybersecurity Grant Team
FL [Digital Service]
Cybersecuritygrants@digital.fl.gov



CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: OLC Architectural Services Design Contract for the MLK Rec. Center in the Amount of \$977,850

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Yes Vendor/Entity: Ohlson Lavoie Corporation
Effective Date: 5/22/2023 Termination Date:
Managing Division/Department: Parks and Recreation

BUDGET IMPACT: Project is budgeted in FY 23 - Capital Improvement Fund

HISTORY/FACTS/ISSUES:

On May 1, 2023, the City Commission was given a presentation by Maged Elsheikh of Ohlson Lavoie Corporation (OLC) regarding the proposed conceptual design of the recreation and outreach center at Dr. Martin Luther King Jr. Park. At that meeting, the Commission directed staff to move forward with the formal design contract.

The Parks and Recreation Director negotiated the attached contract with OLC. Maged Elsheikh provided the attached information as justification for their proposed fee. The contract is structured based on a percentage of the construction cost, which will be defined in more detail as the project progresses through the construction process once a Construction Manager is onboard. The current estimated design fee totals \$977,850, which includes third-party engineering fees required to complete the site work essential for the construction of the building.



May 16th, 2023

Jason F. McHugh, CPM, AICP

City Manager

352.330.1330 x125

jmchugh@wildwood-fl.gov

RE: Agreement for Design Services Proposal
Wildwood Community Center, City of Wildwood

Dear Jason:

Thank you for the opportunity to present a proposal for additional design services for the City of Wildwood.

Our proposal is intended to be inclusive of all design work necessary to construct Wildwood Community Center. This proposal estimates a series of task durations, which can serve as the basis for a project schedule.

Your approval of the attached **Amendment** will authorize us to begin work.

Please advise if any aspect of our proposal could be modified to better serve your needs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maged Elsheikh', with a stylized flourish extending from the end.

Maged Elsheikh

Senior Principal, Architect, NCARB

OLC

Architecture | Interiors | Aquatics

Attachments

AMENDMENT ONE TO AGREEMENT FOR DESIGN SERVICES DATED FEB 1st , 2023

Dated: May 16th, 2023,
Between: CLIENT

And

ARCHITECT

City Of Wildwood
100 North Main Street
Wildwood, Florida 34785

Ohlson Lavoie Corporation (OLC)
2295 S. Hiawasse Rd., Suite 310
Orlando, FL 32835

Contacts: **Jason F. McHugh, CPM, AICP**
City Manager
352.330.1330 x125
jmchugh@wildwood-fl.gov

Maged Elsheikh
O: 407.992.0470
M: 407.342.3565
melsheikh@olcdesigns.com

Project: **Wildwood Community Center**

Description: The new Community Center project will consist of approximately 31,000 sq.ft.:

1. Double Gym that can accommodate 2 full basketball courts, 2 volleyball courts, 3 pickleball courts, and bleachers.
2. Administration offices to accommodate the parks and rec department.
3. Multipurpose/ Banquette Hall for around 150 persons.
4. Prep kitchen and snack serving.
5. Walk/ Jug track.
6. Multiple rooms for seniors, art, learning center, and teens.
7. Lockers and toilets.
8. Storages, and utility rooms.

The work will also include civil engineering work to confirm the adequacy of existing storm detention capacity, utility connections and parking, bus drop-off, and landscape architecture.

Project Schedule: OLC can begin design work immediately upon your authorization to proceed. The durations indicated are based on an estimated One-week turnaround for client approvals and revisions at the end of each phase.

Included Services: The following phases for design services are included in this agreement. Each phase will be started only after OLC receives approval to proceed by the CLIENT:

Schedule: **8.0 months from the signed contract to issue permit and bid set,**
OLC will strive to reduce the total schedule as much as possible.

PHASE 1 SCHEMATIC DESIGN

Scope of Work: During this Phase, OLC will validate and further detail the internal and external planning solutions of the facility. We will illustrate the overall physical feasibility of the project. Several iterations of drawings reviews and comments are anticipated.

Deliverables:

- Site plan showing the new building footprint, traffic flow, existing topography, landscaping features, roads, and sidewalks.
- Typical floorplans and layouts at 1/8-inch scale.
- Roof plan at 1/8-inch scale, Indicating proposed materials and pitches.
- A minimum of four (4) elevations at a 1/8-inch scale, as appropriate.
- Diagrammatic sections at 1/4-inch scale or as appropriate
- Material/Systems Narrative.

Est. Schedule: 6 Weeks

Site Visits: 2

Fee: 18% **Of total fee** as calculated based on the approved schematic design budget

Reimbursables: \$ 6,400 Estimated

PHASE 2 DESIGN DEVELOPMENT

Scope of Work: Provides scope of work in outline terms required for a complete and operational facility. Though not intended for construction, the deliverables in this phase are intended as a description of the project sufficient for a 3rd party construction manager to provide a cost opinion and to commence construction documentation. Preliminary mechanical, electrical, and structural system performance descriptions are included. Operational parameters of major building systems will be established. Several iterations of review and comment are anticipated.

- Deliverables:**
- Site Development: 1 inch = 20 feet, including entry and exit conditions, on-site roadway and final traffic flow, and parking layouts, if applicable. All underground utilities and services (sized and sited). Established elevations, and lighting layouts, if applicable.
 - Enlarged Site details: One-eighth inch (1/8") scale minimum, including designated section names and numbers, dimensions, and typical material indications.
 - Elevations: One-eighth (1/8") inch scale minimum for all exterior walls; include elevations and enlargement of unique details or configurations.
 - Sections: One-eighth inch (1/8") scale minimum; number as required to reasonably illustrate relationships; construction thickness and profiles; vertical circulation, and special features.
 - Typical Details: including exterior wall sections.
 - Finish Schedules
 - Mechanical/Electrical Provisions: 1/8-inch scale single line drawing to illustrate any ducting, principal piping, lighting layouts, and other typical systems; provide double line drawings in equipment rooms and restricted areas at scale as required to illustrate adequacy of area and clearances.
 - Structure Provisions: Design data, design criteria employed, live, dead loads, openings, and equipment loads, provisions for deflection and vibration control, and provisions for thermal movement control.
 - Outline Specifications and Related Documents: Provide a brief description of the proposed conditions of the contract and technical specifications, following the 16- division format of the "Uniform System for Construction Specifications".

Est. Schedule: 8 Weeks

Site Visits: Virtual meetings As needed

Fee: 27% Of total fee below as calculated based on the approved schematic design budget

Reimbursable: \$ 6,400 Estimated

PHASE 3 CONSTRUCTION DOCUMENTATION:

Scope of Work: Once the previous phases are completed to your satisfaction, we can commence with the preparation of construction documents suitable for bidding, permitting and construction.

OLC shall prepare the complete construction documents. Services shall include the preparation of Bid ready, Construction ready, Civil, Landscaping, Architecture, Mechanical, Electrical, Plumbing, Fire and structure drawings. OLC Shall assist client and Construction manager in securing all required permits.

Participate in the bidding process through answering Request for information and issuing of bid Addendum as needed.

Hourly Rates: Applicable rates for additional services listed above or for services beyond the scope of work are:

Sr Principal	\$ 250	per hour	Sr Interior Designer	\$ 180	per hour
Principal	\$ 230	per hour	Interior Designer	\$ 160	per hour
Sr Architect	\$ 180	per hour	Jr Interior Designer	\$ 120	per hour
Project Architect	\$ 160	per hour	Arch Intern	\$ 100	per hour
Jr Architect	\$ 120	per hour	Administrative	\$ 100	per hour

Authorization : By signing below the undersigned affirm that they are authorized to amend this agreement.

CLIENT:

___/___/___

Name: Jason F. McHugh

Title : City Manager

Signature

Date:

For: City Of Wildwood

OLC:



05/16/2023

Name: Maged Elsheikh

Senior Principal

Signature

Date:

For: Ohlson Lavoie Corporation

Jason McHugh

From: Amanda Salazar
Sent: Monday, May 8, 2023 6:16 PM
To: Jason McHugh
Subject: Fwd: Contract Negotiations Follow up
Attachments: image001.png; Fee Guide Calculator For AE Services _ . building cost at 9760000.pdf; Members and hours Wildwood Rec Center -04-05-2023.pdf

Amanda Salazar, MPA, CPRP
City of Wildwood
Director, Parks & Recreation
Wildwood-fl.gov

Begin forwarded message:

From: Maged Elsheikh <melsheikh@olcdesigns.com>
Date: May 8, 2023 at 5:56:09 PM EDT
To: Amanda Salazar <asalazar@wildwood-fl.gov>
Subject: RE: Contract Negotiations Follow up

*****CAUTION:** This email originated from outside of the city. Do not click on any links or open any attachments unless you recognize the sender and are certain the content is safe.***

Amanda,

As I told you and the team from day one, we are very open, fair, and hard-working. Our objective is to provide you with a project far exceeding the Residents' expectations, I will be happy to explain our process to reach to this number, and I hope you will feel confident of our approach as we provided our services so far.

And I explained that we are following the Florida A/E calculator standards. And we came to these numbers before we gave you the proposal to be fair to the City for OLC and the team. And I am happy to explain our process.

Here is the link to the calculator on the website.

https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/building_construction/forms_and_documents/architect_engineer_fee_guidelines/fee_guide_calculator_for_ae_services

What we typically use for Community Centers is Category B. For a building construction cost of 9,760,000, the percentage would be 7.18 % of the construction for the basic scope, which includes the architectural, Structural, and MEP.

To Give Wildwood an additional discount, we elected to be halfway between Category B and Category D $(7.18\% + 6.68\%) / 2 = 6.93\%$, thus lowering our basic fees by 0.25%

Everything below the line is additional services and added to the basic scope fees above.

You can find the list of items treated as the additional scope in our project includes the following.

1. Master planning and programming (which is completed in phase 1).
2. Interior design
3. Survey-Topographic/ Boundary
4. Civil Engineering Design
5. Site Lighting Design
6. Landscape Architectural & Irrigation Design.
7. Food Service Equipment.
8. Rendering/ Models
9. Reimbursable Expenses.

And for your info, we have already negotiated with our consultants to get the best numbers from each consultant.

As you can see, we are on target with our estimate of the fees and a percentage of 9% of the project's construction costs (Building+Site work).

As the construction manager clearly defines the cost initially and through the construction, the number will move up or down based on the project's 9% of the final construction amount.

Please review and let me know what scope you want to assign directly through the City as we did for the Geotechnical investigation.

Thank you

Maged Elsheikh

Senior Principal, Architect, NCARB

OLC

O: 407.992.0470 M: 407.342.3565

Creating Healthy Places since 1961

From: Amanda Salazar <asalazar@wildwood-fl.gov>

Sent: Monday, May 8, 2023 3:55 PM

To: Maged Elsheikh <melsheikh@olcdesigns.com>

Subject: Contract Negotiations Follow up

[ext]

Good afternoon, Maged!

Thank you for sending the data earlier about the rec center capabilities – we have shared those with the commissioners who requested the information. Before we go to commission again on the 22nd to approve contract terms, I was hoping to see if there was any flexibility in the 9% costs. The City Manager has tasked me with speaking with you and try to show the commission we are doing our best at negotiating costs on the contract, as well as me going out to find grants to assist with funding this large project. This is our final approval before getting the project underway and we are pushing at all angles to crunch numbers and show the commission we are working hard together to come to an affordable agreement.

We were looking to see if the A&E fees were negotiable down to 7% for the project.

Please let me know your thoughts,

Amanda Sabzar, MPA, CPRP
Director of Parks & Recreation
City of Wildwood
Phone: 352-461-0134
asabzar@wildwood-fl.gov

Disclaimer

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Department of Management Services

[Florida Department of Management Services](#) > [Business Operations](#) > [Real Estate Development and Management](#) > [Building Construction](#) > [Forms and Documents](#) > [Architect-Engineer Fee Guidelines](#) > Fee Guide Calculator For AE Services

Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name							
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 9,760,000	7.68%	7.18%	7.85%	6.68%	6.20%	5.72%	7.01%
CALCULATED FEE	\$749,247	\$700,869	\$766,261	\$652,375	\$605,352	\$558,187	\$683,796

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY: Complex Laboratories, Medical Hospitals

"B" - MORE THAN AVERAGE COMPLEXITY: Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers

"C" - REPAIRS AND RENOVATIONS: Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work

"D" - AVERAGE COMPLEXITY: General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings

"E" - LESS THAN AVERAGE COMPLEXITY: Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures

"F" - CONSIDERABLY LESS THAN AVERAGE COMPLEXITY: Warehouses, Parking Garages, Storage Facilities

"G" - BUILDING ENGINEERING SERVICES: Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

- Feasibility Studies/ Analysis

- LEED Consultation

- Facility Programming
- Master Planning
- Soils Investigations/Reports
- Surveys -Topographic/Boundary
 - Vegetation/Improvements/Utilities
- Measured Drawings of Existing Facilities
- Existing Facilities Analysis
- Toxic Substance Mitigation Surveys and Consultation
- Site Environmental Assessments
- Site DRI, PUD, Site Plan Review and/or Zoning Modifications
- Traffic Analysis and Traffic Signal Warrant Studies
- Civil Engineering Design including Paving/Grading/Utilities/Drainage/Storm-water Management/Environmental & All Site Permitting
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- Landscape Architectural & Irrigation Design
- Specialty Consultants
 - Voice/Data Communications; Electronic/Audio Visual; Food Service Equipment; Hazardous Material; Hospital/Laboratory; Interior Design; Indoor Air Quality; Quality Control; Theater/Acoustical; Security
- Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis

- Graphic and Signage Design
- Special Code Reviews including ACHA
- Detailed Cost Estimates
- Documents Prepared For:
 - Alternate Bids Exceeding Contract Scope
 - Excessive Change Orders
 - Multiple Construction Contracts
 - Record Documents/As Builts
- Prolonged Construction Contract Administration Services
- Structural Threshold Inspections
- Project Representation During Construction Beyond Bi-Monthly Administration
- Additional Construction Contract
 - Administration Services for Multiple Contracts
- Building Commissioning and Training Services
- Post Occupancy Inspections/ Evaluations
- Renderings/ Models
- Substantive Changes to Scope, Size or Complexity
- Owner Requested Changes to Approved Documents
- Reimbursable Expenses*
 - Including, but not limited to, reproduction/printing costs, travel expenses, and special mail service expenses

* As defined in the Division of Real Estate Development and Management Form of Agreement Between Owner and Architect - Engineer.

Role	Name	Hourly rate	Total Hours	Compensation		
Project Manager, Principal In Charge	Maged Elsheikh	250	600	\$ 150,000		
Production Manager	Sam Elsheikh	250	280	\$ 70,000		
Quality Control	Dave Sprague	240	100	\$ 24,000		
Project Architect	Mike St. John	180	700	\$ 126,000		
Architect	TBD	150	500	\$ 75,000		
Intern	TBD	100	650	\$ 65,000		
Intern	TBD	100	580	\$ 58,000		
Admin	TBD	75	120	\$ 9,000		
Architecture fees OLC					\$ 577,000	
Cabral Engineering					\$ 69,700	
Advanced Structural Design					\$ 30,000	
Base Design Fees 6.93% from a building construction cost of \$9,760,000						\$ 676,700

Additional consultants scope						
Senior Interior Designer	Tania Prada	180	240	\$ 43,200		
Interior Designer	Natalie Mediate	160	240	\$ 38,400		
Interior Intern	TBD	120	300	\$ 36,000		
Interior Design					\$ 117,600	
Rendering/ 3D images					\$ 12,000	
Site Lighting					\$ 4,000	
Landscape					\$ 33,370	
Civil					\$ 61,404	
Survey					\$ 21,790	
Kitchen Consultant					\$ 14,000	
Geo-technical						
Total additional consultants scope						\$ 264,164
Total Compensation						\$ 940,864

Reimbursable expenses		
Architectural	\$ 17,000	
MEP	\$ 6,500	
Structural	\$ 5,500	
Additional Consultants scope will be bellied with actual cost + 10% Estimated		8,000
Total Reimbursable expenses		\$ 37,000

Total Compensation	\$ 977,864
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CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Bay Window Restoration Project for the Baker House in the Amount of \$32,993

REQUESTED ACTION: Staf recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT: Budgeted in FY 23 - funds available in 105-576-30-4620 Baker House Operations

HISTORY/FACTS/ISSUES:

The Baker House bay window project was identified last fiscal year as a necessary restoration project. This project will replace any wood that has water damage, as well as the wood around the two (2) two-story windows at the front of the home. Staff and volunteers have been working for over a year to find contractors willing to do this project and have had only one contractor respond with a quote. Due to the age of the Baker House, this project involves many layers of work and precaution. The attached proposal further details the scope of work.



SPECIALIZED
Performance Driven: 24-7



ESTIMATE PROPOSAL

Project Information	
Project #	2023CoW_BakerHousePH3
Title	City of Wildwood - Baker House Phase 3
Address	6106 Co Rd 44A
City, State, Zip	Wildwood, FL 34785

Estimate Information	
Estimate #	001
Description	Phase 3 Exterior Restoration
Estimate Date	5/16/2023

From	
Contact	Nick Olson
Company	Specialized Property Services, Inc
Address	9605 E US Hwy 92
City, State, Zip	Tampa, FL 33610
Phone	813-246-4274
Fax	813-514-2794

To	
Contact	Amanda Salazar
Company	City of Wildwood, Parks and Recreation
Address	6500 Powell Road
City, State, Zip	Wildwood, FL 34785
Phone	352-461-0134
Fax	

We are pleased to quote the following labor, equipment, and materials in accordance with the plans and specifications listed below. This proposal is subject to exclusions that may be listed below.

Scope of work for the project to be constructed as depicted in the plans and details as described herein:

0: Overall Scope

Inclusions:

1st Field Mobilization

1. Setup scaffolding to access the West bay window and adjacent walls. (see attached photo for reference)
2. Remove existing siding and window trim to expose sheathing.
 1. Salvage all good siding and trim for reuse.
3. Remove all sheathing to expose framing.
4. Install new SYP framing members to replace rotted framing.
5. Install new 7/16" ZIP Sheathing and tape joints with ZIP flashing tape.
6. Flash window openings as needed to dry in the wall.

Shop Work

1. Mill new siding and trim as needed from select cypress treated with bora-care.
 1. New components to match the original in size and profile.
2. Fully prime all new components with (1) coat of Benjamin Moore Oil-Based Primer (094)
3. Remove fasteners from the salvaged siding and trim.
4. Fill all holes, sand boards, and primer with (1) coat of Benjamin Moore Oil-Based Primer (094)

2nd Field Mobilization

1. Install new and salvaged siding and trim.
2. Install new sealant and caulking where needed.
3. Paint siding and trim with (2) coats of Benjamin Moore Aura Exterior Semi-Gloss.
4. Remove all scaffolding, and clean the landscaping of debris.

Exclusions:

1. Window work
2. Foundation work
3. Drywall or plaster patching
4. Interior painting

Code	Description	Total
01 54 23	Temporary Scaffolding And Platforms	1,035.00
06 44 00	Woodshop	6,043.00
08 01 00	Miscellaneous Carpentry	21,444.00
01 21 55	Crew Travel	4,471.00

Estimate Total: \$32,993.00

C O N S T R U C T I O N • P A I N T I N G • R E S T O R A T I O N

9 6 0 5 E . U S H I G H W A Y 9 2 T A M P A , F L O R I D A 3 3 6 1 0

Page 1 of 2



SPECIALIZED
Performance Driven: 24-7



ESTIMATE PROPOSAL

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, flood, earthquake, and other necessary insurance. We are fully covered by Workmen's Compensation Insurance. Estimate is valid for 30 days from the estimate date, unless otherwise specified.

**Authorized
Signature:**

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

Signature:

Date of Acceptance:

Print Name:

C O N S T R U C T I O N • P A I N T I N G • R E S T O R A T I O N

9605 E. US HIGHWAY 92 TAMPA, FLORIDA 33610

Page 2 of 2

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Replacement and Upgrade of Six Lift Station Panels in the Amount of \$208,439.00

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: Telemetry & Process Controls, INC.

Effective Date: 5/10/2023

Termination Date:

Managing Division/Department: Utility Department / Wastewater Division

BUDGET IMPACT: This project is a budgeted item in the 22/23 fiscal year budget. Funds are available in account 401-535-60-6250 (Lift Station Upgrades) with an outstanding balance of \$576,420.00.

HISTORY/FACTS/ISSUES:

Due to age and H2S gases, existing lift station control panels need to be replaced periodically. This request is for the purchase and installation of six new lift station control panels at stations #5, 6, 12, 13, 25, and 26. Attached are quotes for the purchase and installation of the new panels. Staff requested quotes from three vendors and received responses from two - Telemetry & Process Controls, Inc. and Barney's Pumps, Inc. Staff reached out to a third vendor, Xylem, who did not bid on the project due to proprietary software issues.

Staff recommends selecting Telemetry & Process Controls for a total project cost of \$208,436.00.



April 26, 2023

Re: Wildwood, FL Combo Pump Control Panels

Thank you for the opportunity to present this quote to you and your firm. Telemetry and Process Controls, Inc. (TPC) will supply the following equipment and services:

- **LS #13, 25, and 26 Duplex Pump Control Panel 230 Vac 1 phase 5 and 6.5HP**
 - Nema 3R 304 SS gasketed enclosure with inner door, back panel and 3 point latch
 - Ventilation fans with shrouds
 - Main breaker, 230 Vac 3 phase, Square D
 - Emergency breaker, 230 Vac 3 phase, Square D
 - Generator receptacle with angle adapter
 - Surge arrestor 230 Vac
 - Incoming power phase monitor with fuses
 - (2) Circuit breaker sized for 5 or 6.5 HP 230 Vac 3 phase Pump motors, Square D
 - (2) VFD for 5 or 6.5 HP 230 Vac 1 phase Pump motors, Danfoss for phase conversion
 - (2) VFD remote mount keypad kits
 - Circuit breaker for blower
 - FVNR starter, size 1, for blower
 - (2) Pump protection modules
 - Current switch
 - Surge arrestor 120 Vac
 - 120 Vac control circuit breakers
 - (2) 3 Position selector switches Hand-Off-Auto
 - (2) Pilot lights, Pump Run
 - (2) Pilot lights, Pump Seal Fail
 - (1) Pushbutton, Alarm Silence
 - (2) Run Time meters
 - (2) Seal Fail relays
 - Float back up control, 24 Vac
 - Alternator
 - (1) Pushbutton, Float Reset
 - (1) Pilot light, In Float Backup
 - PLC, Allen Bradley Micrologix 1400
 - Analog input module, Allen Bradley
 - Mount and wire cellular modem (PBO)
 - Mount and wire cellular antenna (PBO)
 - Transformer, 24VAC
 - GFI receptacle
 - DC power supply
 - Battery back-up
 - Vent drain
 - Alarm horn
 - Alarm light
 - Vega Ultrasonic Level Transmitter
 - (4) Floats
 - Float hanger
 - Misc. panel components, nameplates, wire duct, terminals, etc.

- UL listing
- **LS #12 Duplex Pump Control Panel 230 Vac 3 phase 7.5HP**
 - Nema 3R 304 SS gasketed enclosure with inner door, back panel and 3 point latch
 - Main breaker, 230 Vac 3 phase, Square D
 - Emergency breaker, 230 Vac 3 phase, Square D
 - Generator receptacle with angle adapter
 - Surge arrestor 230 Vac
 - Incoming power phase monitor with fuses
 - (2) Circuit breaker sized for 7.5 HP 230 Vac 3 phase Pump motors, Square D
 - (2) FVNR motor starter, size 1, sized for 7.5 HP 230 Vac 3 phase pump motors, Square D
 - (2) VFD remote mount keypad kits
 - Circuit breaker for blower
 - FVNR starter, size 1, for blower
 - (2) Pump protection modules
 - Current switch
 - Surge arrestor 120 Vac
 - 120 Vac control circuit breakers
 - (2) 3 Position selector switches Hand-Off-Auto
 - (2) Pilot lights, Pump Run
 - (2) Pilot lights, Pump Seal Fail
 - (1) Pushbutton, Alarm Silence
 - (2) Run Time meters
 - (2) Seal Fail relays
 - (2) Pushbutton, Pump Reset
 - Float back up control, 24 Vac
 - Alternator
 - (1) Pushbutton, Float Reset
 - (1) Pilot light, In Float Backup
 - PLC, Allen Bradley Micrologix 1400
 - Analog input module, Allen Bradley
 - Mount and wire cellular modem (PBO)
 - Mount and wire cellular antenna (PBO)
 - Transformer, 24VAC
 - GFI receptacle
 - DC power supply
 - Battery back-up
 - Vent drain
 - Alarm horn
 - Alarm light
 - Vega Ultrasonic Level Transmitter
 - (4) Floats
 - Float hanger
 - Misc. panel components, nameplates, wire duct, terminals, etc.
 - UL listing
- **LS #6 Duplex Pump Control Panel 230 Vac 3 phase 11HP**
 - Nema 3R 304 SS gasketed enclosure with inner door, back panel and 3 point latch
 - Main breaker, 230 Vac 3 phase, Square D
 - Emergency breaker, 230 Vac 3 phase, Square D
 - Generator receptacle with angle adapter
 - Surge arrestor 230 Vac
 - Incoming power phase monitor with fuses
 - (2) Circuit breaker sized for 11 HP 230 Vac 3 phase Pump motors, Square D
 - (2) FVNR motor starter, size 1, sized for 11 HP 230 Vac 3 phase pump motors, Square D
 - (2) VFD remote mount keypad kits

- Circuit breaker for blower
- FVNR starter, size 1, for blower
- (2) Pump protection modules
- Current switch
- Surge arrestor 120 Vac
- 120 Vac control circuit breakers
- (2) 3 Position selector switches Hand-Off-Auto
- (2) Pilot lights, Pump Run
- (2) Pilot lights, Pump Seal Fail
- (1) Pushbutton, Alarm Silence
- (2) Run Time meters
- (2) Seal Fail relays
- (2) Pushbutton, Pump Reset
- Float back up control, 24 Vac
- Alternator
- (1) Pushbutton, Float Reset
- (1) Pilot light, In Float Backup
- PLC, Allen Bradley Micrologix 1400
- Analog input module, Allen Bradley
- Mount and wire cellular modem (PBO)
- Mount and wire cellular antenna (PBO)
- Transformer, 24VAC
- GFI receptacle
- DC power supply
- Battery back-up
- Vent drain
- Alarm horn
- Alarm light
- Vega Ultrasonic Level Transmitter
- (4) Floats
- Float hanger
- Misc. panel components, nameplates, wire duct, terminals, etc.
- UL listing

• **LS #5 Duplex Pump Control Panel 230 Vac 3 phase 20HP**

- Nema 3R 304 SS gasketed enclosure with inner door, back panel and 3 point latch
- Main breaker, 230 Vac 3 phase, Square D
- Emergency breaker, 230 Vac 3 phase, Square D
- Generator receptacle with angle adapter
- Surge arrestor 230 Vac
- Incoming power phase monitor with fuses
- (2) Circuit breaker sized for 20 HP 230 Vac 3 phase Pump motors, Square D
- (2) FVNR motor starter, size 1, sized for 20 HP 230 Vac 3 phase pump motors, Square D
- (2) VFD remote mount keypad kits
- Circuit breaker for blower
- FVNR starter, size 1, for blower
- (2) Pump protection modules
- Current switch
- Surge arrestor 120 Vac
- 120 Vac control circuit breakers
- (2) 3 Position selector switches Hand-Off-Auto
- (2) Pilot lights, Pump Run
- (2) Pilot lights, Pump Seal Fail
- (1) Pushbutton, Alarm Silence
- (2) Run Time meters
- (2) Seal Fail relays
- (2) Pushbutton, Pump Reset

- Float back up control, 24 Vac
- Alternator
- (1) Pushbutton, Float Reset
- (1) Pilot light, In Float Backup
- PLC, Allen Bradley Micrologix 1400
- Analog input module, Allen Bradley
- Mount and wire cellular modem (PBO)
- Mount and wire cellular antenna (PBO)
- Transformer, 24VAC
- GFI receptacle
- DC power supply
- Battery back-up
- Vent drain
- Alarm horn
- Alarm light
- Vega Ultrasonic Level Transmitter
- (4) Floats
- Float hanger
- Misc. panel components, nameplates, wire duct, terminals, etc.
- UL listing

TPC's Price is: \$ 208,439.00

TPC's price includes:

- Engineering
- Submittals, Operation & Maintenance Manuals
- 1-Year Warranty
- Factory Check Out
- Software Programming
- Start-up and Training

TPC's price does not include:

- Field Installation
- Taxes

If you should have any questions, please feel free to give me a call at any time.

Thank You,

John Coons
Sales Engineer
Telemetry and Process Controls, Inc.

Terms and Conditions

ACCEPTANCE: This proposal is an invitation for an offer and will become a binding contract when accepted.

LIMITATION OF PROPOSAL: The prices and terms quoted in this proposal are subject to acceptance by the Purchaser within a period of (30) calendar days from the date herein.

EXCLUSIONS: This proposal is based solely and completely on specifications submitted to Telemetry and Process Controls, Inc. (TPC) at the time of the writing of the proposal. General plans and specification not actually submitted shall not apply. This proposal, together with all annexed specifications, when accepted, shall be the complete agreement between the parties; and any alternations or unusual and undisclosed conditions or deviations from the above specifications involving extra costs shall be agreed upon in writing by both parties and shall become an additional charge over and above the proposal price set forth herein. Delays or impossibility of performance by TPC because of strikes, accidents, or other reasons beyond the control of TPC shall relieve us from all liability herein.

SHIPMENT: Time of shipment shall be as stated in the proposal after receipt of order and acceptance and final approval of all drawings and submittal.

TERMS OF PAYMENT: Terms are Net 30 days, based on rated credit. Otherwise, alternate arrangements must be made.

These terms and conditions have control over any terms presented by Buyer, through a purchase order or otherwise.

We reserve the right to cancel the contract or cease work if payments thereon are not received when due. 1.5% per month shall be charged on all unpaid balances.

TAXES: The Purchaser shall pay any local, state or federal sales, excise or use tax imposed on the equipment in addition to the prices quoted.

WARRANTY LIMITATION: There are no warranties that extend beyond the warranties herein after expressed.

WARRANTIES: All work shall be done in a workmanlike manner according to standard practices. We warrant performance against defects in materials and workmanship for a period of twelve (12) months from the date of shipment from TPC. We agree to pass on to the Purchaser such warranties, if any, as may be extended by the manufacturer for material supplied. Labor for replacing defective materials shall not be provided by us unless it is specifically spelled out in the proposal. We shall not be responsible for materials damaged, lost or stolen after delivery, through no fault of ours, or for failure to deliver and perform because of reasons beyond our control.

EXCLUSIVE REMEDIES: Remedies are limited to the repair or replacement at FOB point of delivery. Consequential damages are excluded. In no event shall TPC be responsible for consequential damages of any such defective material or workmanship including, but not limited to, the Purchaser's loss of material or profits, increased expenses of operation, downtime or reconstruction of the work, and in no event shall TPC's obligation under this warranty exceed the original contract price of the defective item. It is agreed that any action for breach of express or implied warranty shall be initiated within fifteen (18) months of the date of shipment by TPC and only those defects that are documented to have occurred within twelve (12) months from the date of the equipment's start-up and acceptance or (18) eighteen months from the date of TPC's shipment will be covered by the warranty.

DISCLAIMER: TPC will not be responsible for damage to equipment or materials through improper installation, storage, improper services, or through attempts to operate it in excess of its rated capacity or recommended use, intentional or otherwise, by parties other than TPC or its authorized representatives.

CONDITIONS OF SALE: Prices quoted are those now in effect. Seller reserves the right to bill at the prices in effect at the time of shipment if the proposal is not accepted in writing within thirty (30) days, unless a longer term of validity is in writing on the proposal.

LIMITATIONS OF LIABILITY

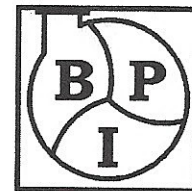
A. Neither Seller nor its suppliers of any tier will be liable to Purchaser, whether in contract, in tort (including negligence and strict liability), under any warranty or otherwise, for any special, indirect, incidental, or consequential loss or damage whatsoever, or for loss of or to the plant, loss of use of equipment or power system, cost of capital, loss of profits or revenue or the loss of use thereof, cost of environmental damage or clean-up, or claims of customers of Purchaser. The remedies set forth herein are exclusive, and the total cumulative liability of seller and its suppliers under any purchase order or any act or omission in connection therewith or related thereto, whether in contract, in tort (including negligence and strict liability), under any warranty, or otherwise, will be limited to the price of the contract.

B. The provisions of this Article shall survive termination, cancellation or expiration of the purchase order and shall apply, notwithstanding any other provisions of this Agreement or any related document thereto, to the fullest extent permitted by law. Prior to the transfer of any equipment or material furnished or for which work is furnished hereunder from the project site (except temporarily for repair work or permanently for disposal), or the transfer of any interest therein or in the plant, Purchaser shall obtain for Seller written assurances from the transferee of limitation of and protection against liability following the proposed transfer at least equivalent to that afforded seller and its suppliers under the purchase order.

PANELS QUOTE

QUOTATION NUMBER
1008232

BARNEY'S PUMPS INC.



Page 1 of 4

P.O. Box 3529 Lakeland, FL 33802-3529
2965 Barney's Pumps Place Lakeland, FL 33812
Phone (863) 665-8500
Fax (863) 666-3858

DATE: January 6, 2023

TO: City of Wildwood Combo Panels
Mike Weaver

FOR
SHIPMENT
TO:

PROJECT: Wildwood Combo Panels

Delivery
22 - 26 weeks

Via
Bestway

From
Barney's Pumps

F.O.B.
Barney's Pumps

Terms
net 30 with approved credit

ITEM	QTY	DESCRIPTION	PRICE EA
A	3	<u>LS #13,25 & 26, 5 and 6.5-hp, Single Phase to VFD 3 Phase Converter with Scitext and Install</u> Standard Wildwood Combo Panel Material N3R/12 316SS Enclosure Square D Circuit Breakers (MCB/ECB Interlocked, Pumps, GFI, Control, PLC) Square D 3Ø Surge Protector Russell Stoll Generator Receptacle Square D NEMA Motor Starters, sized per HP/FLA (for the 230V Panels) Breaker and starter combo for blower Scitext 1062 with power supply and modem Dwyer "Generator Power" Current Switch Diversified Phase Monitor Mersen Fuses Square D 1kVA Control Power Transformer Ditek 120VAC Surge Protector P&S 15A GFI Receptacle Syrelec Seal Failure Modules Square D 120/24VAC Transformer 100VA Redington Elapsed Time Meters Square D Switches, Buttons, and Pilot Lights Phoenix Contact Terminals Hoffman Vent Drain (Shipped Loose) Power Sonic 7.0AH Batteries (Shipped Loose) Edwards Alarm Strobe Light (Shipped Loose) Blue Ribbon Submersible Transducer 0-15psi w/50' cable	\$41,450 each

Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. We appreciate the opportunity to serve you and trust that we are favored with your order. This quotation is subject to Barney's Pumps standard terms of sale and warranty.

BARNEY'S PUMPS INC.

TONY COLLINS

Authorized Signature

QUOTATION NUMBER
1008232

BARNEY'S PUMPS INC.



Page 2 of 4

P.O. Box 3529 Lakeland, FL 33802-3529
2965 Barney's Pumps Place Lakeland, FL 33812
Phone (863) 665-8500
Fax (863) 666-3858

DATE: January 6, 2023

TO: City of Wildwood Combo Panels
Mike Weaver

FOR
SHIPMENT
TO:

PROJECT: Wildwood Combo Panels

Delivery
22 - 26 weeks

Via
Bestway

From
Barney's Pumps

F.O.B.
Barney's Pumps

Terms
net 30 with approved credit

B	1	<u>LS #5 Duplex 20-hp 230V with Scitext and Install</u> Standard Wildwood Combo Panel Material N3R/12 316SS Enclosure Square D Circuit Breakers (MCB/ECB Interlocked, Pumps, GFI, Control, PLC) Square D 3Ø Surge Protector Russell Stoll Generator Receptacle Square D NEMA Motor Starters, sized per HP/FLA (for the 230V Panels) Breaker and starter combo for blower Scitext 1062 with power supply and modem Dwyer "Generator Power" Current Switch Diversified Phase Monitor Mersen Fuses Square D 1kVA Control Power Transformer Ditek 120VAC Surge Protector P&S 15A GFI Receptacle Syrelec Seal Failure Modules Square D 120/24VAC Transformer 100VA Redington Elapsed Time Meters Square D Switches, Buttons, and Pilot Lights Phoenix Contact Terminals Hoffman Vent Drain (Shipped Loose) Power Sonic 7.0AH Batteries (Shipped Loose) Edwards Alarm Strobe Light (Shipped Loose) Blue Ribbon Submersible Transducer 0-15psi w/50' cable	\$32,125
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Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. We appreciate the opportunity to serve you and trust that we are favored with your order. This quotation is subject to Barney's Pumps standard terms of sale and warranty.

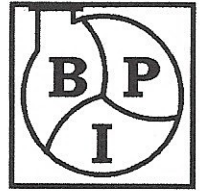
BARNEY'S PUMPS INC.

TONY COLLINS

Authorized Signature

QUOTATION NUMBER
1008232

BARNEY'S PUMPS INC.



Page 3 of 4

P.O. Box 3529 Lakeland, FL 33802-3529
2965 Barney's Pumps Place Lakeland, FL 33812
Phone (863) 665-8500
Fax (863) 666-3858

DATE: January 6, 2023

TO: City of Wildwood Combo Panels
Mike Weaver

FOR
SHIPMENT
TO:

PROJECT: Wildwood Combo Panels

Delivery
22 - 26 weeks

Via
Bestway

From
Barney's Pumps

F.O.B.
Barney's Pumps

Terms
net 30 with approved credit

C	1	<u>LS #6 Duplex 11-hp 230V with Scitext and Install</u> Standard Wildwood Combo Panel Material N3R/12 316SS Enclosure Square D Circuit Breakers (MCB/ECB Interlocked, Pumps, GFI, Control, PLC) Square D 3Ø Surge Protector Russell Stoll Generator Receptacle Square D NEMA Motor Starters, sized per HP/FLA (for the 230V Panels) Breaker and starter combo for blower Scitext 1062 with power supply and modem Dwyer "Generator Power" Current Switch Diversified Phase Monitor Mersen Fuses Square D 1kVA Control Power Transformer Ditek 120VAC Surge Protector P&S 15A GFI Receptacle Syrelec Seal Failure Modules Square D 120/24VAC Transformer 100VA Redington Elapsed Time Meters Square D Switches, Buttons, and Pilot Lights Phoenix Contact Terminals Hoffman Vent Drain (Shipped Loose) Power Sonic 7.0AH Batteries (Shipped Loose) Edwards Alarm Strobe Light (Shipped Loose) Blue Ribbon Submersible Transducer 0-15psi w/50' cable	\$31,600
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Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. We appreciate the opportunity to serve you and trust that we are favored with your order. This quotation is subject to Barney's Pumps standard terms of sale and warranty.

BARNEY'S PUMPS INC.

TONY COLLINS

Authorized Signature

QUOTATION NUMBER
1008232

BARNEY'S PUMPS INC.



Page 4 of 4

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22 - 26 weeks

Via
Bestway

From
Barney's Pumps

F.O.B.
Barney's Pumps

Terms
net 30 with approved credit

A	1	LS #12, Duplex 7.5-hp, 230V with Scitext and Install Standard Wildwood Combo Panel Material N3R/12 316SS Enclosure Square D Circuit Breakers (MCB/ECB Interlocked, Pumps, GFI, Control, PLC) Square D 3Ø Surge Protector Russell Stoll Generator Receptacle Square D NEMA Motor Starters, sized per HP/FLA (for the 230V Panels) Breaker and starter combo for blower Scitext 1062 with power supply and modem Dwyer "Generator Power" Current Switch Diversified Phase Monitor Mersen Fuses Square D 1kVA Control Power Transformer Ditek 120VAC Surge Protector P&S 15A GFI Receptacle Syrelec Seal Failure Modules Square D 120/24VAC Transformer 100VA Redington Elapsed Time Meters Square D Switches, Buttons, and Pilot Lights Phoenix Contact Terminals Hoffman Vent Drain (Shipped Loose) Power Sonic 7.0AH Batteries (Shipped Loose) Edwards Alarm Strobe Light (Shipped Loose) Blue Ribbon Submersible Transducer 0-15psi w/50' cable TOTAL PRICE	\$ 218,525.00	\$30,450.00
Delivery is F.O.B. Barney's Pumps with freight allowed to jobsite. Barney's Pumps standard terms of sale and warranty apply. Start-up and training services are included. Taxes, anchor bolts, piping, MiniCAS relays etc. are not included. <i>Shop drawings are required for approval, please request them from our office</i>				

Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. We appreciate the opportunity to serve you and trust that we are favored with your order. This quotation is subject to Barney's Pumps standard terms of sale and warranty.

BARNEY'S PUMPS INC.

TONY COLLINS

Authorized Signature



Barney's Pumps Terms of Sale & Warranty

1. This document is fully incorporated in the Credit Agreement (the "Agreement") signed by Customer, and is a binding contract between Barney's Pumps, Inc. ("Barney's Pumps") and the Customer executing the Credit Agreement which shall apply to all purchases by the above referenced Customer or its agents after the date of the Agreement. This document is also fully incorporated into any quote or invoice it is sent with or attached to. **Barney's Pumps expressly conditions its acceptance of any offer or purchase order from Customer on Customer's acceptance of only these Terms of Sale & Warranty expressly provided herein, and Customer agrees that any additional or different terms and conditions that may be attempted or purported to be imposed by the Customer on Barney's Pumps shall not apply to any transaction between Barney's Pumps and the Customer. Customer agrees and acknowledges that Barney's Pumps is unwilling to conduct business at all with Customer except for Customer's agreement to only these Terms of Sale & Warranty contained herein and nothing else unless such additional or different terms are agreed to in a subsequent writing by Barney's Pumps.**
2. Quoted prices do not include any taxes and are valid for thirty (30) days from the date of Barney's Pumps' proposal unless otherwise noted on the proposal. If the proposal is not unconditionally accepted, in writing, within that timeframe, Barney's Pumps may modify pricing.
3. Customer's payment terms are net 30 days from invoice date unless Barney's Pumps states other payment terms in writing signed by Barney's Pumps. The Customer shall pay a finance charge of 18% per annum, or the highest rate permitted by law, whichever is lower, on all delinquent accounts. If it becomes necessary for us to employ an attorney or to bring suit to recover any amount, the Purchaser agrees to pay all of our court costs, legal expenses, and reasonable attorney's fees in connection therewith. These remedies are not in lieu of any other remedies so provided by applicable law. The Customer agrees that any credit extended by Barney's Pumps is for business purposes only, and not for personal, family, or household purposes.
4. Shipping and shop drawing production schedules are estimates based on current market conditions; they are subject to revision. We will not be liable or responsible for any delays caused by late shipment to us, or by any other matters beyond our control (Force Majeure) either in whole or in part. The Customer hereby releases Barney's Pumps for all damages for delays caused, whether in whole or in part, by third parties. Customer agrees that if a third party caused or contributed to any delay, Customer releases Barney's Pumps completely for any damages caused by that delay, including any liquidated damages. Barney's Pumps shall only be liable for liquidated damages if Barney's agrees to such in writing.
5. If requested, shop drawings will be provided for submittal, review and approval to ensure that you, our customer, can be sure that Barney's Pumps has the correct perception of what you require. Any order where shop drawings are provided is contingent upon the approval of those shop drawings that, when approved, shall become the only specifications for the materials, goods, and/or services you wish to purchase. Barney's Pumps cannot and does not warrant, guarantee or represent that materials/goods/services are suitable for any particular purpose nor does Barney's Pumps warrant, guarantee or represent that the materials/goods/services will be or have been approved for use by any other party. The customer is not authorized to rely on any warranty or representation by Barney's Pumps not contained in this document or otherwise provided in writing, and any reliance on anything else shall be deemed unreasonable by the Customer.
6. Purchaser must inspect all materials/goods for damage or shortage at the time of delivery. Claims for non-conforming materials/goods, whether for damage, shortage or otherwise, must be given in writing at the time of delivery to the carrier, and we must be notified in writing of any such claim within five (5) days of the date of delivery. If Customer does not provide written notice of any issue with the materials/goods delivered within five (5) days after the date of delivery, then Customer shall be conclusively deemed to have accepted the materials/goods, and waives any right to complain regarding the quality of the materials/goods and any defects or non-conformance, whether patent or latent. Once the materials and/or goods are accepted, the Customer waives any right to revoke acceptance, whether in whole or in part. These waivers will be enforceable despite any contrary course of performance or course of dealing between the parties hereto. After the five (5) day period mentioned above, materials/goods may not be returned to Barney's Pumps without its written consent and will be subject to a restocking charge plus any freight costs involved.
7. For Specially Manufactured Goods: If Customer orders any goods that must be specially manufactured under specific specifications from the Customer, then the Customer shall not have the ability to cancel any order for such specially manufactured goods once production starts on the goods. Once procurement or production starts on said goods, Customer shall be fully liable for the purchase price of said goods, unless Barney's Pumps agrees otherwise in writing. Customer agrees that any cancellation of production or manufacturing of the specially manufactured goods may result in a cancellation fee to Barney's Pumps, which shall be borne solely by Customer. However, the express warranties below shall still apply to the goods if completed goods are delivered to and accepted by Customer.
8. With respect to materials/goods manufactured by Barney's Pumps, including Unitron Controls® and/or Sci-Text® control panels, we warrant said materials/goods only if the Customer is the original purchaser, and only against

defects in workmanship and material, subject to the limitations described below. The warranty period shall be the lesser of one year from startup or eighteen (18) months from date of shipment. It is the original purchaser's responsibility to ensure that the equipment is properly lubricated and that electrical components used in the control panels are free from rust and operate properly prior to start-up. This warranty does not apply to damage resulting from accident, alteration, misuse or abuse. We warrant to the original purchaser that any part which proves to be defective in material or workmanship will be repaired or replaced at no charge with a new or remanufactured part, F.O.B. Lakeland, Florida. The Customer shall assume all responsibility and expense for removal, reinstallation, and freight to and from Lakeland, Florida. Any item designated as manufactured by others shall be covered only by the express warranty of the manufacturer thereof, if any. Parts of products, or accessories, manufactured by third parties are warranted only to the extent of the original manufacturer's express warranty, if any. In order for this express warranty to be valid and enforceable, Customer shall give Barney's Pumps a written notice within the warranty period above and shall give Barney's Pumps a reasonable opportunity to inspect the materials/goods alleged to be defective, as well as the installation and use thereof. If written notice is not received by Barney's Pumps within the warranty period, any warranty is deemed waived.

9. Service, Repair and Maintenance Work: From time to time, Barney's Pumps may perform service, repair and maintenance work for the Customer on materials/goods purchased by the Customer and/or provide training to Customer concerning said materials/goods. For all repair and maintenance work performed by Barney's Pumps at Barney's Pumps facility, Barney's Pumps warrants said repair and maintenance work against defects in material and workmanship only for the ninety (90) days from the date of completion of said repair and maintenance work. For service, repair and maintenance in the field and for training to customers, Barney's Pumps warrants only that said service, repair and maintenance and field training shall be free from defects in materials and workmanship for ninety (90) days following the date of completion of said services. In order for this express warranty to be valid and enforceable, Customer shall give Barney's Pumps a written notice within the warranty period above and shall give Barney's Pumps a reasonable opportunity to inspect the materials/goods repaired as well as the installation and use thereof. If written notice is not received by Barney's Pumps within the warranty period, the warranty shall be waived by Customer.
10. Customer acknowledges and agrees that any UNITRON CONTROLS®, SCI-TEXT®, or other software provided by BARNEY'S PUMPS in connection with any hardware or control panel products is provided under license, and not sold, to Customer. Customer does not acquire any ownership interest in the software and Barney's Pumps reserves all right, title, and interest in and to the software and all intellectual property rights arising therefrom. Subject to and conditioned upon Customer's strict compliance with the terms of this Agreement, Barney's Pumps hereby grants to Customer a non-exclusive, non-transferable, non-sublicensable limited scope license to use such software in conjunction and only with the hardware specifically provided by Barney's Pumps. Barney's Pumps reserves all rights in the software not expressly granted herein.
11. All drawings, specifications, designs, plans and other documents (including without limitation those in electronic form) prepared by Barney's Pumps (collectively the "Plans and Specifications") are property of Barney's Pumps. Barney's Pumps is and shall be deemed the author and owner of the Plans and Specifications. Barney's Pumps retains all common law, statutory and other rights thereto, including without limitation all copyrights. Customer hereby assigns to Barney's Pumps any interest Customer has or may have in the Plans and Specifications, and otherwise expressly disclaims and waives any right and/or claim of ownership in and to the Plans and Specifications.
12. **EXCLUSION OF ALL OTHER WARRANTIES: THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE. ALL OTHER IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OF THIRD-PARTY INTELLECTUAL PROPERTY, OR THAT ANY UNITRON CONTROLS®, SCI-TEXT®, OR OTHER SOFTWARE PROVIDED IN CONNECTION WITH A CONTROL PANEL WILL BE SECURE, UNINTERRUPTED, ERROR-FREE, OR SUITABLE FOR THE PARTICULAR NEEDS OF CUSTOMER ARE HEREBY DISCLAIMED AND EXCLUDED FROM THIS TRANSACTION AND SHALL NOT APPLY TO ANY PRODUCTS PURCHASED FROM BARNEY'S PUMPS, INCLUDING MATERIALS OR GOODS PRODUCED OR MANUFACTURED BY BARNEY'S PUMPS, OR ANY PARTS INCORPORATED INTO ANY BARNEY'S PUMPS PRODUCT. THE MATERIALS/GOODS SOLD BY BARNEY'S PUMPS TO THE CUSTOMER ARE SOLD AND DELIVERED "AS IS" AND "WITH ALL FAULTS."**
13. UNDER NO CIRCUMSTANCES SHALL BARNEY'S PUMPS BE LIABLE TO THE CUSTOMER FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE AND HOWEVER OCCASIONED, WHETHER ALLEGED AS A RESULT OF BREACH OF WARRANTY OR CONTRACT BY BARNEY'S PUMPS, AS A RESULT OF THE NEGLIGENCE OF BARNEY'S PUMPS, OR OTHERWISE. BARNEY'S PUMPS AND THE CUSTOMER AGREE THAT THE SOLE AND EXCLUSIVE REMEDY AGAINST BARNEY'S PUMPS REGARDING GOODS AND/OR MATERIALS PROVIDED BY OR DELIVERED BY BARNEY'S PUMPS SHALL BE FOR THE REPAIR OR REPLACEMENT OF ANY DEFECTIVE PART PURSUANT TO THE EXPRESS WARRANTY PROVISIONS HEREIN.

14. This Agreement constitutes the entire agreement between the Customer and Barney's Pumps. This Agreement takes precedence and shall be controlling over any conflicting provision in all other writings, whether agreed upon by the Customer and/or Barney's Pumps, or otherwise, including any purchase order from Customer. Furthermore, Customer agrees that any indemnification or hold harmless provision in any document provided to Barney's Pumps by the Customer is not accepted by Barney's Pumps unless Barney's Pump's consents in writing to said provision(s). THE CUSTOMER AGREES THAT ANY REPRESENTATION, PROMISE, CONDITION, INDUCEMENT OR WARRANTY, EXPRESS OR IMPLIED, NOT INCLUDED IN WRITING IN THIS AGREEMENT SHALL NOT BE BINDING ON BARNEY'S PUMPS, AND ANY RELIANCE BY THE CUSTOMER ON ANYTHING OTHER THAN THE WRITING CONTAINED HEREIN IS UNREASONABLE.
15. If any provision of this Agreement is held to be illegal, invalid, or otherwise unenforceable under present or future laws, such provision shall be fully severable, the same as if such invalid or unenforceable provision had never comprised part of this Agreement. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.
16. The fact that Barney's Pumps may have initially drafted or structured this Agreement shall not be considered in construing any particular provision herein either in favor of or against Barney's Pumps or the Customer.
17. As to each person signing and/or accepting this Agreement on behalf of a corporation or other entity, each such person represents and warrants that he or she is competent and authorized to enter into this Agreement.
18. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida only, regardless of any principles of conflicts of laws. Exclusive venue and jurisdiction for any claims, causes of action or disputes between the Customer and Barney's Pumps shall be vested in the appropriate state court in Polk County, Florida.
19. **THE CUSTOMER AND BARNEY'S PUMPS HEREBY WAIVE THEIR RIGHT TO A TRIAL BY JURY ON ANY DISPUTE ARISING BETWEEN THEM.**

Jason Martin

From: Simcox, Robert - Xylem <Robert.Simcox@xylem.com>
Sent: Tuesday, May 16, 2023 5:54 PM
To: Jason Martin
Subject: wildwood panels

*****CAUTION:** This email originated from outside of the city. Do not click on any links or open any attachments unless you recognize the sender and are certain the content is safe.***

Good afternoon Jason,

The conversation we had before is Xylem provides panels from supplies to the municipality specifications for multiple projects around the world. Your SCADA system is a proprietary SCI-TEXT system. We can get a panel built using the components but it will not communicate to your system unless your or the actual system integrator which has access to that SCADA does the startup. So instead of trying to hire one of the two providers too program and startup your panels build by others we purchase the specified equipment with this included. They have the right to tell us they will not program or start up the equipment if they did not provide it.

Thanks

ROBERT "BOB" SIMCOX

Direct Sales and Service

Flygt Products

Cell 239-825-8571

Fax 407-880-2962

455 Harvest Time Drive Sanford, FL 32771

Robert.Simcox@Xylem.com



CONFIDENTIALITY NOTICE: This e-mail, including any attachments and/or linked documents, is intended for the sole use of the intended addressee and may contain information that is privileged, confidential, proprietary, or otherwise protected by law. Any unauthorized review, dissemination, distribution, or copying is prohibited. If you have received this communication in error, please contact the original sender immediately by reply email and destroy all copies of the original message and any attachments. Please note that any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of Xylem Inc..

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: **Powell Street Steel Water Main Replacement in the Amount of \$31,375.00**

REQUESTED ACTION: Staff Recommends Approval

CONTRACT:

Vendor/Entity: Site Pros, Inc.

Effective Date: 5/10/2023

Termination Date:

Managing Division/Department: Utility Department / Water Division

BUDGET IMPACT: Funds are available in account 401-533-60-6350 (Loop/Upgrade Water Mains) with an available balance of \$475,500.00.

HISTORY/FACTS/ISSUES:

Due to past water quality concerns within the distribution system, utility staff continue to investigate the most problematic areas in the city. Staff has field-verified an outdated metal water main in service on Powell Street. This request is to install a new 2" poly water main via directional drill. Once installed, city staff will start the process of connecting the existing service lines to the new water main and abandon the metal line.

Staff worked diligently to obtain quotes for this project and received two proposals, with no response from the third. Staff recommends selecting Site Pros, Inc. to install the new 2" water main for a total project cost of \$31,375.00. Attached is the quote summary for review.

QUOTE SUMMARY FORM

(for purchases more then \$500.00)



Instructions: Use this form to list quotes received and to recommend a vendor for award. Attach the Quote Summary Form along with three written quotes from your vendors as backup.

Commodity or Service Replacement of Metal Water Line on Powell Ave

	Vendor Name	Contact Name	Date & Quote #	Phone Number	Total Quote (include shipping)	
1	Site Pros Inc	Tyler F	5-3-2023 / NA	352-470-2873	\$31,375.00	
2	J.W.J. INC	Dean Y	4-21-2023 / NA	352-732-0550	\$46,250.00	
3	Albert Contracting	NA	No Response	NA	NA	
4						
5						

Include ALL quotes received

More then \$500.00 - Minimum of 3 Written Quotes

MUST use applicable vendors.

Recommended Vendor: Site Pros Inc

Winning Bid Amount: \$ **31,3750.00**

If the Recommended Vendor IS NOT the low, please explain why:

** Requires prior procurement approval*

Purchaser Water Division

Direct Phone # 352-330-1346

Department Utilities

Director Signature

Date: 5-3-2023

Effective: 10-8-2018

To: City of Wildwood

Attn: John Cornell

Email:

Phone:



Site Pros, Inc.

P. O. Box 282

Oxford, FL 34484

Contact: Tyler French

Tyler@SiteProsInc.com

(352) 470-2873

Project: POWELL STREET - WATER SERVICES

POTABLE WATER/FIRE					
ITEM	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
1	1 1/2" PET	200	LF	\$ 9.00	\$ 1,800.00
2	2" PET	800	LF	\$ 10.25	\$ 8,200.00
3	METER BOX	11	EA	\$ 75.00	\$ 825.00
4	U-BRANCH ASSEMBLY	11	EA	\$ 550.00	\$ 6,050.00
5	CONNECT TO EXISTING 2" PVC (NORTH SIDE)	1	EA	\$ 1,500.00	\$ 1,500.00
6	2 1/2"x2" WET TAP W/ TAPPING SLEEVE & VALVE (SOUTH SIDE)	1	EA	\$ 2,500.00	\$ 2,500.00
7	2"x1 1/2" CTS TEE	7	EA	\$ 500.00	\$ 3,500.00
8	2"x2" CTS TEE	4	EA	\$ 1,000.00	\$ 4,000.00
				TOTAL:	\$ 28,375.00
MISCELLANEOUS					
ITEM	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LS	\$ 500.00	\$ 500.00
2	SEED & STRAW (RESTORATION)	2000	SF	\$ 1.25	\$ 2,500.00
				TOTAL:	\$ 3,000.00
SUMMARY					
POTABLE WATER/FIRE:				\$	28,375.00
MISCELLANEOUS:				\$	3,000.00
				GRAND TOTAL:	\$ 31,375.00

Pricing Includes:

- 1) Quality control and testing for quoted work
- 2) Applicable sales and use taxes*

NOTES/EXCLUSIONS:

No plans provided. Proposal based on scope requested in the field. If scope varies from what is included in this proposal, pricing subject to increase.

- 1) Earthwork estimates based on accuracy of TOPO.
- 2) Not responsible for: UNSUITABLE MATERIALS, NIGHTWORK, DEWATERING, ROCK EXCAVATION, REPAIR/REPLACEMENT/MODIFICATION OF EXISTING UTILITIES, ANY WORK NOT SPECIFICALLY CALLED FOR IN THIS BID, DRIVEWAY RESTORATION, SURVEYING/AS-BUILTS, GEOTECHNICAL TESTING, CITY/COUNTY WATER METERS, MOT, OR PERMITTING.
- 3) No Allowance has been made for relocation of endangered species.
- 4) If ground water is encountered, dewatering will require additional pricing.
- 5) Normal maintance of erosion control is covered in this proposal. Any replacement due to damage/wear on erosion control devices caused by other subcontractors OR replacement/refreshment of construction entries shall be charged to the GC in the form of a change order.
- 6) Due to current market conditions, material/trucking pricing is unable to be held at normal terms, as our suppliers are not holding pricing to us. Material/trucking pricing shall be updated at time of contracting. After execution of contract, if any amount of time has passed before order placement and material/trucking pricing increases, the cost increases shall be passed on to the owner in the form of a change order.
- 7) Retainage to be paid net 30 after final bill, upon completion of the contract scope of work performed by Central Florida Site Pros.

J.W.J. INC.
2300 S. W. 3RD AVE.
OCALA, FL 34471
(352) 732-0550
(352) 732-2779 - FAX

PROPOSAL AND CONTRACT

DATE: APRIL 21, 2023

JOB LOCATION: POWELL ST. WATER LINE REPLACEMENT
WILDWOOD, FL

CITY OF WILDWOOD
100 NORTH MAIN STREET
WILDWOOD, FL 34785

ATTN: JOHN CORNELL

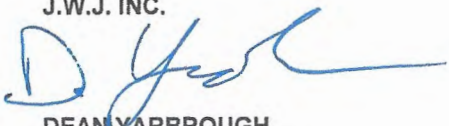
We propose to furnish labor, materials and tools/equipment for the items described below
for the total sum of \$ 46,250.00.***

DIRECTIONAL BORE	\$	16,500.00
PIPE CREW LABOR	\$	16,000.00
MATERIAL	\$	13,750.00
TOTAL	\$	46,250.00

***FINAL INVOICE WILL BE ON ACTUAL VERIFIED FOOTAGE DIRECTIONAL BORED

PROPOSAL EXPIRES IN 60 DAYS

J.W.J. INC.



DEAN YARBROUGH
(352) 266-6850
jwjerry@aol.com

ACCEPTED

***PROPOSAL/CONTRACT MUST BE SIGNED AND RETURNED BEFORE MATERIALS WILL
BE ORDERED OR BEFORE WORK CAN BEGIN.

Jason Martin

From: John Cornell
Sent: Tuesday, May 2, 2023 8:46 AM
To: Jason Martin
Subject: 2" Water line on Powell St.

Jason,

I called Clarence Albert with ALBERT CONTRACTING for a quote for installing the water line on Powell St. We schedule a date to meet onsite and no-show no-call. The dates I talked to Mr. Albert was April 10th and 25th.



John Cornell
Collections/Distribution Manager, Utilities
Phone: 352.330.1346
Jcornell@wildwood-fl.gov
www.wildwood-fl.gov

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Kimley-Horn Work Authorization #46 for the Huey Street Sanitary Sewer Reroute Project in the Amount of \$104,000.00

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: Kimley-Horn and Associates, Inc.
Effective Date: 5/10/2023 Termination Date:
Managing Division/Department: Utility Department / Wastewater Division

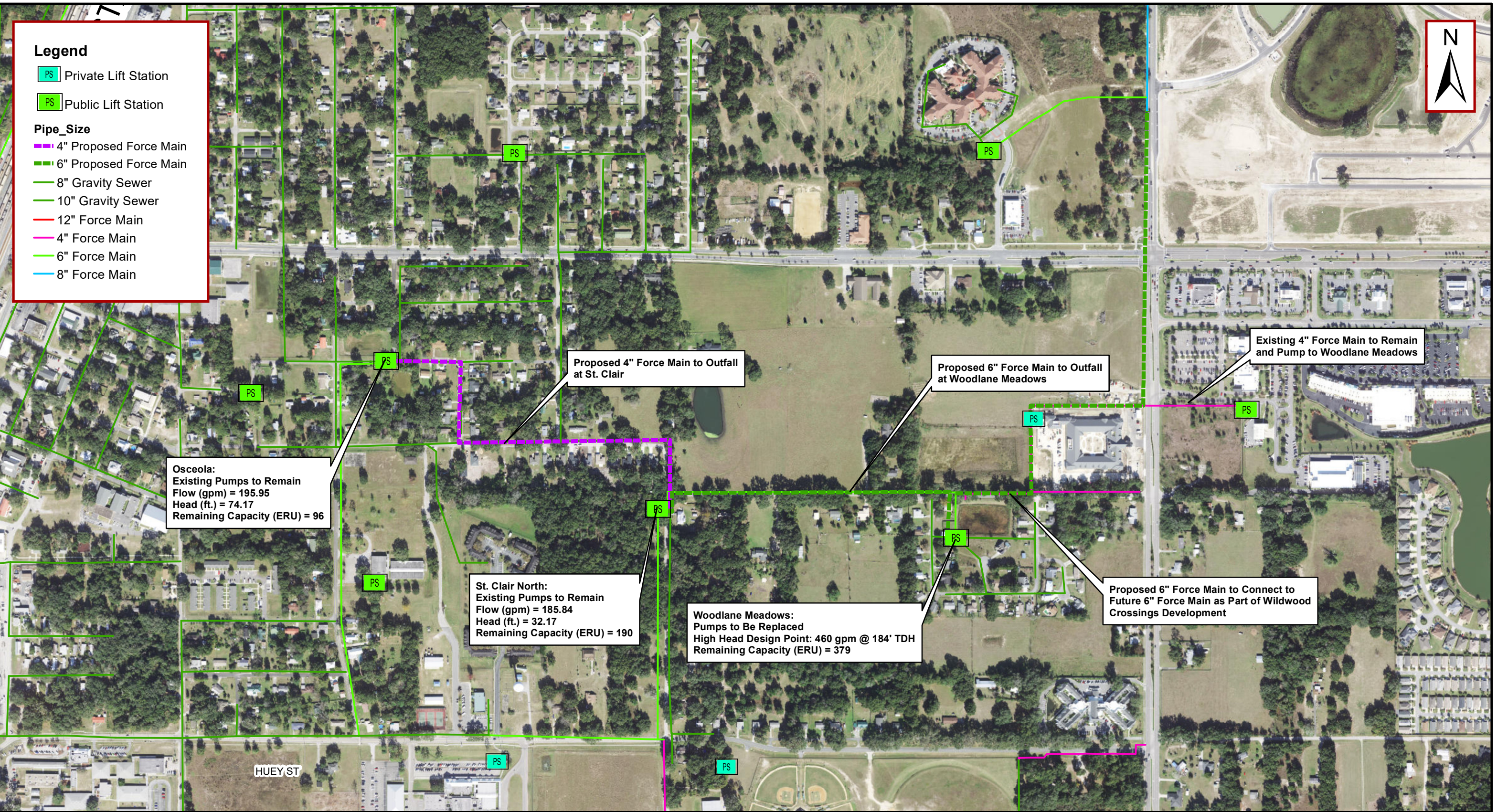
BUDGET IMPACT: Funds are available in account 401-535-30-3100 (Professional Services).

HISTORY/FACTS/ISSUES:

To increase the capacity of the existing gravity sewer system along Huey Street, utility staff propose to reroute flows from the Osceola, St. Clair, and Woodlane Meadows Lift Stations to the Trailwinds force main to the north. This will provide the necessary capacity for new development along Huey Street and CR 44A.

The attached Work Authorization #46 in the amount of \$104,000.00 is for Kimley-Horn to complete the design, permitting, and bid administration for this project.

\\lca\FP01\FL_OCA\OCA Civil\142173000 - City Engineering Support\Additional Tasks\0245-Huev St Gravity Analysis\Proposed FM Route.mxd - 3/22/2023 1:32:36 PM - Benjamin.Lehmann



Legend

PS

 Private Lift Station

PS

 Public Lift Station

Pipe_Size

4" Proposed Force Main

6" Proposed Force Main

8" Gravity Sewer

10" Gravity Sewer

12" Force Main

4" Force Main

6" Force Main

8" Force Main

Osceola:
Existing Pumps to Remain
Flow (gpm) = 195.95
Head (ft.) = 74.17
Remaining Capacity (ERU) = 96

St. Clair North:
Existing Pumps to Remain
Flow (gpm) = 185.84
Head (ft.) = 32.17
Remaining Capacity (ERU) = 190

Woodlane Meadows:
Pumps to Be Replaced
High Head Design Point: 460 gpm @ 184' TDH
Remaining Capacity (ERU) = 379

Proposed 4" Force Main to Outfall
at St. Clair

Proposed 6" Force Main to Outfall
at Woodlane Meadows

Existing 4" Force Main to Remain
and Pump to Woodlane Meadows

Proposed 6" Force Main to Connect to
Future 6" Force Main as Part of Wildwood
Crossings Development



© 2023 Kimley-Horn and Associates, Inc.
1700 SE 17th St, Suite 200, Ocala FL 34471
Phone: 352 438 3000
www.kimley-horn.com Registry No. 35106

ST. CLAIR NORTH & OSCEOLA LIFT STATIONS REROUTE

CITY OF WILDWOOD

WILDWOOD, FLORIDA

WORK AUTHORIZATION NUMBER 46

Describing a specific agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn"), and the City of Wildwood ("the Client" or "the City") in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 8, 2019, which is incorporated herein by reference.

Identification of Project:

Project: Osceola Force Main and Woodlane Meadows Improvements

Client: City of Wildwood

Project Manager: James E. "Trey" Clayton III, PE

Project Understanding:

To increase capacity of the existing gravity sewer along Huey Street, the City intends to reroute flows from the Osceola Lift Station (Wildwood LS #17) and the St. Clair Lift Station (Wildwood LS #18) through a 4-inch force main to the existing Woodlane Meadows Lift Station (Wildwood LS #26). The flows will then be pumped to the future Wildwood Crossings Development force main through a proposed 6-inch force main. The project will consist of design, permitting, and bid assistance for approximately 2,500 linear feet (LF) of 4-inch diameter force main, 5,000 LF of 6-inch diameter force main, and any additional valving and piping required to reroute the flows. The project will also include the design of the required improvements, including but not limited to new pumps, pump control panel, required electrical upgrades, and the replacement of existing piping and valving for Woodlane Meadows Lift Station.

The project will consist of survey, design, permitting, and bid administration assistance with the following understanding.

1. Kimley-Horn will contract directly with a survey subconsultant to perform a topographic route survey and underground utility locates within the right-of-way (ROW) along the project corridor and up to 10 feet outside the ROW.
2. Construction stage services will be provided under a separate WA.
3. Easement acquisition assistance (e.g. sketch and legal descriptions) will be provided under a separate WA or on an hourly basis as needed.

Scope of Services:

Task 1 – Construction Plans, Specifications, and Permitting

- A. Kimley-Horn will prepare construction plans, specifications, and an opinion of probable cost for the work described in the General Category of Services.
- B. Kimley-Horn will prepare electrical design plans and specifications for the required lift station upgrades.
- C. Kimley-Horn will coordinate with utility owners identified by Sunshine One-Call to determine potential utility conflicts.
- D. Kimley-Horn will submit a preliminary route design based on the ROW survey and available utility easements for the City's approval prior to preparing the construction plans.
- E. Kimley-Horn will submit 60%, 90% and 100% plans, specifications, and an opinion of probable cost for the City's review and comment. Kimley-Horn will provide responses to City comments with the

subsequent plan submittals. At completion of 100% plans the City will provide a written approval of the plans and specifications indicating that there are no further comments outstanding.

- F. Kimley-Horn will prepare a FDEP “Notice/Application for constructing a domestic wastewater collection/transmission system” for the Osceola Force Main Reroute and Woodlane Meadows Improvements project.
- G. All permit application fees will be paid by the City.

Task 2 – Bid Administration

- A. Kimley-Horn will prepare bid packages consisting of plans and specifications (in EJCDC format) to be included in the City’s bid packages.
- B. Kimley-Horn will prepare and advertise the bid notification. Kimley-Horn will provide the technical information required for the notification language.
- C. Kimley-Horn will conduct a pre-bid meeting at the project site with prospective bidders.
- D. Kimley-Horn will administer distribution of the bid packages and maintain a log of the issued bid packages. The City will be provided with two hard copy bid packages.
- E. Kimley-Horn will respond to requests for information (RFIs) and prepare bid addendums as necessary during the bid process.
- F. Kimley-Horn will review the bid responses and tabulate the results. Kimley-Horn will provide the City with a written bid tabulation record along with a selection recommendation.

Additional Services if required:

Services requested that are not specifically stated in the scope of work described herein can be provided under a new and separate WA or can be performed on an hourly basis upon written authorization.

Schedule:

Kimley-Horn will begin services upon receipt of an executed WA. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1 and 2 for a total lump sum fee of \$104,000, inclusive of direct expenses.

All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a ten percent (10%) markup, will be immediately issued to and paid by the Client.

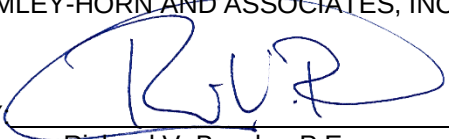
Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ACCEPTED:

THE CITY OF WILDWOOD, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

Richard V. Busche, P.E.

TITLE: _____

TITLE: Senior Vice President

DATE: _____

DATE: April 12, 2023

G:\New Business\Public Sector\City of Wildwood\2023\JEC\Osceola FM and Woodlane Meadows Improvements\WA 46_Osceola FM and Woodlane Meadows.docx

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Utility Line Replacement on the Chitty Chatty Bridge in the Amount of \$205,840.00

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: RCM Utilities
Effective Date: 5/10/2023 Termination Date:
Managing Division/Department: Utility Department / Wastewater Division

BUDGET IMPACT: This is a budgeted item in the FY 22/23 budget. Funds are available in account 409-535-70-7355 (Bridge Crossing Project) with an available balance of \$610,000.00.

HISTORY/FACTS/ISSUES:

Due to age and exposure to the elements, the city's 8" water and 6" force main crossing the Chitty Chatty creek in Continental Country Club are in need of replacement. In February of 2021, the city authorized Kimley-Horn to research the current bridge's structural integrity, which then supplied staff with two options - build a separate bridge to house the city's utilities or replace the brackets and lines on the existing bridge. Staff recommends the second option of replacing the existing brackets and lines and attaching them to the bridge.

Utility staff contacted the city's on-call contractors to acquire a bid for this project. Unfortunately, the contractor was unable to take on additional projects. Staff was then able to obtain a quote from RCM Utilities, piggybacking off of its attached agreement with the City of Zephyrhills to have the utility lines replaced for a total project cost of \$205,840.00.

RCM UTILITIES, LLC
100 W. MILLS AVE
EUSTIS, FL 32726
352-561-2990
billing@rcmutilities.com
www.rcmutilities.com



Estimate

ADDRESS

City of Wildwood
100 N. Main Street
Wildwood, FL 37485

ESTIMATE # 3806

DATE 05/18/2023

EXPIRATION DATE 06/18/2023

JOB NAME

Chitty Chatty Bridge Crossing

DESCRIPTION	AMOUNT
RCM Utilities to supply all materials, equipment and labor for the following scope of supply:	205,840.00
- Install turbidity barrier / silt fencing per plan.	
- Excavate and locate (4) underground connection locations.	
Shut down #1	
- Install 6" / 8" temporary piping across bridge and connect on each side. shut down 2+/- hours.	
- Install new pipe line hangers and ductile iron pipe / accessories per plan for a complete hydraulic system.	
- Hydrostatic pressure testing and bacteriological sampling.	
Shutdown #2	
- Terminate (4) below grade permanent connections. Shut down 2 +/- hours.	
- Restore site sod and asphalt. 2,500 +/- Sq feet of 1.5 mill and overlay per plan.	
Maintenance of Traffic	
- Cones / signs / sign boards standard. One lane flag operation during critical phases. Asphalt mil and overlay may require brief bridge shut down.	
NOTES	
- This pricing is pursuant to the City of Zephyrhills annual contract for miscellaneous water and wastewater construction / maintenance services. 35-19-0. Which meets all F.A.C. for piggyback contracting.	
- RCM Utilities warrants all supplied materials and workmanship to be free of defects for a period of one year after installation.	
- Site restoration to include backfilling, compacting, sod, concrete gutter curbing and asphalt to grade.	
- Water main will need tapped and temporary service connection will need to be	

DESCRIPTION	AMOUNT
-------------	--------

placed for new pipe testing and sod establishment. COW to supply temp meter. RCM install.

SUBTOTAL	205,840.00
TAX	0.00
TOTAL	\$205,840.00

Accepted By

Accepted Date

RENEWAL OF AGREEMENT FOR RCM UTILITIES 41-19-30C

THIS AGREEMENT made and entered into effective 8 day of August, 2022, by and between the **CITY OF ZEPHYRHILLS**, a political subdivision of the State of Florida, hereinafter referred to as "CITY" and **RCM Utilities**, a Florida corporation, hereinafter referred to as "CONTRACTOR".

WITNESSETH

WHEREAS, the CITY is a political subdivision of the State of Florida, having a responsibility to provide certain services to benefit the citizens of the City of Zephyrhills; and

WHEREAS, the CITY and CONTRACTOR entered into an Agreement for Water& Wastewater Miscellaneous Construction/ Maintenance Services in a manner satisfactory to the CITY; and

WHEREAS, the Agreement provided for a three (3) year Term commencing August 12, 2019, and ending August 11, 2022, provided for one (1), three (3) year renewal, upon written agreement by the parties, and the parties are desirous of extending the existing Agreement.

NOW THEREFORE, in consideration of the premises, and in consideration of the mutual conditions, covenants, and obligations hereafter expresses, it is agreed as follows:

1. **THAT** the Agreement for Water& Wastewater Miscellaneous Construction/ Maintenance Services dated August 12, 2019, will exercise the three (3) year renewal option through August 11, 2025.
2. **THAT** all remaining terms, provisions, and conditions, including terms for payment, of the Agreement for Water& Wastewater Miscellaneous Construction/ Maintenance Services dated August 12, 2019 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Agreement on the day and date first written above.

CITY OF ZEPHYRHILLS

By: 
Jodi Wilkeson, Council President

August 8, 2022

Date

ATTEST:


Lori L. Hillman, City Clerk

COMPANY NAME

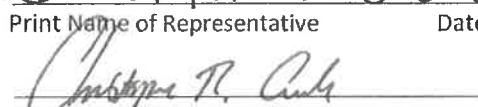
RCM Utilities, LLC

By:

Christopher R Creech 7/26/22

Print Name of Representative

Date


Signature of Representative

ATTEST:


Corporate Secretary

CITY OF ZEPHYRHILLS

Water & Wastewater Miscellaneous Construction/Maintenance Services

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 12th day of August, 2019 by and between the **CITY OF ZEPHYRHILLS**, a Florida municipal corporation, having its principal office at 5335 8th Street, Zephyrhills, FL 33542 ("City") and **RCM Utilities**, a corporation organized and authorized to do business in the State of Florida, having its principal office at **100 West Mills Avenue, Eustis, FL 32726** ("Contractor"). The City and Contractor shall collectively be referred to as the "Parties", and each may individually be referred to as a "Party".

ARTICLE 1 – RECITALS

1.1 The recitals are true and correct and are hereby incorporated into and made a part of this Agreement.

ARTICLE 2 – CONTRACT DOCUMENTS

2.1 The following documents, collectively referred to as the "Contract Documents", are incorporated into and made part of this Agreement:

2.1.1 RFP 35-19-01, Water & Wastewater Construction/Maintenance Services "Exhibit A";

2.1.2 Contractor's response to Item 2.1.1, attached hereto as "Exhibit B";

ARTICLE 3 – TERM OF AGREEMENT

 3.1 Subject to authorized adjustments, the Term of this Agreement shall have an initial term of three (3) years with an option to renew for an additional three (3) year term..

3.2 When, in the opinion of the City, reasonable grounds for uncertainty exist with respect to the Contractor's ability to perform Services or any portion thereof, the City may request that the Contractor, within a reasonable time frame set forth in the City's request, provide adequate assurances to the City in writing, of Contractor's ability to perform in accordance with terms of this Agreement. In the event that the Contractor fails to provide the City the requested assurances within the prescribed time frame, the City may treat such failure as a repudiation or breach of the Agreement, and resort to any remedy for breach provided for in this Agreement or at law.

ARTICLE 4 – COMPENSATION

4.1 Compensation for services shall be as per outlined in Contractors response their response, attached as Exhibit B. The City would prefer payment made via City's credit card.

ARTICLE 5 – SCOPE OF SERVICES

5.1 Contractor shall provide all labor, supervision, materials, equipment, tools, services, monitoring and expertise necessary for the completion of Services, in accordance with the specifications, terms and conditions contained in the Contract Documents. Contractor shall perform the Services in accordance with that degree of care and skill ordinarily exercised by reputable members of its profession.

5.2 This contract has been enhanced to include other City services as required, i.e., storm water or other related public works projects as awarded by the City Council.

5.3 Contractor represents and warrants to the City that: (i) Contractor possesses all qualifications, licenses and expertise required for the provision of Services, with personnel fully licensed by the State of Florida; (ii) Contractor is not delinquent in the payment of any sums due the City, including payment of permit fees, local business taxes, or in the performance of any obligations to the City; (iii) All personnel assigned to perform work shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; (iv) the Services will be performed in the manner and at such times and locations as described by the City for the budgeted amount; and (v) The person executing this Agreement on behalf of the Contractor is duly authorized to execute same and fully bind Contractor as a party to this Agreement.

5.4 Contractor agrees and understands that: (i) any and all subcontractors used by Contractor shall be paid by Contractor and not paid directly by the City; and (ii) any and all liabilities regarding payment to, or use of subcontractors for any of the work related to this Agreement, shall be borne solely by Contractor.

5.5 Contractor warrants that any and all work, materials, services or equipment that may reasonably be inferred from the Contract Documents as being required to produce the intended result, will be supplied by the Contractor at its own cost, whether or not specifically called for.

5.6 The Services shall be completed by the Contractor to the satisfaction of the City. The City shall make decisions on all claims regarding interpretation of the Agreement and on all other matters relating to the execution, progress and quality of the Services.

ARTICIAL 6 – CITY’S TERMINATION RIGHTS

6.1 The City shall have the right to terminate this Agreement, in its sole discretion at any time, with or without cause, upon fifteen (15) days written notice to Contractor. In such event, the City shall pay Contractor compensation for Services rendered prior to the effective date of termination. The City shall not be liable to Contractor for any additional compensation, or for any consequential or incidental damages.

ARTICLE 7 – INDEPENDENT CONTRACTOR

7.1 Contractor has been procured and is being engaged by the City as an independent contractor, and not as an agent or employee of the City. Accordingly, Contractor shall not attain, not be entitled to, any rights or benefits under the Ordinances of the City, nor any rights generally afforded classified or unclassified employees of the City.

Contractor further understands that Florida workers' compensation benefits available to employees of the City, are not available to Contractor. Therefore, Contractor agrees to provide workers' compensation insurance for any employee or agent of Contractor rendering services to the City under this Agreement.

ARTICLE 8 – CONFLICTS OF INTEREST

8.1 The Contractor represents and warrants to the City that it has not employed or retained any person or company employed by the City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of this Agreement.

8.2 Contractor covenants that no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Agreement has any personal financial interest, directly or indirectly with Contractor. Contractor further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed.

ARTICLE 9 – DEFAULT

9.1 If Contractor fails to comply with any term or condition of this Agreement, or fails to perform any of its obligation hereunder, then Contractor shall be in default. The City shall have the right to terminate this Agreement, in the event Contractor fails to cure a default within ten (10) business days after receiving Notice of Default. Contractor understands and agrees that termination of this Agreement under this section shall not release Contractor from any obligations accruing prior to the effective date of termination.

ARTICLE 10 – NOTICES

10.1 All notices, demands, correspondence and communication between the City and Contractor shall be deemed sufficiently given under the terms of this Agreement when delivered by personal service, faxed, or dispatched by mail or certified mail, addressed as follows:

To CONTRACTOR:

RCM Utilities
100 West Mills Avenue
Eustis, FL 32726

To CITY:

City of Zephyrhills
ATTN: City Manager
5335 8th Street
Zephyrhills, Florida 33542

And,

City of Zephyrhills
ATTN: City Attorney
5335 8th Street
Zephyrhills, Florida 33542

10.2 Either Party may at any time designate a different address and/or contact person by giving notice as provided above to the other Party. Such notices shall be deemed given upon receipt by the addressee.

10.3 In the event there is a change of address and the moving Party fails to provide notice to the other Party, then notice sent as provided in this Article shall constitute adequate notice.

ARTICLE 11 – PUBLIC RECORDS

11.1 IF THE CONSULTANT/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-780-0000, EXT. 3543 OR CITYCLERK@CI.ZEPHYRHILLS.FL.US OR CITY CLERK, CITY OF ZEPHYRHILLS, 5335 EIGHTH STREET, ZEPHYRHILLS, FLORIDA 33542.

ARTICLE 12 – INDEMNIFICATION

12.1 Contractor/Vendor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor/Vendor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement. *Contractor/Vendor* recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor/Vendor of its liability and obligation to

defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement.

Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

ARTICLE 13 – INSURANCE

Insurance. Contractor/Vendor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of \$ 1,000,000 (this could be \$2,000,000 depending on the amount of the contract) Combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by Contractor/Vendor as required herein shall be considered, and Contractor/Vendor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by Contractor/Vendor as required herein.

Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

Builders' Risk — If this Contract includes: (1) construction of a new above-ground structure or structures, or (2) any addition(s), improvement(s), alteration(s), or repair(s), to an existing above-ground structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall provide, in a policy acceptable to the City, "all risk" (i.e. Special Form) property insurance on any such construction, additions, machinery or equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of the City's final acceptance of such new structures, addition(s), improvement(s), alteration(s), repair(s), machinery or equipment. The coverage shall not be subject to any restriction with respect to occupancy or use by the City and, subject to thirty (30) days' prior written notice to the City shall remain in full effect until final acceptance by the City. In addition, the City, the Professional, and the Contractor's subcontractors of any tier, shall be additional insureds on this policy. The insurance shall include a deductible no greater than one percent (1%) of the Contract amount, or \$25,000, whichever is smaller, for which the Contractor shall be responsible. The risk of loss whether insured or not shall remain with the Contractor until final acceptance. Upon request, Contractor shall furnish to the City complete copies of the insurance policy.

ARTICLE 14 – FORCE MAJEURE

14.1 A “Force Majeure Event” shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, hurricane, sink hole, other natural disasters, epidemic, riot or civil disturbance, war or terrorism, sabotage, insurrection, blockade, or embargo. In the event that either Party is delayed in the performance of any act or obligation pursuant to or required by the Agreement by reason of a Force Majeure Even, the tme for required completion of such act or obligation shall be extended by the number of days equal to the total number of days, if any, that such Party is actually delayed by such Force Majeure Event.

The Party seeking delay in performance shall give notice to the other Party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any Party seeking delay in performance due to a Force Majeure Event shall use its best efforts to rectify any condition causing such delay and shall cooperate with the other Party to overcome any delay that has resulted.

ARTICLE 15 – MISCELLANEOUS PROVISIONS

15.1 No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

15.2 All representations, indemnifications, warranties and guarantees made in, required by, or given in accordance with this Agreement, as well as all continuing obligations indicated in the Contract Documents, shall survive final payment, completion and acceptance of the Services and termination or completion of the Agreement.

15.3 Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word, or phrase shall be deemed modified to the extent necessary in order to confirm with such laws, or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.

15.4 Services shall not be subcontracted, transferred, conveyed, or assigned under this Agreement in whole or in part to any other person, firm or corporation without the prior written consent of the City.

15.5 The City is exempt from Federal Excise and State taxes. The applicable tax exemption number or certificate shall be made available upon request.

15.6 This Agreement constitutes the sole and entire agreement between the Parties. No modification or amendments hereto shall be binding on either Party unless in writing and signed by both Parties.

15.7 This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue in any proceedings between the Parties shall be in Pasco County, Florida.

15.8 The City reserves the right to audit the records of the Contractor covered by this Agreement at any time during the provision of Services and for a period of three (3) years after final payment is made under this Agreement.

15.9 The Contractor agrees that it shall not discriminate as to race, sex, color, creed, national origin, or disability, in connection with its performance under this Agreement.

15.10 The professional services to be provided by Contractor pursuant to this Agreement shall be non-exclusive, and nothing herein shall preclude the City from engaging other firms to perform Services.

15.11 This Agreement shall be binding upon the Parties herein, their heirs, executors, legal representatives, successors and assigns.

15.12 The Contractor agrees to comply with and observe all applicable federal, state, and local laws, rules, regulations, codes and ordinances, as they may be amended from time to time.

15.13 All other terms and conditions set forth in the Contract Documents which have not been modified by this Agreement, shall remain in full force and effect.

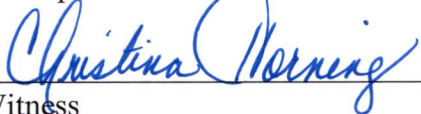
15.14 In the event of any dispute arising under or related to this Agreement, the prevailing Party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of this Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

15.15 This Agreement may be executed in two or more counterparts, each of which shall constitute an original but all of which, when taken together, shall constitute one and the same Agreement.

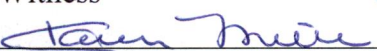
IN WITNESS WHEREOF, the parties have executed this agreement on the day written above.

Signed, Sealed and Delivered

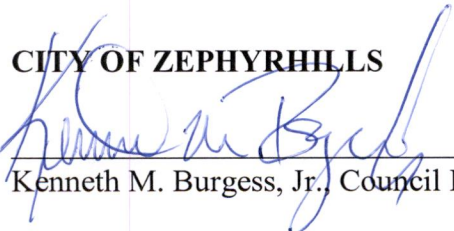
In the presence of:



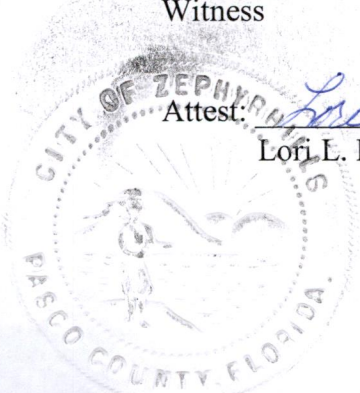
Witness



Witness

CITY OF ZEPHYRHILLS


Kenneth M. Burgess, Jr., Council President


Attest: 

Lori L. Hillman, City Clerk

Signed, Sealed and Delivered
In the presence of:

John C. Riggs
Witness John C. Riggs
Melissa Moss
Witness Melissa Moss

RCM UTILITIES

By: Christopher R. Creech
Name: Christopher R. Creech
Title: Manager



REQUEST FOR PROPOSAL

Response Acknowledgement

SUBMIT BID RESPONSE TO:

CITY OF ZEPHYRHILLS
ATTN: PURCHASING DEPT
5335 8TH STREET
ZEPHYRHILLS, FL 33542

PURCHASING AGENT: Karen Miller

Phone: 813-780-0000 x3536

Email: Purchasing1@ci.zephyrhills.fl.us

AN EQUAL OPPORTUNITY EMPLOYER

FLORIDA TAX EXEMPT

#85-8012740166C-4

FEDERAL IDENTIFICATION NUMBER

#59-6000455

BID/PROPOSAL DOCUMENTS MAY BE OBTAINED AT:

BidNet Direct, <https://www.bidnetdirect.com/>

City of Zephyrhills-City Hall-Purchasing, 5335 8th Street, Zephyrhills, Florida 33542

BID/PROPOSAL NUMBER	DISTRIBUTION DATE	BID/PROPOSAL TITLE	BID/PROPOSAL RESPONSES OPENING DATE/TIME
35-19-01	June 21, 2019	Water & Wastewater Misc Construction/Maintenance Services	Friday -July 26, 2019 - 3 PM

PRE CONFERENCE DATE/TIME/LOCATION ☒ Strongly Recommended ☐ None

DATE: Friday - June 28, 2019

TIME: 10:00 AM

City of Zephyrhills City Hall Council Chambers, 5335 8th Street, Zephyrhills, FL

RESPONSES RECEIVED AFTER ABOVE
DATE AND TIME
WILL NOT BE ACCEPTED

VENDOR MUST COMPLETE THE BELOW AREAS AND RETURN FORM, NOTARIZED. FORM IS REQUIRED.

RESPONDER'S NAME/ADDRESS:

If returning as a "NO" state reason:

TELEPHONE NUMBER:

EMAIL ADDRESS:

I certify this Response is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a Response for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Bid/Proposal and certify that I am authorized to sign this Response for the company. In submitting a Response to the City of Zephyrhills the Responder offers and agrees that if this Response is accepted, the Company will convey, sell, assign or transfer to the City of Zephyrhills all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Zephyrhills. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Company.

FEDERAL EMPLOYER ID NUMBER OR SS NUMBER:

AUTHORIZED SIGNATURE

PRINTED NAME/TITLE

THIS FORM MUST BE NOTARIZED BELOW

Sworn to and subscribed to me this ____ day of _____, 2019

Personally known: ☐ Or produced identification: ☐

Type of ID: _____

Notary Signature

State

My commission expires: _____

AFFIX NOTARY STAMP BELOW

BONDS

THE CITY OF ZEPHYRHILLS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO ACCEPT ALL OR ANY PART OF ANY RESPONSE/PROPOSAL AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE CITY UNLESS OTHERWISE NOTED, PAYMENT OF GOODS OR SERVICES PROVIDED AS A RESULT OF THIS SOLICITATION WILL BE MADE PER FLORIDA STATUTE. ALL VENDORS MUST SUBMIT A COMPLETED W-9 FORM.

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**City of Zephyrhills
RFP Response Form**

PROJECT IDENTIFICATION NUMBER: 35-19-01

PROJECT NAME: Water & Wastewater Miscellaneous Construction Services

RFP DEADLINE: July 26, 2019 by 3 PM

The undersigned, hereby declares that no person or other persons other than the undersigned are interested in this RFP, as Principal, and this response to request for proposal is made without collusion with others; and that we have carefully read and examined the specifications, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby proposed and agree to furnish this service according to the requirements set out in the specifications for said purchase and service.

Federal Employer Identification Number: _____

Required Documents:

- | | |
|---|--|
| ☐ RFP Acceptance | ☐ RFP Cover Response Form |
| ☐ Drug Free Workplace Form | ☐ Firm Data Sheet |
| ☐ Non-Collusive Affidavit | ☐ Firm Data Sheet-Sub Consultant |
| ☐ Public Entity Crimes | ☐ Fee Proposal Form |
| ☐ Addenda Receipt Acknowledgement | ☐ TAB 1-Licenses |
| ☐ E-Verify | ☐ TAB 2-Resume |
| ☐ TAB 3-References | ☐ TAB 4-Office Location |
| ☐ TAB 5-Equipment List | |

FIRM NAME: _____

SUBMITTER'S NAME/TITLE: _____

ADDRESS: _____

TELEPHONE NUMBER _____ FAX _____

EMAIL ADDRESS _____

Firm Representative Signature: _____ **Date** _____

Notary or Corporate

SECTION 1

1.0 INTRODUCTION TO REQUEST FOR PROPOSALS

- 1.1 Invitation: The City of Zephyrhills (the "City"), invites responses ("Responses") which offer to provide the services described in Section 2.0: "Scope of Services."

- 1.2 Agreement Terms and Conditions: The Proposer(s) selected to provide the service(s) requested herein (the "Successful Proposer(s)") shall be required to execute an Agreement with the City. In the event that the proposer to whom the contract is awarded does not execute a contract within **thirty (30) days** after such award, the City of Zephyrhills may give notice to such proposer of intent to award the contract to the next ranked proposer, or to call for new proposals.

After a contract is signed, failure to comply with any of the terms and conditions of this RFP by the awarded firm will be cause for termination of the **"Water & Wastewater Miscellaneous Construction Services"**.

- 1.3 Additional Information or Clarification: Requests for additional information or clarifications must be made in writing and Proposers may e-mail their requests for additional information or clarifications in accordance with Article 1.4 **Cone of Silence**. The cone of silence is applied to all communications concerning any bid, RFP and/or RFQ before intent to award is issued. All communications are to be directed to the Purchasing Agent, Karen Miller at purchasing1@ci.zephyrhills.fl.us. Any request for additional information or clarification must be received in writing **no later than Friday, July 19, 2019 by 3:00 PM**.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Response Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Proposer shall acknowledge receipt of all addenda in their cover letter or addenda form.

- 1.4 Award of Agreement: An Agreement may be awarded to the Successful Proposer(s) by the City Council as applicable, based upon the requirements reflected herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer(s) that is determined to be in the City's best interest.
- 1.5 Agreement Execution: By submitting a Response, the Proposer(s) agree to be bound to and execute the Agreement for: **Water & Wastewater Miscellaneous Construction Services**. Without diminishing the foregoing, the Proposer may request clarification and submit comments or proposed revisions to the language concerning the Agreement for City's consideration. Any such comments or proposed revisions identified after the Response has been received need not be considered by the City. None of the foregoing shall preclude the City from seeking to negotiate changes to the Agreement during the negotiation process.

- 1.6 Response Package: Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit Responses in accordance with the requirements of this RFP. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE**. Proposers shall make the necessary entry in all blanks and forms provided for the Response.

- 1.6.1 Each response submitted for evaluation must meet the requirements specified in the RFP.
- 1.6.2 Failure to submit all required items in the manner specified may result in your submittal being found unacceptable.
- 1.6.3 Any submittal found unacceptable will not be considered for selection for this project.

- 1.7 Changes/Alterations: Proposer may change or withdraw a Response at any time prior to Response Submission Deadline. All changes or withdrawals shall be made in writing to the Purchasing Agent. Oral/Verbal modifications will not be allowed. Written modifications will not be accepted after the Response deadline.
- 1.8 Discrepancies, Errors, and Omissions: Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the City of Zephyrhills Purchasing Agent in the manner prescribed in RFP Section 1.3. Should it be necessary, the City will issue a written addendum to the RFP clarifying such conflicts or ambiguities.
- 1.9 Disqualification: The City reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a Request for Proposal.
- 1.10 Reject Proposals: The City of Zephyrhills reserves the right to reject any or all proposals, waive informalities, request additional information and to negotiate a contract with the most qualified firm for these services at compensation which the agency determines is fair, competitive and reasonable in keeping with the best interests of the City.
- 1.11 Proposer's Expenditures: Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the City in connection with the Responses in response to this RFP are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response or anticipation of an Agreement award or to maintain the approved status of the Successful Proposer(s) if an Agreement is awarded.
- 1.12 Compliance with Applicable Law: The laws of the State of Florida shall govern the agreement. Comply with all applicable federal, state, county and municipal laws, ordinances, regulations and rules related to the services to be performed thereunder. Conduct no activity or provide any service that is unlawful or offensive.
- 1.13 Conflicts of Interest: No firm shall be eligible for selection on any project and no work shall be assigned to a firm which conflicts with or is duplicative of any work by the firm or any affiliated business entity, including, but not limited to, partnerships, joint ventures, and subsidiaries of the same parent corporation or firm.
- 1.14 Indemnification and Insurance Requirements
- 1.14.1 Indemnification: Contractor/vendor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of contractor/vendor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement generated from this solicitation. Contractor/vendor recognizes the broad nature of this indemnification and hold harmless cause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the

termination of the Agreement from this solicitation. Compliance with any insurance requirements required elsewhere within the Agreement shall not relieve the contractor/vendor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement.

It is further agreed that liability and exposure for indemnification (including, but not limited to the amounts of any indemnification owed by a governmental entity) will be limited to and governed by the provisions of Section 768.28(5), Florida Statutes

The City shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the city's own negligence.

1.14.2 Insurance:

Contractor/vendor shall, at its sole cost and expense, procure and maintain throughout the term of the contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of \$1,000,000 (this could be \$2,000,000 depending on the amount of the contract) combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany the signed contract. Said insurance coverages procured by the contractor/vendor as required herein shall be considered, and the contractor/vendor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the contractor/vendor as required.

This RFP/contract will also include either proof the contractor is covered by a pollution policy for \$1,000,000 for each pollution condition or listed under the coverage for the City as coverage. Proof of coverage will be required.

Nothing shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

Builders' Risk Coverage: *For any contracts that may apply to the following in the first sentence should also include statement below.* If this solicitation includes: (1) construction of a new above-ground structure or structures, or (2) any addition(s), improvement(s), alteration(s), or repair(s), to an existing above-ground structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall provide, in a policy acceptable to the City, "all risk" (i.e., Special Form) property insurance on any such construction,

additions, machinery or equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of the City's final acceptance of such new structures, addition(s), improvement(s), alternation(s), repair(s), machinery or equipment. The coverage shall not be subject to any restriction with respect to occupancy or use by the City and, subject to thirty (30) days' prior written notice to the City shall remain in full effect until final acceptance by the City. In addition, the City, the Professional, and the Contractor's subcontractors of any tier, shall be additional insureds on this policy. The insurance shall include a deductible no greater than one percent (1%) of the Contract amount, or \$25,000, whichever is smaller, for which the Contractor shall be responsible. The risk of loss whether insured or not shall remain with the Contractor until final acceptance. Upon request, Contractor shall furnish to the City complete copies of the insurance policy.

1.15 Termination (Cause and/or Convenience).

1.15.1 This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than thirty (30) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.

1.15.2 This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in 1(a) above.

1.15.3 If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to the contractor/vendor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's or vendor's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice.

For any termination, the equitable adjustment shall provide for payment to the contractor/vendor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, by the contractor/vendor relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate.

1.15.4 Upon receipt of a termination action under paragraphs (a) or (b) above, the contractor/vendor shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the

contractor/vendor in performing this contract, whether completed or in process.

1.15.5 Upon termination, the local government may take over the work and may award another party a contract to complete the work described in this contract.

1.15.6 If, after termination for failure of the contractor/vendor to fulfill contractual obligations, it is determined that the contractor/vendor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In such event, adjustment of the contract price shall be made as provided in paragraph (c) above.

1.16 RFP TIME TABLE

The anticipated schedule for the RFP and contract approval is as follows:

Distribution/Advertised	June 21, 2019
Pre-Conference	June 28, 2019 10 AM
Questions Deadline	July 19, 2019 3 PM
RFP Deadline	July 26, 2019 3 PM
Review Responses	July 26 thru August 2
Interviews	August 2, 2019 Tentatively
Presented to City Council	August 12, 2019 6 PM

1.17 RFP Availability: RFP documents, plans, addendums can be viewed and downloaded from BidNet Direct at <https://www.bidnetdirect.com/florida/cityofzephyrhills> or the City Website, www.ci.zephyrhills.fl.us. Government, Purchasing, Vendor Information, click on the link for BidNet. It is your responsibility to ensure you have downloaded all addendums published before the bid opening. You must be a registered vendor for the City of Zephyrhills. Registration is FREE. Your response and all required documentation are to be submitted (*mailed or delivered by the deadline listed in the Time Table*) to the City of Zephyrhills – Purchasing, 5335 8th Street, Zephyrhills, Florida 33542.

Proposal Submission: One original and five copies (**a total of six**) shall be delivered to the City of Zephyrhills, 5335 8th Street, Zephyrhills, FL 33542, prior to the Opening time of **Friday, July 26, 2019 3:00 p.m., EDT**. Proposals shall not be more than the total pages indicated in Section 3 while still meeting proposal requirements.

The delivery of the proposals to the City of Zephyrhills prior to the specified date and time is solely and strictly the responsibility of the proposing firm. The City shall not, under any circumstances, be responsible for delays caused by the United States Postal Service or any private delivery service, or for other delays. All responses must be manually and duly signed by authorized authority to bind said firm or individual, and Proposer must affix their corporate seal (if any) to the proposal. In the absence of a corporate seal, the proposal must be notarized by a Notary public.

The submittal of a proposal by a preparer will be considered by the City as constituting an offer by the proposer to perform the required services at the stated fees.

Each proposer is solely responsible for the reading and completely understanding the requirement of this RFP. The opening time shall be and must be scrupulously observed. Under no circumstances will proposals delivered after the specified delivery time be considered. Late submissions shall be returned unopened to the firm or individual with the notation "the Proposal was received after the delivery time designated for the receipt and opening of the proposals."

- 1.18 Appropriations Clause: The City, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year following the fiscal year in which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City shall therefore be released of all terms and other conditions.
- 1.19 Oral Presentation: A formal oral presentation may be required by each firm that is selected during the initial review process (at the sole option of the City). If required, presentations should be in support of the firm's proposal or to exhibit/demonstrate the information contained therein. If the Committee wishes additional clarification of any information or additional information, any of the firms may be requested to submit that information in writing.
- 1.20 Acceptance of Applicable Policies & Procedures.
- 1.21.1 Firms responding to this RFP agree by submission of such response to accept and comply with the City policies and procedures that apply to the selection process for this project.
- 1.21.2 Any concerns, or issues, relating to current policies and procedures may be addressed with City staff, but separate from this selection process.
- 1.21 The City Manager will appoint a ranking committee who will review and evaluate the qualifications of all interested firms. This committee shall select at least three (3) firms that are licensed in the State of Florida and are otherwise professionally qualified.
- The ranking committee will present their recommendations to the City Manager based on their review of the written and interview process. The City Manager will present the Committee's recommendations to the City Council for their approval of the ranking recommendation. A member from the ranking committee will be present to respond to any detailed questions the Council may have. City Council will vote on the Committee's recommendation.
- 1.22 Written Selection Process.
- Step 1. The City's Purchasing will review submittals for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to Step 2.
- Step 2. The City Evaluation Committee comprised of City management and staff will evaluate the proposals using the criteria listed in Section 4.0. Based on the ranking of the written review the top four (4) firms may be requested to participate in the interview process. See Section 1.23. If the Evaluation Committee decides to bypass Section 1.23, then the firms will be ranked (See Section 1.27) and prepared to be presented to the City Manager for presentation to the City Council.

1.23 Formal Interview Evaluation Criteria

- Overall impression of key team members
- Ability to provide service
- Ability of communicate during interview process.
- Effectively respond to questions and problem solve during interview
- Firm's ability to effectively answer questions and problem solve in the meeting
- Overall impression of the firm

1.24 Interview Format. The firms selected to make a presentation to the Evaluation Committee will be notified by the City. Each firm selected for further consideration shall be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the presentation and interview shall not exceed forty five (45) (5 minutes for setup, 20 minutes for presentation, 5 minutes for questions, and 5 minutes knock-down). All members of the Evaluation Committee will be present during the formal interview.

1.25 Issues to Address at Interview. The intent of the formal interview process is to provide the evaluation committee with in-depth information from the firm in order to make a final selection of the best-suited firm for the contract. Firms should focus their presentations on the detailed plan for the tasks, evaluations, interviews, schedule and quality of the survey and any unique characteristics or services the firm offers.

Firms are discouraged from reviewing company history and past experience evaluated during the written submittals unless this information is relevant to the survey process. All key personnel should be present at the interview.

1.26 Award Criteria. The evaluation committee recommendation will be made from their in depth review of the written proposals; their evaluation of the interview responses based on various criteria including but not limited to:

- Approach to the implementation, performance and satisfaction of City requirements
- Proposal quality and references
- Demonstrated understanding and success of similar projects.
- Ability to perform the work within the stated timeframe.
- Approach to maintenance plan and costs

1.27 Final Evaluation. Upon completion of the evaluation process by the Evaluation Committee, the firms will be ranked in descending order of recommendation. The Evaluation Committee shall present their final ranking to the City Manager for presentation to the City Council for approval of the committee's recommendation. The City will begin negotiations with the number one ranked firm. Should the City be unable to negotiate a satisfactory contract with the top-ranked firm at a price determined to be fair and reasonable, negotiations shall be terminated with that proposer and the City shall initiate negotiations with the second ranked proposer to arrive at an acceptable contract, and so on.

1.29 Exception to the RFP. Proposers may take exceptions to any of the terms of this RFP unless the RFP specially states where exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as nonresponsive. All exceptions taken must be specific, and the proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Proposer furnish the services or goods described herein, or negotiate an acceptable alternative.

- 1.30 Openness of Procurement Process. Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The City gives no assurance as to the confidentiality of any proposal once submitted.
- 1.31 Cooperative Purchases. This is a cooperative purchase contract. State law allows any government agency and any accredited school in the state to buy off this contract without going to bid, as long as it does not conflict with any of their local regulations.
- 1.32 Negotiations. The City may award a contract on the basis of initial offers received, without further negotiations, or may negotiate a final contract. Therefore, each initial offer should contain the Proposer's best terms from a cost or price and technical standpoint.

The City reserves the right to enter into contract negotiations with the selected Proposer. If the City and the selected Proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next selected Proposer. This process will continue until a contract has been executed or all Proposers have been rejected. No Proposer shall have any rights against the City arising from such negotiations.

- 1.33 Right to Protest. Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may seek resolution of its complaints by contacting the City Manager.
- 1.34 **IF CONSULTANT OR CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT OR CONTRACT, THEY SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**LORI HILLMAN, CITY CLERK
CITY OF ZEPHYRHILLS
5344 9th STREET
ZEPHYRHILLS, FLORIDA 33542
LHILLMAN@CI.ZEPHYRHILLS.FL.US
813-780-0000**

SECTION 2

2.0 RFP SCOPE OF SERVICES

2.1 Introduction. The City of Zephyrhills is seeking the services:

- a) Underground utility contractors
- b) General contractors
- c) Utility electricians
- d) Specialty contractors

Contractors are to be licensed in the State of Florida to provide complete contracting services and emergency repair services of a wide variety of water and wastewater utility projects.

2.2 Services shall include but are not limited to:

- a) Construction supervision/administration
- b) New construction of water/sewer mains, lift stations, manholes, wells and appurtenances.
- c) Renovations and retrofits for water and sewer mains lift stations, manholes, wells, water and wastewater treatment plant components and appurtenances, infiltration and inflow removal projects and cleaning and televising sanitary sewer lines.
- d) Demolition associated with renovations/retrofits
- e) Scheduling work and subcontractors in harmony with the City of Zephyrhills, Florida Operations
- f) Estimating cost of future projects
- g) Repairs (emergency and non-emergency) of water/sewer mains, lift stations, manholes, valves, master meters, backflow devices, fire hydrants, wells, water and wastewater treatment plant components, and SCADA programming/instrumentation and control work.

2.3 The contractors selected for these services will work with Utilities Owner's Representative in order to successfully develop a strategy for the best approach to successfully complete each project.

2.4 The City will be selecting two (2) firms for these services. The two top rank firms who have a successful negotiation will be awarded the contract.

2.5 Warranty. The selected Contractor(s) will provide the City with a minimum:

- a) One (1) year warranty for all service work performed
- b) Ten (10) year warranty on all manhole and lift station coating

This warranty will not go into effect until the project has been substantially completed. All work performed will meet or exceed applicable City Technical Standards and/or local County Technical Standards.

2.6 Term of Contract. The contract term is anticipated for the period of thirty six (36) months. This contract can be renewed for an additional one (1) thirty six (36) month period. Should any project that is active extend past the contract termination date, that contract shall be extended until completion of such project.

2.7 Payment and Performance Bonds. Payment and Performance Bond and All Insurance Shall be Secured from or Countersigned by an Agency or Surety Company Recognized in Good Standing and Authorized to do Business in the State of Florida. If at any time the Owner for justifiable cause shall be or become dissatisfied with any Surety, then upon the Performance of Payment Bonds, the Contractor/Vendor shall within five (5) days after notice from the Owner, substitute an acceptable bond (or Bonds) in such form and sum and signed by such other Surety or Sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor/Vendor. No

further payments shall be deemed due and shall not be made until new Surety or Sureties shall have furnished such an acceptable bond to the Owner.

2.8 ADDITIONAL INFORMATION/REQUIREMENTS.

- 2.8.1 The City shall provide a summary of work ("Work") to one (1) or more of the Contractors selected based upon the specific type of work and estimated dollar value of the project. All such contract activities would be the subject of a signed Contract Work Order with a negotiated fee and format supplemental to a primary contract agreement. No travel time or travel expenses will be considered billable without special prior arrangements. Normal administrative and/or accounting overhead will be considered as covered by the agreed upon hourly rates for direct professional personnel and will not be considered as separately billable.
- a) Contractor(s) will respond with a proposal within ten (10) business days. Should the contractor(s) require additional time prior to submission and additional ten (10) business days can be requested. Proposal submittal will not be more than twenty (20) business days after the initial request.
- b) The key personnel named in the proposal shall remain responsible for the work throughout the period of the contract. No diversion or replacement may be made without approval by the City.
- 2.8.2 The City shall not be held liable for any expenses incurred in connection with the preparation of a response to this RFP or for any costs associated with any activities involved in presentations and discussions or in preparations and execution of a contract resulting from this solicitation.
- 2.8.3 The City places significant value on high quality work and performance, timely access and response, scheduling and cost concerns, risk management/loss prevention, early issue identification, flow of information and communications, congenial working relations, adherence to ethical standards, proactive stand-up accountability and the demonstration of the same.
- 2.8.4 The purpose and intent of this solicitation is to establish contract arrangements. Any such contract(s) resulting from this solicitation process are intended to cover projects and work currently contemplated but there is no guarantee on the part of the City that such project work will go forward.

SECTION 3

PROPOSAL PACKAGE CRITERIA - Six (6) copies of the firm's response must be submitted. Five (5) copies should be bound and one (1) copy should be unbound but secured with a rubber band, spring clip, etc. Maximum page count should not exceed 32. Each copy must contain the following:

- 3.0 Introductory letter, optional, may be provided by the submitting firm. Can be served as a transmittal document. One (1) page maximum. This letter shall not include any information to be considered for evaluation by the Selection Committee.
- 3.1 **Cover sheet** and Tab Sheets of your response (*Not part of the page count*)
- 3.2 The **TABLE OF CONTENTS FOR Water & Wastewater Misc Construction/Maintenance Services RESPONSE** is to be completed by the submitting firm and included in the bound copies of the firm's response. (*Not part of the page count*)

- 3.2.1 Response materials shall be arranged in the order indicated on the TABLE OF CONTENTS.
- 3.2.2 The submitting firm is to include the appropriate page numbers to indicate the location for each of the listed items.
- 3.2.3 The **FIRM DATA SHEET** for the prime firm only.
- 3.2.4 Package should include:

TAB 1. Proposer's credentials & previous performance on similar jobs

(Maximum 30 Points). Proposers shall provide, in detail their credentials for providing construction services for water and wastewater utility projects and any information that documents successful and reliable experience in past performance, especially those performances related to the requirements of this RFP. Include a description of the proposer's business history and number of years in operation. **Must include copies of General Contractor and Underground Contractor licenses.**

TAB 2. Staff Credentials and Resumes

(Maximum 10 Points). The proposer shall include the name, title, address and telephone number of persons who will both manage and be assigned to perform services under the proposal. A signed one (1) page resume, including references, detailing educational qualifications and previous work assignments related to this Request for Proposal for each person who will perform the services required shall be included. Failure to do so may be cause for rejection of the proposal. Credentials will be subject to verification.

In the event there should be a change in the person(s) names assigned to perform the services under this contract, the contractor shall submit, for approval to the City, the credentials and resumes of the person(s) the contractor wishes to perform the services under this contract

FIELD FOREMAN MINIMUM REQUIREMENTS:

- ☐ 5 YEARS EXPERIENCE AS FOREMAN OR SUPERVISOR
- ☐ MANHOLE AND WET WELL SEWPERCOATING FOREMAN TO HAVE 5 YEARS EXPERIENCE

TAB 3. References

(Maximum 30 Points) A list of five (5) applicable customer references is to be provided who have contracted for similar services offered by the proposer, which is considered identical or similar to the requirements of this Request for Proposal. Failure to do so may be cause for rejection of the proposal. The list shall include:

- a. Company name and address.
- b. Contracting officer and telephone number.
- c. Technical representative and telephone number.
- d. A brief, written description of the project.

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal

TAB 4. Office Location. **(Maximum 10 Points).** Rating will be based on ease of contract administration and responsiveness. The proposer with all key personnel located within two (2) hours of the City of Zephyrhills.

TAB 5. Responsiveness/Availability of Equipment. (Maximum 10 Points). Proposer shall submit a complete list of all equipment owned by their firm to include the location of the yard where the equipment is stored when not in use.

TAB 6. Hourly Rates and Equipment Rates. (Maximum 10 Points). Proposer shall submit a list of hourly rates for personnel and hourly/daily/weekly/monthly rates for equipment for emergency work and planned Not-to-Exceed work. Proposer shall also identify the percentage markup charged on materials, subcontracted labor, etc.

- ☐ Must include list of equipment owned
- ☐ Is office facility owned or rented

TAB 7. Acceptance of Conditions. Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

Exceptions taken by a proposer may result in evaluation point deduction(s) and/or exclusion of proposal for Selection Committee consideration, depending on the extent of the exception(s). Such determination shall be at the sole discretion of the City

TAB 8. Required Forms-In addition to above (Not part of the page count)

- ☐ Proposer's Checklist
- ☐ Firm Data Sheet
- ☐ Firm Data Sheet-Subcontractor
- ☐ Drug Free Workplace
- ☐ Statement of No Response
- ☐ E-Verify
- ☐ RFP Acceptance
- ☐ Public Entity Crimes
- ☐ Addenda
- ☐ Non-Collusive Affidavit

3.4 **Financial Capacity TAB 9.** Provide documentation of your firm's financial stability and sufficient financial capability to complete a project of this scope, as follows: (4) page maximum

3.4.1 Financial Stability. Provide summary certified financial statements demonstrating the tangible net worth of your firm, current operating cash balances, bank lines of credit and contingent liabilities.

3.4.2 Ownership. Provide information on the form of ownership, principal owners, length of ownership; if there are any pending changes to the company's ownership, identify the nature of these changes.

3.5 The response information should be included on either the forms provided in this RFP, or a reasonable facsimile of the provided forms. Firms choosing to use reasonable facsimiles of required forms should maintain both the format and content of the provided forms.

SECTION 4 - EVALUATION CRITERIA & RANKING PROCESS

4.1 General Ranking. The evaluation and ranking of all Competitive proposals received shall be accomplished utilizing the criteria described in this Section.

4.2 Selection Criteria. All proposals shall be equally evaluated with respect to the completeness of the data provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of the proposal:

30	Credentials & Previous Performance on Similar Jobs
10	Staff Credentials & Resumes
30	References
10	Office Location
10	Responsive & Availability of Equipment
<u>10</u>	Hourly Rates for Personnel & Equipment
100	<i>Ranking based on 100 point system-maximum</i>
-5	Missing Documentation

SECTION 5 - FORMS

FIRM DATA SHEET

RFP 35-19-01

APPLICANT FIRM NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

FEIN NUMBER: _____

CONTACT PERSON/TITLE: _____

Type Ownership: _____

Submittal for _____ Parent Company
_____ Branch or Subsidiary

Parent Company, if any: _____

Former Parent Company/Companies:

Name/Title/Phone Number of two Principals in the firm:

Present Offices: City/State/Number of personnel for each:

SUBCONTRACTOR:**Firm Name and Address****Services to be Provided**

1.

1.

2.

2.

3.

3.

4.

4.

5.

5.

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that _____ 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' 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 pleas 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.

Bidder's Signature

Date

PUR062.036
re. 10/97

CITY OF ZEPHYRHILLS

STATEMENT OF NO BID

If you do not intend to bid, please complete the information below and return this form with the bid title and number clearly marked on the front of the envelope. Please send the STATEMENT OF NO BID FORM no later than the opening date indicated on the INVITATION TO BID FORM.

Please be advised that if the NO BID STATEMENT is not executed and returned your name may be deleted from the list of qualified bidders for the City of Zephyrhills.

We decline to submit a bid for the following reasons:

- ☐ Unable to meet Bond or Insurance requirements.
- ☐ Unable to meet specifications; we do not offer this product or an equivalent.
- ☐ Specifications are unclear, specialty items are too intricate.
- ☐ Insufficient time to respond; our schedule will not permit us to perform.
- ☐ Reason for declining on attached sheet.

Company Name: _____ Date: _____

Telephone Number: _____ Signature: _____

Return completed form to: City of Zephyrhills, Purchasing Department
5335 8th Street
Zephyrhills, FL 33542

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to _____
(print name of the public entity)
- by _____
(print individual's name and title)
- for _____
(print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual
signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

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

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

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

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

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20__.

Personally known _____

Or Produced identification _____
Notary Public – State of _____

My commission expires _____
(Type of Identification)

(Printed, Typed or stamped commissioned name of notary public)
Form PUR 7068 (Rev. 06/18/92)

Addenda Receipt Acknowledgment

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Firm Representative:

Signature/Date (Executed by Corporate Authority)

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of _____

_____, being first duly sworn, deposes and says that he/she is

_____, the party making the fore-going submittal of qualifications or bid that such
submittal
(partner or officer of the Firm, etc)

Or bid is genuine and not collusive or sham; that said Firm has not colluded, conspired, connived or agreed, directly or indirectly, with any Firm or person, to put in a sham response or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to secure any advantage against the City of Zephyrhills of any person interested in the proposed contract; and that all statements in said response are true.

Officer

_____ (Company Name)

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____
by

_____ (name and title of corporate officer)

of _____ (Name of Corporation),

a _____ (state or place of incorporation) corporation, on behalf of the
corporation. He/she is personally known to me or has produced _____ (Identification type)
as identification.

_____ (Signature line for notary public)

_____ (Name of notary type, printed or stamped)

_____ (Title or rank)

My commission expires: _____

Serial number, if any _____

E-VERIFY

RFP No: 35-19-01
Project Description: Water & Wastewater Misc Construction
/Maintenance Services

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the City of Zephyrhills.

Company/Firm: _____
Authorized Signature: _____
Title: _____
Date: _____

RFP ACCEPTANCE

I acknowledge and understand the requirements set forth in RFP 35-19-01 Water & Wastewater Misc Construction/Maintenance Services.

Authorized Signature

Date

Printed Name

Company Name

In witness whereof, the above submitted has hereunto set his signature and affixed his seal this
_____ day of _____ A.D. 2019

(Seal)

By: _____

Title: _____

Labor/Equipment Rates Form

RFP 35-19-01 Water & Wastewater Misc Construction/Maintenance Services

LABOR and EQUIPMENT RATES	RATES								
	WORKING HOURS	AFTER HOURS							
Supervisor									
Foreman									
Helper - Labor Only									
Helper with Truck/Trailer									
Backflow Technician									
Other: (EXPLAIN)									
Please provide when after hours would apply									

EQUIPMENT RATES	SET UP FEE	HOURLY	DAILY	WEEKLY	MONTHLY	OWNED or RENTED	
						O	R
Mini Excavator with Operator							
Back Hoe with Operator							
Vac Truck - 2 Man Crew							
CCTV Camera Trailer with Operator							
Tractor with Bucket with Operator							
4" Sewage Bypass Pump with Hoses							
Bypass Pump Fuel Additional							
1500 Gallon Temporary Hydro Tank							
3000 Gallon Temporary Hydro Tank							
10000 Gallon Temporary Hydro Tank							
Aerator for Ground Storage Tank							
13000 Watt Generator							
Infiltrator MH Leak Stop Plus Labor							
Portable Concrete Mixer with Crew							
Metal Fabrication/Welding Lead Man							
Metal Fabrication/Welder							
Sand Blast Trailer Rig with Crew							
Sand Blasting Sand							
Compactor with Operator							
Air Compressor Road Bore							

OTHER RATES	% MARK UP
Materials Purchased for Specific Job	
Materials from Stock	
Subcontract Labor	
Performance and Payment Bond	Cost

Company Name: _____

Authorized Signature/Date: _____

SUBMITTED BY:



100 WEST MILLS AVENUE
EUSTIS, FL 32726
352-561-2990

**RFP 35-19-01
WATER & WASTEWATER MISC.
CONSTRUCTION / MAINTENANCE
SERVICES**



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TAB 1 - CREDENTIALS & PREVIOUS PERFORMANCE

RCM Utilities, LLC has been serving the greater central Florida area in all aspects of the water and wastewater industry for 1 ½ years. We have earned the credibility and trust of our customers through top quality, on time performance, coupled with excellent customer service and management skills.

RCM Utilities has provided services and has experience in the following types of water and wastewater work:

- Lift station rehabilitation, installation, inspection & repair
- Water treatment plant rehabilitation, new construction & repair
- Wastewater treatment plant rehabilitation, new construction & repair

Examples of successfully and reliably completed construction services for water and wastewater utility projects include:

- Hawthorne – Remove & replace High Service Pump at WTP – September 2018
- Hawthorne – Installation of water main line valves – October 2018
- City of Tavares – Lift Station #9 Rehab – April 2019
- City of Tavares – Lift Station #47 – July 2019
- City of Groveland – Lift Station #16 – June 2019
- The Villages CPM – SEWWCA IPS #2 - June 2019
- The Valley MHP – Replace Hydro Pneumatic Tank at WTP – July 2019
- Saddle Oak Club MHP – Replace Generator and auto transfer switch to WTP – July 2019

RCM is staffed, equipped, and experienced to perform new construction of water / sewer mains, lift stations, manhole, well and appurtenances as well as renovations and retrofits and repairs emergency and non-emergency.

Licenses and Certifications held by RCM Utilities:

- Underground Utility Contractor: CUC1225240
- Backflow Prevention Tester – T12-18-8167
- Backflow Prevention Assembly Repair & Maintenance
- Introduction to Lift Station Electrical Troubleshooting
- Department of Transportation Maintenance of Traffic (Intermediate)
- Confined Space Entry
- Infiltrator Systems Training



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

CREECH, CHRISTOPHER RYAN

RCM UTILITIES, LLC
419 N GROVE ST
EUSTIS FL 32726

LICENSE NUMBER: CUC1225240

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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



Center for Training, Research and Education for Environmental Occupations

certifies that

Christopher Creech

has satisfactorily completed the
examinations for

Backflow Prevention Tester Re-certification

Certificate of Completion

December 13-14, 2018

Date issued: 12/14/2018
Certificate No.: T12-18-8167
Expiration: 12/31/2020
Operator Certification Program
Course#: 04191009
CEU's: 0.8

FBPR Construction Licensing Board
Sponsor No.: 0000995
Classroom Hours: 7



American Water Works
Association

FloridaSection

Peggy Puigosa

Carol Hinton

Carol Hinton, Associate Director

University of Florida TREEO Center • 3900 SW 63 Boulevard • Gainesville, FL 32608-3800 • 352-392-9570 • www.treeo.ufl.edu



Center for Training, Research and Education for Environmental Occupations

Christopher Ryan Creech

attended

Introduction to Lift Station Electrical Troubleshooting

April 9-10, 2019

and is awarded this

Certificate of Attendance

Date Issued: 04/10/2019

TREEO FDEP OCP 04191040: CEUs 1.6 DW WW DS

FBPE Provider #: 0004021 : CEHs 16

A handwritten signature in black ink that reads "Carol Hinton".

Carol Hinton, Associate Director

University of Florida TREEO Center • 3900 SW 63 Boulevard • Gainesville, FL 32608-3800 • 352-392-9570 • www.treeo.ufl.edu



TAB 2 – STAFF CREDENTIALS AND RESUMES

Christopher Creech:	Owner, Estimator, General Manager Total Years' Experience: 10 years
John C. Riggs:	Operations Manager, Safety Officer Total Years' Experience: 11 years
Weston Hartwright:	Field Supervisor, Crew Foreman Total Years' Experience: 12 years
Bradley Green:	Crew Foreman Total Years' Experience: 3 years
Melissa Moss:	Executive Assistant Total Years' Experience: 8 years
Bradley Miller: Subcontractor	Supervisor Total Years' Experience: 15 years

CHRISTOPHER CREECH

EMPLOYMENT EXPERIENCE:

April 2018 – Present RCM Utilities, LLC
Position: Owner, Estimator, General Manager

Mar 2015 – April 2018 Utility Technicians, Inc.
Position: Project Manager, Estimator, Vice President, General Manager
Duties: Estimator, supervisor, and technician for all phases of service, Expansion, modification, and repair of water and wastewater plants, lift stations, re-pump stations

July 2011 – Mar 2015 Utility Technicians, Inc.
Position: Foreman, Construction & Service Technician
Duties: Installation and service of lift stations, construction of water plants, water line construction, sewercoat applicator for manholes

Feb, 2008-July 2011 Utility Technicians, Inc.
Position: Laborer
Duties: Assisted foreman with installation of lift stations, water line repairs and service work

May 2007-Feb 2008 Kerr's Truck and Car Sales
Position: Mechanic and sales
Duties: Maintained vehicles and sold vehicles.

SKILLS:

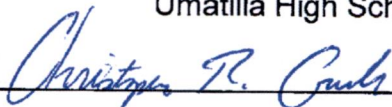
- Wastewater Sewer Plants & Lift Stations—complete rehab & construction; motors, blowers & pump replacement & repairs; replace and repair piping & fittings; control panel repair & replacement
- Water & Hydrotank—tank cleaning, rehab (including sandblasting) & painting; inspections (with FL registered professional engineer); installation of fire water tanks
- Sanitary sewer line pressure testing and jetter cleaning
- Manhole and Wet Well rehab, including surface coating (SewperCoat) and high pressure grouting
- Operate digital inline zoom video for sewer lines
- Certified backflow tester and repair/maintenance technician

CERTIFICATIONS:

Certified Underground Utility and Excavation Contractor
License # CUC1225240
Class A CDL Driver's License
Dept of Transportation Maintenance of Traffic (Intermediate)
Confined Space Entry
Backflow Prevention Device Technician
Backflow Prevention Assembly Repair and Maintenance
Infiltrator Systems Training
DOT Drug/Alcohol Awareness Training
Umatilla High School, graduated 2007

EDUCATION:

Signature



WESTON HARTWRIGHT

EMPLOYMENT EXPERIENCE:

June 2019 – Present	RCM Utilities, LLC
Position:	Field Supervisor
Duties:	Installation and service of lift stations, construction of water plants, water line construction, sewercoat applicator for manholes, supervise crew
Nov 2011 – May 2019	Utility Technicians, Inc.
Position:	Field Foreman, Construction & Service
Duties:	Installation and service of lift stations, construction of water plants, water line construction, sewercoat applicator for manholes, supervise crew
Jun 2009 – Nov 2011	City of Clermont
Position:	Utilities Department Technician
Duties:	Lift station and new construction technician
Sep 2005 – May 2009	Utility Technicians, Inc.
Position:	Construction & Service Technician
Duties:	Service and repair of water & sewer plants and lift stations
Jan 1994 – Aug 2005	Donahue's Automotive Company
Position:	Vehicle Mechanic

SKILLS:

- Wastewater Sewer Plants & Lift Stations—complete rehab & construction; motors, blowers & pump replacement & repairs; replace and repair piping & fittings; control panel repair & replacement
- Water & Hydro tank—tank cleaning, rehab (including sandblasting) & painting; inspections (with FL registered professional engineer); installation of fire water tanks
- Sanitary sewer line pressure testing and jetter cleaning
- Manhole and Wet Well rehab, including surface coating (SewperCoat) and high-pressure grouting

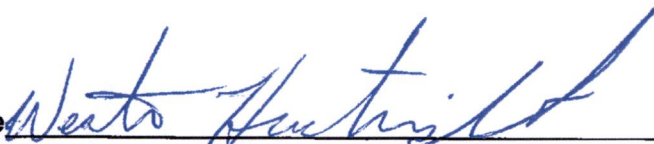
CERTIFICATIONS:

Class B CDL Driver's License
Dept of Transportation Maintenance of Traffic
(MOT-Intermediate)
Confined Space Entry Training
Gas Monitor System Training

EDUCATION:

Umatilla High School, Umatilla, FL graduated 1994

Signature



JOHN C. RIGGS

WORK EXPERIENCE:

RCM Utilities

July 2019 to Present

Operations Manager and Safety Officer – handles all service calls; scheduled and coordinated service work; prioritized jobs, dealt with schedule interruptions; handled customer service calls, solved customer problems and followed up on customer inquiries; created and processed quotes for service work; reviewed and approved purchase orders; verified weekly time cards for assigned personnel; as warehouse manager, managed inventory control, receipt of materials, and staff to ensure material availability for jobs; researched, developed, and managed supplier relationships to ensure competitive cost and deliveries; maintained clean, orderly, and safe work environment throughout office and shop; served as Safety Officer to maintain and ensure company compliance with federal and state regulations; maintain safety supplies, training and annual truck inspection

Professional Dirt Services

Feb 2016 to July 2019

Project Manager – involved in the early stages of project development through to completion; coordinate work and communication on multiple jobs with job foremen; coordinate internal resources and third parties/vendors to maintain schedule and ensure materials are available when needed; establish and maintain relationships with third parties/vendors; handle schedule interruptions; maintain all permits, required tests and surveys; report job status to owner and client; coordinate with estimator, architects, engineers and surveyors

Utility Technicians

Apr 2006 to Feb 2016

Operations Manager and Safety Officer – handled all service calls; scheduled and coordinated service work; prioritized jobs, dealt with schedule interruptions; handled customer service calls, solved customer problems and followed up on customer inquiries; created and processed quotes for service work; reviewed and approved purchase orders; verified weekly time cards for assigned personnel; as warehouse manager, managed inventory control, receipt of materials, and staff to ensure material availability for jobs; researched, developed, and managed supplier relationships to ensure competitive cost and deliveries; maintained clean, orderly, and safe work environment throughout office and shop; served as Safety Officer to maintain and ensure company compliance with federal and state regulations; maintain safety supplies, training and annual truck inspections

Codding Sand & Soil

Jun 2002 to Apr 2006

Customer service – handled orders for dirt supplies; processed invoices; collected payments, scheduled deliveries

Hudalla Group

Jan 2002 to Jun 2002

Manufacturer's rep – managed territory of Florida, southern Georgia, and Alabama; met dealers on location to introduce products and complete sales orders

Warren and Sweat Manufacturing

Jun 1990 to Dec 2001

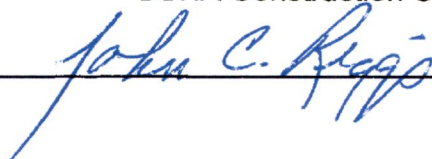
General Manager for company with \$4mm+ sales –outside sales; customer service; materials purchasing; researched and evaluated new material sources; inventory control; coordinated with research and development department; operations manager for 60+ employees, organized company events at trade shows, overseas travel for purchasing

EDUCATION: Graduated from William R. Boone High School, Orlando, Class of 1975

Attended Valencia Community College

Seminars: Inventory Control, Managing Multiple Projects, Priorities and Deadlines,
OSHA Construction Safety

Signature



BRADLEY GREEN

EMPLOYMENT EXPERIENCE:

May 2018 – Present	RCM Utilities, LLC
Position:	Crew Foreman
Duties:	Installation and service of lift stations, construction of water plants, water line construction & supervise crew
Nov 2016 – May 2018	Gene Green's Lawn Care
Position:	Manager
Duties:	Managed crews for lawn care services
June 2014 – Nov. 2016	Utility Technicians, Inc.
Position:	Construction Laborer
Duties:	Installation and service of lift stations, construction of water plants, water line construction, sewercoat applicator for manholes.

SKILLS:

- Wastewater Sewer Plants & Lift Stations—complete rehab & construction; motors, blowers & pump replacement & repairs; replace and repair piping & fittings; control panel repair & replacement
- Water & Hydro tank—tank cleaning, rehab (including sandblasting) & painting; inspections (with FL registered professional engineer); installation of fire water tanks
- Sanitary sewer line pressure testing and jetter cleaning

CERTIFICATIONS:

Class B CDL Driver's License
Dept of Transportation Maintenance of Traffic
(MOT-Intermediate)
Confined Space Entry Training
Gas Monitor System Training

EDUCATION:

Umatilla High School, Umatilla, FL graduated 2014

Signature



MELISSA MOSS

EMPLOYMENT EXPERIENCE:

- January 2019 – Present RCM Utilities, LLC
Position: Executive Assistant and Corporate Officer
Duties:
- Manage all job communication and files, Notice to Owner and Release of Liens, request bonding and manage status reports with bonding company
 - Manage incoming requests for bids and quotes, identify issues to review with President, create and manage responses for bids and quotes
 - Manage accounts payables and receivables, process checks for signature, receive and post payments, reconcile bank and checking accounts, monthly closing, annual audit, end of year processing
 - Manage human resources, including timesheets, payroll, payroll taxes, benefits, employee personnel files, time off records
 - Process and maintain certificates of insurance, workers compensation, liability insurance and other related requirements and documents
 - Maintain water billing community records, respond to questions and concerns with customers, accept and post payments for water bills, create weekly deposits, make adjustments and corrections to accounts, process water meter readings, generate and mail water billing charges, process all water consumption, water loss reports, and financial reports for water billing communities
 - Answer, direct or handle all incoming telephone calls
 - Maintain corporate personnel manual and drug-free workplace manual
 - Maintain office equipment leases, repairs and supplies
- Sept 2011 – Nov. 2018 Utility Technicians, Inc.
Position: Administrative Assistant
Duties: Manage job and bid files, accounts payables and receivables, manage employee timesheets and time off records, participate in weekly job meetings and manage job scheduling board, maintain on-call schedule for technicians
- April 2009 – June 2011 Allen's Well Drilling, Inc.
Position: Secretary
Duties: Maintain the smooth running of office through a variety of administrative and clerical duties. Schedule and coordinate service work with technicians.
- Jan 2006 – April 2009 Hidden Valley Ranch & Nursery, Inc.
Position: Secretary
Duties: Answer calls, take messages, handle correspondence, arrange appointments, managing databases, manage orders going out, filing
- June 1989 -Sept. 2005 Winn-Dixie
Position: Pricing Manager
Duties: Ensure accuracy of prices for the store

EDUCATION: Clewiston High School, graduated 1989

Signature _____

Melissa Moss

Bradley Miller
(561) 398-2781
brad@maxxenvironmental.com

Feb 2016-Present
(3.5 Years)

Supervisor – Maxx Environmental, Riviera Beach

Maxx Environmental, LLC is a family owned business providing specialized underground sewer and drainage infrastructure rehabilitation and repair services on private and public projects utilizing primarily Sewpercoat.

Tasks & duties;

- Supervise employees and projects from beginning to completion
- Attend pre-bids and pre and post-construction meetings with owners
- Compile project schedules, work-orders, material logs and safety program
- Conduct office and job-site work and safety meetings with employees
- Produce and maintain job cost, profit and loss reports
- Work with engineers and owners on design-builds and on-site conflict resolution

Feb 2013-Feb 2016
(3 Years)

Account Manager - Fortiline Waterworks, Riviera Bch

Fortiline is an underground utility water & sewer materials distributor. My tasks were to handle several customers with plan take-offs, quotes, material shipments, invoicing, job-site conflicts, emergency situation resolution, engineer design assistance on private development and public commercial construction projects ranging from \$500,000 to \$10 million dollars.

Aug 2002-Feb 2013
(11 Years)

Supervisor – CEES, Inc, West Palm Beach, Fl

CEES, Inc. (Chaz Equipment) was a Sewpercoat applicator providing underground sewer and drainage structure rehabilitation throughout the state of Florida. I handled all facets of operations, scheduling, business development, marketing and maintained master stand-alone data-base systems including all facets of daily operations. As supervisor for over a decade I coordinated a total of 40 million dollars of construction and rehabilitation work from inception to closeout.

EDUCATION

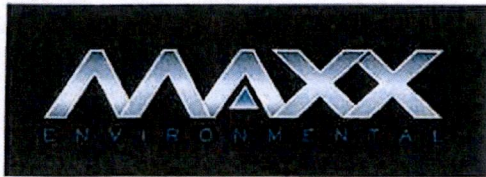
Sep 1986 – May 1989

American Academy High School, Nicosia Cyprus

Aug 1989 – May 1993

Wheeling Jesuit University (BA), Wheeling, WV


7/19/19 ~~Bradley~~ Miller



3610 Fiscal Court
Riviera Beach, FL 33404
(561) 398-2781 C
(561) 881-0013 F
maxxenvironmental.com

Maxx Environmental Staff Experience with Sewpercoat in the State of Florida

For further verification of our experience please feel free to call;

David Waters; (352) 483-6434 (*Porter & Assoc. – Sewpercoat Florida rep*)

Joseph Talley; (757) 339-3327 (*Sewpercoat national manufacturers rep*)

Brad Miller:

Supervisor

Total Years Experience - 15+ years

Total Manholes Coated - 12,000+ (72,000vf)

Total Wet Wells Coated - 1000 + (18,000vf)

Jeff Ducote:

Crew Leader / Gunner & Mixer

Total Years Experience - 3+ years

Total Manholes Coated - 500+ (3,000vf)

Total Wet Wells Coated - 30+ (600vf)

Israel Soto:

Skilled / Specialized Labor / Gunner & Mixer

Total Years Experience - 11+ years

Total Manholes Coated - 5,000+ (30,000vf)

Total Wet Wells Coated - 200+ (3,000vf)

Jorge Soto:

Skilled / Specialized Labor / Gunner & Mixer

Total Years Experience - 2+ years

Total Manholes Coated - 300+ (1,800vf)

Total Wet Wells Coated - 20+ (300vf)





TAB 3 - REFERENCES

City of Tavares

201 E. Main Street
Tavares, FL 32778
Bob Kenner 352-516-3530
Shannon Parrish 352-516-1624

Lift station rehabs to include base ells, pumps, piping, valves & sewerpercoat

City of Groveland

156 S. Lake Ave
Groveland, FL 34736
Chris Grove 352-308-5787
Pash Dhanra 352-428-4991

Lift station rehabs to include base ells, pumps, piping, valves & sewerpercoat and full electrical replacement including control panel

City of Umatilla

1 S. Central Ave
Umatilla, FL 32784
Aaron Mercer 407-949-2917

Removal & replacement of clarifier bridge expanded 25' of elevated walkway, water meters.
Lift station rehabs to include base ells, pumps, piping, valves & sewerpercoat

Sun Communities

27777 Franklin Road
Southfield, MI 48034
Jennifer Harwick 941-374-5156

Lift station rehabs to include base ells, pumps, piping, valves & sewerpercoat, hydro pneumatic tank replacement, misc. water main & isolation valve replacements.

The Village Commercial Property Management

3597 Kiessel Road
The Villages, FL 32163
Jarrod Ford 352-636-4840

Complete construction of multiple High-Pressure Irrigation Pump Stations to include 2000 GPM pump skid with duplex vertical turbine pumps. 1000GPM pond fill well pump, High Pressure hypochlorite injection system, Scada and telemetry, all housed in a 1000 sq. ft pump house



3610 Fiscal Court
Riviera Beach, FL 33404
(561) 398-2781 C
(561) 881-0013 F
maxxenvironmental.com

References - Maxx Environmental, LLC

City of Fort Myers:

Al Casing - Public Works Operations Supervisor
4200 MLK Jr. Blvd., Ft. Myers, FL 33916
Tel: (239) 410-2448
Email: acasing@cityftmyers.com
Work completed: Sewpercoat manhole rehabilitation

City of Naples:

Kevin Swisher - Utility Maintenance Supervisor
380 Riverside Cir., Naples, FL 34102
Tel: (239) 298-9450
Email: kswisher@naplesgov.com
Work completed: Sewpercoat manhole & LS rehabilitation

Village of Wellington:

Corey Robinson - Operations & Maintenance Supervisor
12300 Forest Hill Blvd., Wellington FL 33414
Tel: (561) 906-1083
Email: crobinson@wellingtonfl.gov
Work completed: Sewpercoat manhole rehabilitation

Seminole Tribe of Florida:

Juan Mata - Utility Operations Supervisor
6300 Stirling Rd., Hollywood, FL 33024
Tel: (863) 228-2138
Email: cjuanmata@semtribe.com
Work completed: Sewpercoat manhole & LS coatings

Seacoast Utility Authority:

Brent Weidenhamer - O&M Supervisor
4200 Hood Rd., Palm Beach Gardens, FL 33410
Tel: (561) 627-2900
Email: bweidenhamer@sua.com
Work completed: Sewpercoat manhole & LS rehabilitation





October 18, 2017

Maxx Environmental, LLC
3610 Fiscal Court
Riviera Beach, FL 33404

SUBJECT: SEWPERCOAT® APPLICATION STATUS

This letter serves to verify that Maxx Environmental, LLC personnel have demonstrated the requisite skill and training to be considered competent and qualified installers of SewperCoat® materials (as manufactured by Kerneos Inc.). Maxx Environmental, LLC personnel have installation experience with the low-pressure, wet spray installation method and have successfully installed SewperCoat® PG in manhole, lift station, and wet well rehabilitation applications throughout their careers.

With SewperCoat® being a specialty construction product having very specific installation methods and equipment requirements, Kerneos is very selective in our assessment of any contractor interested in gaining our "competent and qualified installer" designation. This designation is typically required in project specifications, along with other exhaustive experience and volume of similar work requirements. Kerneos maintains a listing of competent and quality contractors that have demonstrated requisite skill and training to be considered qualified installers of our materials. Maxx Environmental, LLC are included in this listing.

If you have any additional questions or comments, please do not hesitate to contact me directly.

Respectfully,

Joseph Talley
SewperCoat® Market Manager
Kerneos Inc.

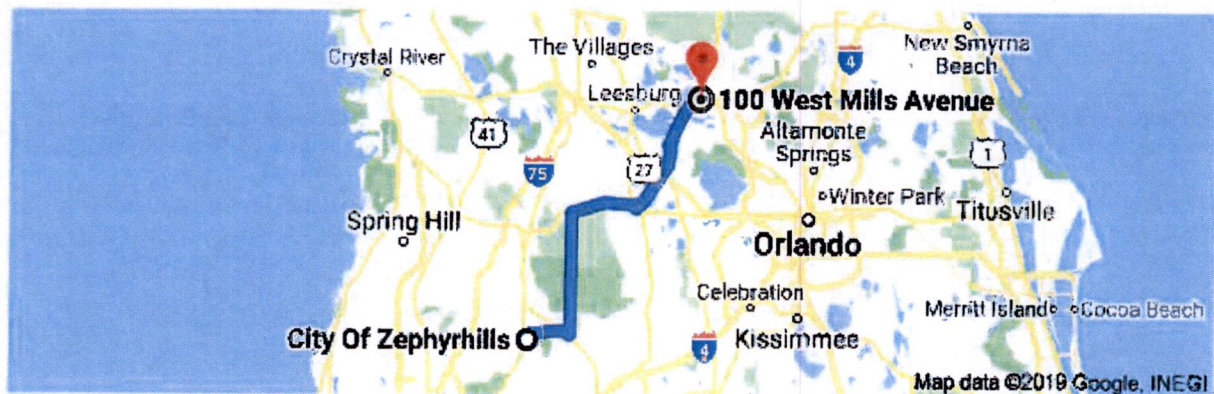




TAB 4 -OFFICE LOCATION

Our office is located at 100 West Mills Avenue in Eustis, FL 32726 which is 1 ½ hours from City of Zephyrhills. Our technicians also live in this area and are available to respond as needed by the City.

Please see map below:



Approximately 1 hour 27 min (67 miles)



TAB 5 - RESPONSIVENESS / AVAILABILITY OF EQUIPMENT

RCM Utilities owns all the equipment listed below and the yard where our equipment is stored is at
100 West Mills Avenue Eustis, FL 32726

Trucks:

2018 Ram 5500 with 6000 lb. crane- heavy construction truck

2015 Ford F550 with 500 lb. crane – heavy construction truck

2016 Chevrolet 2500 with 3000 lb. crane – service truck

2004 Chevrolet 2500 – shop truck

Trailers:

2009 35' Hooper Gooseneck trailer

2018 18" Taylor Equipment trailer

16' Tandem Dump trailer

Equipment:

30HP Tractor with bucket

Hose Monster

5000 lb. Warehouse Forklift

3000 lb. Warehouse Forklift

Ditch Witch Trencher

(2) 3" Diaphragm Mud Hogg pumps

2" & 3" Trash Pumps

Hose Monster Test

Fire Hydrant Flow Test Equipment

High Pressure leak stop grout pump

(2) 11000-watt welder generators

(1) 8600-watt generator

(1) 5000-watt generator

(1) gas powered air compressor

Confined Space rescue kit tripod, harness, blowers & gas monitors

Backflow Preventor test gauge



3610 Fiscal Court
Riviera Beach, FL 33404
(561) 398-2781 C
(561) 881-0013 F
maxxenvironmental.com

Response Approach to Work Orders

- SCHEDULING:** We can be on-site next day for emergencies.
- COMPLETION:** Manholes; 3-7 per day / Lift Stations; 2.5 days max
- EMERGENCY:** We can be on-site within 24-48 hours.
- MOBILIZATION:** No additional cost – included within our bid pricing.
- EQUIPMENT:** Ford F450 lead box truck, Strong 35D Spray Rig,
Ford F450 support truck, 5000psi pressure washer trailer,
375cfm/150psi air compressor.
- MATERIALS:** Coating material new & rehab - Sewpercoat PG, Kerneos
Aggressive leak stops – Seal Guard 2 hydrophobic grout
Regular leak stops – Avanti 202 hydrophilic grout
Hole filling / Leak stops – Strong Plug
Wall patching / repairs – Strong QSR
Black Beauty sand (sandblasting) – Florida Sand & Silica
Safety Gear (Tripods, Gas detectors, etc) – Ritz Safety
- PICTURES:** We shall provide before and after pictures of all work.
- SUB-CONTRACTORS:** None. Maxx shall perform all services



Labor/Equipment Rates Form

RFP 35-19-01 Water & Wastewater Misc Construction/Maintenance Services

LABOR and EQUIPMENT RATES	RATES	
	WORKING HOURS	AFTER HOURS
Supervisor	\$50.00	\$75.00
Foreman	\$75.00	\$113.00
Helper - Labor Only	\$35.00	\$53.00
Helper with Truck/Trailer	\$50.00	\$75.00
Backflow Technician	\$40.00	\$60.00
Other: (EXPLAIN)		
Please provide when after hours would apply	Anytime outside Mon - Fri 7am - 5 pm	

EQUIPMENT RATES	SET UP FEE	HOURLY	DAILY	WEEKLY	MONTHLY	OWNED or RENTED	
						O	R
Mini Excavator with Operator	\$150.00	\$80.00	\$800.00	\$2,400.00	\$9,600.00	O	
Back Hoe with Operator	\$250.00	\$125.00	\$1,250.00	\$6,250.00	\$25,000.00		R
Vac Truck - 2 Man Crew	\$250.00	\$280.00	\$2,800.00	\$14,000.00	\$56,000.00		R
CCTV Camera Trailer with Operator	\$250.00	\$175.00	\$1,750.00	\$8,750.00	\$35,000.00		R
Tractor with Bucket with Operator	\$250.00	\$125.00	\$1,250.00	\$6,250.00	\$25,000.00	O	
4" Sewage Bypass Pump with Hoses	\$250.00	\$40.00	\$250.00	\$650.00	\$2,600.00		R
Bypass Pump Fuel Additional	\$4.50 per gallon						
1500 Gallon Temporary Hydro Tank							
3000 Gallon Temporary Hydro Tank							
10000 Gallon Temporary Hydro Tank							
Aerator for Ground Storage Tank							
13000 Watt Generator	\$250.00	\$40.00	\$170.00	\$850.00	\$3,400.00		R
Infiltrator MH Leak Stop Plus Labor	\$150.00	\$25.00	\$150.00	\$750.00	\$3,000.00	O	
Portable Concrete Mixer with Crew							
Metal Fabrication/Welding Lead Man	\$150.00	\$75.00	\$750.00	\$3,750.00	\$15,000.00	O	
Metal Fabrication/Weider	\$150.00	\$65.00	\$650.00	\$3,250.00	\$13,000.00	O	
Sand Blast Trailer Rig with Crew	\$250.00	\$295.00	\$2,950.00	\$14,750.00	\$59,000.00		R
Sand Blasting Sand	\$5.00 per 50 lb bag						
Compactor with Operator	\$150.00	\$100.00	\$1,000.00	\$5,000.00	\$20,000.00	O	
Air Compressor Road Bore	\$250.00	\$125.00	\$1,250.00	\$6,250.00	\$25,000.00	O	
OTHER RATES	% MARK UP						
Materials Purchased for Specific Job	25%						
Materials from Stock	25%						
Subcontract Labor	20%						
Performance and Payment Bond	Cost 2%						

Company Name: RCM Utilities, LLC

Authorized Signature/Date: Christopher R. Creech 07/26/2019

RFP 35-19-01 WATER & WASTEWATER
Misc Construction/Maintenance Services
Christopher R. Creech Manager



TAB 7 -ACCEPTANCE OF CONDITIONS

As found in section 1.14.2 Insurance, RCM Utilities has been assured by its insurance provider Bates Insurance that a pollution policy for \$1,000,000 for each pollution condition can be obtained if we are awarded this contract. Please let us know, and we can forward to you proof of coverage.

In addition, RCM Utilities has obtained builders' risk coverage when required on a job per job basis. If awarded this contract, and builder's risk coverage is required, we will notify our insurance provider and can forward to you proof of coverage.

Except for the two insurance coverages listed above, there are no known exceptions or deviations to the terms and conditions of the City of Zephyrhills RFP 35-19-01 Water & Wastewater Misc. Construction / Maintenance Services

SUBCONTRACTOR:

Firm Name and Address

Services to be Provided

- | | |
|---|---------------|
| 1. Betts Electrical Services, LLC
9590 SE 190th Court
Ocklawaha, FL 32179 | 1. Electrical |
| 2. Max Environmental, LLC
3610 Fiscal Court
Riviera Beach, FL 33404 | 2. Sewpercoat |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

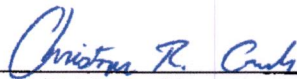
DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087, hereby

certifies that RCM Utilities, LLC 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' 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 pleas 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.



Bidder's Signature Christopher R. Creech

07/26/2019

Date

PUR062.036
re. 10/97

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to City of Zephyrhills
(print name of the public entity)
by Christopher R. Creech Manager / Owner
(print individual's name and title)
for RCM Utilities, LLC
(print name of entity submitting sworn statement)

whose business address is

100 West Mills Ave Eustis, FL 32726

and (if applicable) its Federal Employer Identification Number (FEIN) is 82-4160762

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

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

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

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

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

Christopher R. Creech
(Signature)

Sworn to and subscribed before me this 26 day of July, 2019

Personally known Christopher R. Creech

Or Produced identification _____
Notary Public – State of Florida

Melissa Moss
My commission expires November 8, 2019
(Type of Identification)



(Printed, Typed or stamped commissioned name of notary public)
Form PUR 7068 (Rev. 06/18/92)

Addenda Receipt Acknowledgment

Addendum # <u>1</u>	Date <u>07/01/2019</u>	Initials <u>CRC</u>
Addendum # _____	Date _____	Initials _____
Addendum # _____	Date _____	Initials _____
Addendum # _____	Date _____	Initials _____

Firm Representative:

Christopher R. Creech
Signature/Date (Executed by Corporate Authority)
Christopher R. Creech Manager

NON-COLLUSIVE AFFIDAVIT

State of Florida
County of Lake

Christopher R. Creech, being first duly sworn, deposes and says that he/she is **Manager of**
RCM Utilities, LLC, the party making the fore-going submittal of qualifications or bid that such
submittal
(partner or officer of the Firm, etc)

Or bid is genuine and not collusive or sham; that said Firm has not colluded, conspired, connived or agreed, directly or indirectly, with any Firm or person, to put in a sham response or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to secure any advantage against the City of Zephyrhills of any person interested in the proposed contract; and that all statements in said response are true.

Christopher R. Creech
Officer

RCM Utilities, LLC (Company Name)

State of Florida
County of Lake

The foregoing instrument was acknowledged before me this 26 day of July 2019
by
Christopher R. Creech Manager (name and title of corporate officer)
of RCM Utilities, LLC (Name of Corporation),
a Florida (state or place of incorporation) corporation, on behalf of the
corporation. He/she is personally known to me or has produced _____ (Identification type)
as identification.

Melissa Moss (Signature line for notary public)

Melissa Moss (Name of notary type, printed or stamped)

AMBR / Executive Assistant (Title or rank)

My commission expires: November 8, 2019
Serial number, if any _____



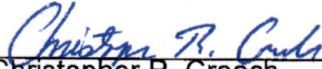
E-VERIFY

RFP No: 35-19-01
Project Description: Water & Wastewater Misc Construction
/Maintenance Services

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the City of Zephyrhills.

Company/Firm: RCM Utilities, LLC
Authorized Signature: 
Christopher R. Creech
Title: Manager / Owner
Date: July 26, 2019

RFP ACCEPTANCE

I acknowledge and understand the requirements set forth in RFP 35-19-01 Water & Wastewater Misc Construction/Maintenance Services.

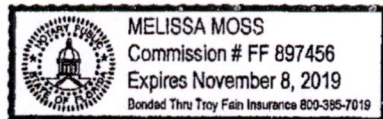
Christopher R. Creech
Authorized Signature

07/26/2019
Date

Christopher R. Creech
Printed Name

RCM Utilities, LLC
Company Name

In witness whereof, the above submitted has hereunto set his signature and affixed his seal this
26 day of July A.D. 2019



(Seal)

By: Melissa Moss
Title: AMBR / Executive Assistant

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Millennium Park Reuse Extension Phase 1 Project Award in the Amount of \$404,414.61**

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: Pave-Rite Inc
Effective Date: 5/15/2023 Termination Date:
Managing Division/Department: Utility Department / Wastewater Division

BUDGET IMPACT: This is a budgeted project in the 22/23 fiscal year budget. Funds are available in account 402-536-70-7352 (Millennium Park Reuse Project).

HISTORY/FACTS/ISSUES:

The Millennium Park Reuse Extension project has been identified in the city's Capital Improvement Project program. The city retained Kimley-Horn to complete the engineering analysis, design, and bid specification to extend the city's reuse system to Millennium Park. The construction specifications were completed and bids were solicited in accordance with the design standards. A total of eight (8) qualified bids were received and opened on May 4, 2023. Pave-Rite, Inc provided the lowest bid in the amount of \$404,414.61. Kimley-Horn has reviewed all the submittals to ensure compliance with the bid specification and has provided a letter in support of issuing a Notice of Intent (NOI) to award the project to Pave-Rite, Inc as the lowest responsive bidder. Please see the attached recommendation letter and bid tabulations.



May 11, 2023

Mr. Jason McHugh
City of Wildwood
100 N. Main Street
Wildwood, Florida 34785

**RE: *Millennium Park Reuse Extension Ph 1 - Bid Recommendation Letter
Kimley-Horn Project No. 142173410***

Dear Mr. McHugh:

Kimley-Horn has reviewed the construction bids received for the above referenced Project. As of the deadline on May 4, 2023, at 3:00 PM, 8 bids were received and opened at 3:05 PM. All bids received were responsive bids. Attached is a bid tabulation of the submitted bids.

Based upon our review of the documents submitted, Pave-Rite, Inc. is the lowest responsive bidder with a bid in the amount of \$404,414.61. Kimley-Horn does not object to the City of Wildwood issuing a Notice of Intent to Award to Pave-Rite, Inc. for this Project.

Sincerely,
KIMLEY-HORN

A handwritten signature in blue ink, appearing to read 'James Clayton', written over a faint circular stamp.

James "Trey" Clayton, P.E.

JEC/sab

Attachment: Bid Tabulation

Cc: File

K:\OCA_Uilities\Wildwood\Projects\142173410-Millennium Park Reuse Ext\Bid Admin\Phase 1\Bid Tabs\Ljm230511jec_Recommendation Letter.docx

BID FORM CITY OF WILDWOOD MILLENNIUM PARK REUSE EXTENSION PHASE I																			
ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
GENERAL				Pave-Rite, Inc.		D B Civil		Bulldog Sitework, LLC		BRW Contracting		TCU		Art Walkler		Midsouth Inc.		Carr & Collier	
1	MOBILIZATION	LS	1	\$ 16,023.16	\$ 16,023.16	\$ 40,000.00	\$ 40,000.00	\$ 24,347.31	\$ 24,347.31	\$ 22,500.00	\$ 22,500.00	\$ 65,000.00	\$ 65,000.00	\$ 29,575.00	\$ 29,575.00	\$ 21,320.00	\$ 21,320.00	\$ 64,000.00	\$ 64,000.00
2	MAINTENANCE OF TRAFFIC	LS	1	\$ 2,894.98	\$ 2,894.98	\$ 2,000.00	\$ 2,000.00	\$ 524.40	\$ 524.40	\$ 2,500.00	\$ 2,500.00	\$ 14,500.00	\$ 14,500.00	\$ 4,440.00	\$ 4,440.00	\$ 10,530.00	\$ 10,530.00	\$ 3,000.00	\$ 3,000.00
3	ENVIRONMENTAL PROTECTION	LS	1	\$ 3,823.50	\$ 3,823.50	\$ 8,000.00	\$ 8,000.00	\$ 1,961.52	\$ 1,961.52	\$ 7,500.00	\$ 7,500.00	\$ 9,500.00	\$ 9,500.00	\$ 24,000.00	\$ 24,000.00	\$ 24,870.00	\$ 24,870.00	\$ 15,000.00	\$ 15,000.00
4	SURVEY LAYOUT AND RECORD DRAWINGS	LS	1	\$ 9,720.00	\$ 9,720.00	\$ 6,000.00	\$ 6,000.00	\$ 8,333.37	\$ 8,333.37	\$ 15,000.00	\$ 15,000.00	\$ 18,500.00	\$ 18,500.00	\$ 10,200.00	\$ 10,200.00	\$ 9,140.00	\$ 9,140.00	\$ 16,500.00	\$ 16,500.00
5	PROFESSIONAL SITE VIDEO TESTING (PRE & POST CONSTRUCTION)	LS	1	\$ 1,050.00	\$ 1,050.00	\$ 1,200.00	\$ 1,200.00	\$ 3,780.00	\$ 3,780.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,400.00	\$ 2,400.00	\$ 1,760.00	\$ 1,760.00	\$ 1,500.00	\$ 1,500.00
6	RESTORATION, COMPLETE	LS	1	\$ 9,707.02	\$ 9,707.02	\$ 30,000.00	\$ 30,000.00	\$ 16,378.76	\$ 16,378.76	\$ 65,000.00	\$ 65,000.00	\$ 45,000.00	\$ 45,000.00	\$ 67,450.00	\$ 67,450.00	\$ 82,290.00	\$ 82,290.00	\$ 26,000.00	\$ 26,000.00
7	SUBSOIL EXCAVATION, UNSUITABLE SOIL (QUANTITY ARBITRARY) (FDOT PAY ITEM #120-4)	CY	100	\$ 44.09	\$ 4,409.00	\$ 16.00	\$ 1,600.00	\$ 20.40	\$ 2,040.00	\$ 25.00	\$ 2,500.00	\$ 50.00	\$ 5,000.00	\$ 60.00	\$ 6,000.00	\$ 54.70	\$ 5,470.00	\$ 2.00	\$ 200.00
8	SUBSOIL EXCAVATION, ROCK (QUANTITY ARBITRARY) (FDOT PAY ITEM #120-4)	CY	100	\$ 57.65	\$ 5,765.00	\$ 22.00	\$ 2,200.00	\$ 32.40	\$ 3,240.00	\$ 50.00	\$ 5,000.00	\$ 75.00	\$ 7,500.00	\$ 150.00	\$ 15,000.00	\$ 340.00	\$ 34,000.00	\$ 2.00	\$ 200.00
9	DRIVEWAY/TRAIL RESTORATION (OTHER)	SY	61	\$ 97.96	\$ 5,975.56	\$ 200.00	\$ 12,200.00	\$ 24.99	\$ 1,524.39	\$ 75.00	\$ 4,575.00	\$ 20.00	\$ 1,220.00	\$ 45.00	\$ 2,745.00	\$ 90.00	\$ 5,490.00	\$ 40.00	\$ 2,440.00
RECLAIM MAIN																			
10	4" DR 25 C900 PVC RECLAIM MAIN (INCLUDING RESTRAINTS, COMPLETE)	LF	1,074	\$ 25.77	\$ 27,676.98	\$ 33.00	\$ 35,442.00	\$ 31.37	\$ 33,691.38	\$ 40.00	\$ 42,960.00	\$ 20.50	\$ 22,017.00	\$ 29.50	\$ 31,683.00	\$ 34.30	\$ 36,838.20	\$ 54.00	\$ 57,996.00
11	12" DR 18 C900 PVC RECLAIM MAIN (INCLUDING RESTRAINTS, COMPLETE)	LF	2,649	\$ 90.99	\$ 241,032.51	\$ 86.00	\$ 227,814.00	\$ 93.08	\$ 246,568.92	\$ 100.00	\$ 264,900.00	\$ 95.00	\$ 251,655.00	\$ 106.00	\$ 280,794.00	\$ 99.90	\$ 264,635.10	\$ 140.00	\$ 370,860.00
12	4" GATE VALVE	EA	2	\$ 2,550.00	\$ 5,100.00	\$ 1,800.00	\$ 3,600.00	\$ 2,206.80	\$ 4,413.60	\$ 1,500.00	\$ 3,000.00	\$ 1,700.00	\$ 3,400.00	\$ 1,405.00	\$ 2,810.00	\$ 940.00	\$ 1,880.00	\$ 2,200.00	\$ 4,400.00
13	4" PLUG WITH 2" TAP	EA	1	\$ 494.11	\$ 494.11	\$ 400.00	\$ 400.00	\$ 331.20	\$ 331.20	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 315.00	\$ 315.00	\$ 660.00	\$ 660.00	\$ 200.00	\$ 200.00
14	4" 22.5° BEND	EA	1	\$ 571.15	\$ 571.15	\$ 600.00	\$ 600.00	\$ 420.00	\$ 420.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 365.00	\$ 365.00	\$ 660.00	\$ 660.00	\$ 400.00	\$ 400.00
15	4" 45° BEND	EA	1	\$ 571.15	\$ 571.15	\$ 600.00	\$ 600.00	\$ 429.60	\$ 429.60	\$ 360.00	\$ 360.00	\$ 375.00	\$ 375.00	\$ 370.00	\$ 370.00	\$ 660.00	\$ 660.00	\$ 425.00	\$ 425.00
16	4" 90° BEND	EA	1	\$ 586.56	\$ 586.56	\$ 600.00	\$ 600.00	\$ 445.20	\$ 445.20	\$ 375.00	\$ 375.00	\$ 425.00	\$ 425.00	\$ 385.00	\$ 385.00	\$ 680.00	\$ 680.00	\$ 425.00	\$ 425.00
17	6" GATE VALVE	EA	1	\$ 2,845.32	\$ 2,845.32	\$ 2,300.00	\$ 2,300.00	\$ 2,180.40	\$ 2,180.40	\$ 1,850.00	\$ 1,850.00	\$ 2,100.00	\$ 2,100.00	\$ 1,795.00	\$ 1,795.00	\$ 2,440.00	\$ 2,440.00	\$ 3,500.00	\$ 3,500.00
18	6"x12" REDUCER	EA	1	\$ 1,420.25	\$ 1,420.25	\$ 900.00	\$ 900.00	\$ 644.40	\$ 644.40	\$ 650.00	\$ 650.00	\$ 750.00	\$ 750.00	\$ 660.00	\$ 660.00	\$ 2,160.00	\$ 2,160.00	\$ 1,000.00	\$ 1,000.00
19	12"x4" TEE	EA	1	\$ 1,818.29	\$ 1,818.29	\$ 1,600.00	\$ 1,600.00	\$ 1,070.40	\$ 1,070.40	\$ 1,100.00	\$ 1,100.00	\$ 1,350.00	\$ 1,350.00	\$ 1,150.00	\$ 1,150.00	\$ 1,910.00	\$ 1,910.00	\$ 1,700.00	\$ 1,700.00
20	12" RESTRAINED PLUG	EA	2	\$ 1,101.74	\$ 2,203.48	\$ 800.00	\$ 1,600.00	\$ 1,034.40	\$ 2,068.80	\$ 550.00	\$ 1,100.00	\$ 375.00	\$ 750.00	\$ 680.00	\$ 1,360.00	\$ 2,590.00	\$ 5,180.00	\$ 1,000.00	\$ 2,000.00
21	12" GATE VALVE	EA	4	\$ 5,794.03	\$ 23,176.12	\$ 4,800.00	\$ 19,200.00	\$ 5,395.20	\$ 21,580.80	\$ 4,800.00	\$ 19,200.00	\$ 4,900.00	\$ 19,600.00	\$ 4,390.00	\$ 17,560.00	\$ 6,860.00	\$ 27,440.00	\$ 8,000.00	\$ 32,000.00
22	12" 22.5° BEND	EA	4	\$ 1,191.62	\$ 4,766.48	\$ 1,200.00	\$ 4,800.00	\$ 1,131.60	\$ 4,526.40	\$ 850.00	\$ 3,400.00	\$ 1,250.00	\$ 5,000.00	\$ 1,135.00	\$ 4,540.00	\$ 1,860.00	\$ 7,440.00	\$ 1,400.00	\$ 5,600.00
23	12" 45° BEND	EA	7	\$ 1,234.00	\$ 8,638.00	\$ 1,250.00	\$ 8,750.00	\$ 5,742.00	\$ 40,194.00	\$ 900.00	\$ 6,300.00	\$ 1,275.00	\$ 8,925.00	\$ 1,145.00	\$ 8,015.00	\$ 1,910.00	\$ 13,370.00	\$ 1,500.00	\$ 10,500.00
24	12" TEE	EA	1	\$ 1,692.40	\$ 1,692.40	\$ 1,900.00	\$ 1,900.00	\$ 1,761.60	\$ 1,761.60	\$ 1,400.00	\$ 1,400.00	\$ 1,700.00	\$ 1,700.00	\$ 1,600.00	\$ 1,600.00	\$ 3,020.00	\$ 3,020.00	\$ 2,254.00	\$ 2,254.00
25	ABOVE GROUND AIR RELEASE VALVE	EA	2	\$ 3,423.29	\$ 6,846.58	\$ 4,200.00	\$ 8,400.00	\$ 3,540.00	\$ 7,080.00	\$ 4,500.00	\$ 9,000.00	\$ 4,900.00	\$ 9,800.00	\$ 4,870.00	\$ 9,740.00	\$ 8,070.00	\$ 16,140.00	\$ 5,000.00	\$ 10,000.00
26	REMOVE PLUG AND TIE IN TO EXISTING 6" CROSS	EA	1	\$ 1,343.21	\$ 1,343.21	\$ 1,500.00	\$ 1,500.00	\$ 1,218.00	\$ 1,218.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 3,620.00	\$ 3,620.00	\$ 15,830.00	\$ 15,830.00	\$ 2,000.00	\$ 2,000.00
27	RECLAIM SERVICE (INCLUDING 2" SERVICE METER, 2" PE SERVICE, BACKFLOW PREVENTER, STUB-OUT FOR CONNECTION, COMPLETE PER CITY DETAIL)	EA	1	\$ 9,263.80	\$ 9,263.80	\$ 4,500.00	\$ 4,500.00	\$ 5,054.40	\$ 5,054.40	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 6,425.00	\$ 6,425.00	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00
CONSTRUCTION SUBTOTAL				Pave-Rite, Inc.	\$ 399,414.61	D B Civil	\$ 427,706.00	Bulldog Sitework, LLC	\$ 435,808.85	BRW Contracting	\$ 491,270.00	TCU	\$ 505,167.00	Art Walkler	\$ 534,997.00	Midsouth Inc.	\$ 605,813.30	Carr & Collier	\$ 641,100.00
PAYMENT AND PERFORMANCE BOND					\$ 5,000.00		\$ 5,000.00		\$ 8,200.00		\$ 7,369.00		\$ 500.00		\$ 3,500.00		\$ 5,700.00		\$ 6,800.00
BID TOTAL					\$ 404,414.61		\$ 432,706.00		\$ 444,008.85		\$ 498,639.00		\$ 505,667.00		\$ 538,497.00		\$ 611,513.30		\$ 647,900.00

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Municipal Services Complex Pay App #21 in the Amount of \$133,684.84

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Scorpio is requesting payment #21 in the amount of \$133,684.84. The payment request is for completed work and retainage through April 30th, 2023, for the construction of the Municipal Services Complex. The amount requested has been reviewed and approved by the city's Project Architect.

PAYMENT REQUESTION AND CERTIFICATE

TO OWNER:

City of Wildwood Public Works
743 Huey Street
Wildwood, FL 34785

FROM CONTRACTOR:

D.E. Scorpio Corporation
3911 W. Newberry Road
Gainesville, FL 32607

PROJECT:

Wildwood Municipal Services Building
104 N Warfield Avenue
Wildwood, FL 34785
VIA ARCHITECT/ENGINEER:
The Lunz Group
58 Lake Morton Drive
Lakeland, FL 33801

APPLICATION NO.:

21

PERIOD TO:

April 30, 2023

PROJECT NO.:

21018

CONTRACT DATE:



Scorpio.

REQUEST FOR PAYMENT:

1	ORIGINAL CONTRACT SUM	\$3,637,143.00
2	Net change by Change Orders	\$ 43,813.11
3	CONTRACT SUM TO DATE (Line 1 + 2)	\$3,680,956.11
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$3,644,047.86
5	RETAINAGE:	
a.	varies of Completed Work (Columns D + E on G703)	\$20,000.00
b.	5% of Stored Material (Column F on G703)	
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$20,000.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$3,624,047.86
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$3,490,363.02
8	CURRENT PAYMENT DUE	\$133,684.84
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$56,908.25

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 218,198.11	\$ (174,385.00)
Total approved this Month	\$ -	\$ -
TOTALS	\$ 218,198.11	\$ (174,385.00)
NET CHANGES by Change Order	\$	\$ 43,813.11

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the (owner) relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR:

By:

State of: Florida

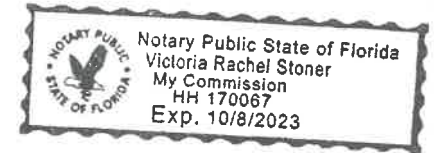
County of: Alachua

Subscribed and sworn to before
me this 15th day of May

Notary Public:

My Commission expires: 10-08-2023

Date: 05/01/23



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and believe that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED

\$ 133,684.84

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date: 05/12/2023

ENGINEER:

By:

Date:

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

21
 4/30/23
 April-2023
 FOR PERIOD THE MONTH OF:

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED								
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%
	GENERAL CONDITIONS											
01-2000	Lump Sum Staffing & GC's Transfer from Contingency PCCO#004	\$182,417.00 247.50 63,153.90										
	Subtotals		\$245,818.40	\$245,818.40	\$0.00	\$0.00		\$245,818.40	\$245,818.40	100%	\$0.00	\$0.00
	TRADES											
02-1005	Demolition Transfer from Buyout Savings	46,396.00 7,415.00										
	Subtotals		\$53,811.00	\$53,811.00	\$0.00	\$0.00		\$53,811.00	\$53,811.00	100%	\$0.00	\$0.00
03-1015	Concrete Transfer from Buyout Savings Transfer from Contingency PCCO#001 PCCO#004	145,870.00 71,179.85 9,496.52 11,523.22 37,548.50										
	Subtotals		\$275,618.09	\$275,618.09	\$0.00	\$0.00		\$275,618.09	\$275,618.09	100%	\$0.00	\$0.00
04-1075	Masonry Patch & Repair Transfer to Byout Savings	17,855.00 -17,855.00										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
05-1045	Structural Steel Framing Transfer to Buyout Savings PCCO#004 Transfer from Contingency	62,448.00 8,339.00 2,335.00 1,876.00										
	Subtotals		\$74,998.00	\$74,998.00	\$0.00	\$0.00		\$74,998.00	\$74,998.00	100%	\$0.00	\$0.00
07-1160	Membrane Roofing Transfer from Contingency	0.00 2,440.00										
	Subtotals		\$2,440.00	\$2,440.00	\$0.00	\$0.00		\$2,440.00	\$2,440.00	100%	\$0.00	\$0.00
07-1180	Standing Seam Metal Roofing Transfer from Contingency PCCO#004	6,980.00 7,475.00 3,490.00										
	Subtotals		\$17,945.00	\$10,470.00	\$7,475.00	\$7,475.00		\$17,945.00	\$17,945.00	100%	\$0.00	\$0.00
08-1005	Doors Frames & Hardware Transfer to Buyout Savings	69,425.00 -12,016.57										
	Subtotals		\$57,408.43	\$57,408.43	\$0.00	\$0.00		\$57,408.43	\$57,408.43	100%	\$0.00	\$0.00
08-1185	Overhead Coiling Doors Transfer from Buyout Savings	52,140.00 16,690.00										
	Subtotals		\$68,830.00	\$68,830.00	\$0.00	\$0.00		\$68,830.00	\$68,830.00	100%	\$0.00	\$0.00
08-1250	Storefronts & Curtainwalls Transfer to Buyout Savings PCCO#004	18,600.00 -6,440.00 20,307.50										
	Subtotals		\$32,467.50	\$32,467.50	\$0.00	\$0.00		\$32,467.50	\$32,467.50	100%	\$0.00	\$0.00

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

21
 4/30/23
 April-2023
 FOR PERIOD THE MONTH OF:

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED						BALANCE TO	RETAINAGE	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	FINISH (G-C)	(IF VARIABLE RATE) 10.00%
09-1010	Metal Studs & Drywall Transfer to Buyout Savings PCCO#001 Transfer from Contingency Transfer from ODP Tax Savings	140,790.00 24,422.49 2,777.00 15,069.80 7,606.20										
	Subtotals		\$190,665.49	\$190,465.49	\$200.00	\$200.00		\$190,665.49	\$190,665.49	100%	\$0.00	\$0.00
09-1020	Stucco Transfer from Buyout Savings Transfer from Contingency PCCO#001 PCCO#004	13,000.00 1,588.00 38,581.14 2,850.00 2,500.00										
	Subtotals		\$58,519.14	\$56,776.00	\$1,743.14	\$1,743.14		\$58,519.14	\$58,519.14	100%	\$0.00	\$0.00
09-1050	Paintings& Coatings Transfer from Buyout Savings Transfer from Contingency	53,800.00 2,400.00 5,720.00										
	Subtotals		\$61,920.00	\$59,310.00	\$2,610.00	\$2,610.00		\$61,920.00	\$61,920.00	100%	\$0.00	\$0.00
09-1095	Acoustical Ceilings Transfer to Buyout Savings	53,200.00 -4,404.00										
	Subtotals		\$48,796.00	\$48,796.00	\$0.00	\$0.00		\$48,796.00	\$48,796.00	100%	\$0.00	\$0.00
09-1120	Flooring Complete Transfer to Buyout Savings Transfer from Contingency	116,135.00 11,409.00 4,641.00										
	Subtotals		\$132,185.00	\$132,185.00	\$0.00	\$0.00		\$132,185.00	\$132,185.00	100%	\$0.00	\$0.00
10-1015	Specialties Package Transfer from Buyout Savings	16,844.00 6,539.00										
	Subtotals		\$23,383.00	\$23,111.00	\$272.00	\$272.00		\$23,383.00	\$23,383.00	100%	\$0.00	\$0.00
10-1050	Interior Signage Transfer to Buyout Savings	1,150.00 -49.33										
	Subtotals		\$1,100.67	\$281.90	\$818.77	\$818.77		\$1,100.67	\$1,100.67	100%	\$0.00	\$0.00
10-1145	Fire Extinguishers & Cabinets Transfer to Buyout Savings	1,600.00 -1,600.00										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
10-1180	Awnings & Canopies Transfer from Buyout Savings	26,050.00 1,200.00										
	Subtotals		\$27,250.00	\$26,575.00	\$675.00	\$675.00		\$27,250.00	\$27,250.00	100%	\$0.00	\$0.00
12-1080	Casework/Window Treatments Transfer to Buyout Savings PCCO#004	17,175.00 -2,104.00 4,271.00										
	Subtotals		\$19,342.00	\$19,342.00	\$0.00	\$0.00		\$19,342.00	\$19,342.00	100%	\$0.00	\$0.00
13-1080	Pre-engineered Metal Buildings Transfer from Buyout Savings	201,703.00 -2,342.18										
	Subtotals		\$199,360.82	\$199,360.82	\$0.00	\$0.00		\$199,360.82	\$199,360.82	100%	\$0.00	\$0.00

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

21
 4/30/23
 April-2023
 FOR PERIOD THE MONTH OF:

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED								
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%
22-1005	Plumbing Systems	106,400.00										
	Transfer from Buyout Savings	7,920.14										
	Transfer from Contingency	3,104.07										
	Subtotals		\$117,424.21	\$117,424.21	\$0.00	\$0.00		\$117,424.21	\$117,424.21	100%	\$0.00	\$0.00
23-1010	HVAC Systems	190,850.00										
	Transfer from Contingency	14,471.11										
	Transfer from Buyout Savings	27,520.71										
	Transfer from Electric	2,503.42										
	Transfer from ODP Tax Savings	2,906.90										
	Subtotals		\$238,252.14	\$229,934.61	\$8,317.53	\$8,317.53		\$238,252.14	\$238,252.14	100%	\$0.00	\$0.00
26-1010	Secondary Electric System	635,863.00										
	Transfer from Contingency	23,043.28										
	Transfer to Buyout Savings	-16,340.94										
	Transfer to HVAC	-2,503.42										
	Generator	-184,898.10										
	PCCO#004	2,701.88										
	Subtotals		\$457,865.70	\$454,969.33	\$0.00	\$0.00		\$454,969.33	\$454,969.33	99%	\$2,896.37	\$5,000.00
28-1020	Fire Detection & Alarm	0.00										
	Transfer from Contingency	408.74										
	Subtotals		\$408.74	\$408.74	\$0.00	\$0.00		\$408.74	\$408.74	100%	\$0.00	\$0.00
27-1010	Data Communications	15,372.00										
	Transfer to Buyout Savings	-15,372.00										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
31-1005	Sitework Complete	879,366.00										
	Transfer to Buyout Savings	-116,176.75										
	PCCO#001	48,684.00										
	PCCO#002	25,500.00										
	PCCO#005	19,482.00										
	Transfer from Contingency	15,270.62										
	Subtotals		\$872,125.87	\$839,275.58	\$0.00	\$0.00	\$0.00	\$839,275.58	\$839,275.58	96%	\$32,850.29	\$15,000.00
32-1095	Chain Length Fence & Gates	17,925.00										
	Transfer from Buyout Savings	24,097.00										
	Transfer from Contingency	14,487.00										
	Subtotals		\$56,509.00	\$56,509.00	\$0.00	\$0.00		\$56,509.00	\$56,509.00	100%	\$0.00	\$0.00
32-1170	Landscape & Irrigation	89,975.00										
	Transfer to Buyout Savings	4,714.86										
	Subtotals		\$94,689.86	\$94,689.86	\$0.00	\$0.00		\$94,689.86	\$94,689.86	100%	\$0.00	\$0.00
BOND, INSURANCE, & FEE												
99-1005	Contingency	200,000.00										
	PCCO#001 Transfer to 03.1015	-11,523.22										
	PCCO#001 Transfer to 09.1010	-2,777.00										
	PCCO#001 Transfer to 09.1020	-41,431.14										
	PCCO#001 Transfer to 31.1005	-48,684.00										
	PCCO#002 Transfer to 31.1005	-25,500.00										
	PCCO#004	75,000.00										
	PCCO#005	-19,482.00										
	Transfer to 03.1015	-9,496.52										

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

21
 4/30/23
 April-2023
 FOR PERIOD THE MONTH OF:

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED								
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%
	Transfer to 07.1160	-9,915.00										
	Transfer to 09.1120	-4,641.00										
	Transfer to 23.1010	-14,471.11										
	Transfer to 26.1010	-30,895.28										
	Transfer to 31.1005	-16,082.00										
	Transfer to 09.1010	-15,069.80										
	Transfer to 32.1095	-14,487.00										
	Transfer to 32.1095	-1,876.00										
	Transfer to 09.1050	-5,720.00										
	Transfer to 01.3165	-247.50										
	Transfer to 22.1005	-2,292.69										
	Transfer to 28.1020	-408.74										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$0.00	\$0.00
99-1010	ODP Tax Savings	10,513.10										
	Transfer to 09.1010	-7,606.20										
	Transfer to 23-1010	-2,906.90										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
99-1015	Buyout Savings	0.00										
	Transfer to 02-1005	-8,656.89										
	Transfer to 03-1015	-69,937.96										
	Transfer from 04-1075	17,855.00										
	Transfer to 05-1045	-8,339.00										
	Transfer from 08-1005	10,685.09										
	Transfer to 08-1185	-16,690.00										
	Transfer to 09-1010	-24,422.49										
	Transfer to 09-1020	-1,588.00										
	Transfer to 09-1050	-2,400.00										
	Transfer to 09-1120	-1,792.00										
	Transfer from 09-1120	-8,915.00										
	Transfer to 10-1015	-6,539.00										
	Transfer from 10-1145	1,600.00										
	Transfer to 10-1180	-1,200.00										
	Transfer to 13-1080	2,342.18										
	Transfer to 22-1005	-14,439.14										
	Transfer to 23-1010	-9,528.23										
	Transfer from 26-1010	16,340.94										
	Transfer from 27-1010	15,372.00										
	Transfer from 31-1005	124,028.75										
	Transfer to 32.1095	-24,097.00										
	Transfer to 32-1170	-4,714.86										
	Transfer from 12-1080	2,104.00										
	Transfer from 10-1050	49.33										
	Transfer from 99.1060	9,172.50										
	Transfer from 99.1045	3,309.91										
	Transfer from 99.1025	399.87										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$0.00	\$0.00
99-1025	Permit Fees	511.00										
	Transfer to Buyout	-399.87										
	Subtotals		\$111.13	\$111.13	\$0.00	\$0.00		\$111.13	\$111.13	100%	\$0.00	\$0.00

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

21
 4/30/23
 April-2023
 FOR PERIOD THE MONTH OF:

A	B	C		D	E		F	G		H	I
				WORK COMPLETED			MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)		BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS			G/C %		
99-1045	Payment & Performance Bond Transfer to Buyout PCCO#004	26,744.00 -3,309.91 1,377.15									
	Subtotals		\$24,811.24	\$24,811.24	\$0.00	\$0.00		\$24,811.24	\$24,811.24	100%	\$0.00
99-1060	Builders Risk Insurance Transfer to Buyout PCCO#004	17,942.00 -9,172.50 616.94									
	Subtotals		\$9,386.44	\$9,386.44	\$0.00	\$0.00		\$9,386.44	\$9,386.44	100%	\$0.00
99-1065	General Liability Insurance PCCO#004	23,125.00 790.58									
	Subtotals		\$23,915.58	\$23,915.58	\$0.00	\$0.00		\$23,915.58	\$23,915.58	100%	\$0.00
99-1085	Overhead & Profit (Fee) PCCO#004	189,492.00 4,105.66									
	Subtotals		\$193,597.66	\$190,387.89	\$2,048.18	\$2,048.18		\$192,436.07	\$192,436.07	99%	\$1,161.59
	Total	\$3,680,956.11	\$3,680,956.11	\$3,619,888.24	\$24,159.62	\$24,159.62	\$0.00	\$3,644,047.86	\$3,644,047.86	99%	\$36,908.25
											\$20,000.00

SCORPIO PAY APP / INVOICE REVIEW

☒ REVIEWED☐ REVIEWED W/
COMMENTS☐ REVISE AND
RESUBMIT

REQUISITION

FROM: (Sub-Contractors Name, Address &
BIG D ROOFING SERVICES - DO
3145 NE 36th AVENUE

OCALA, FL 34479

PHONE #: 352-236-2959

Cost Code:

BY RS

DATE 02/20/23

PROJ # 21018

CODE 07.1180 S

~~05/20/22~~ 02/20/23~~1~~ 2

21018

PROJECT:

WILDWOOD MUNICIPAL SERVICE BUILDING

SITE ADDRESS:

104 NORTH WARFIELD AVENUE

PERIOD: FROM

~~05/01/22~~ 02/01/23

TO

~~05/31/22~~ 02/28/23

EXECUTED CHANGE ORDERS

CHANGE ORDER NO.	DATE	AMOUNT	OFFICE APPROVAL
Net Amount of Change Orders			For Office Use Only

Original Contract Amount	10,470.00
Net Amount of Change Orders	7475 -
Contract Sum To Date	17945 10,470.00-
Completed to Date 0% (B)	17945 10,470.00-
Material Stored (B)	-
Total Completed / Stored	17945 10,470.00-
Retainage 10%	1794.50 1,047.00-
Total Earned Less Retainage	16150.50 9,423.00-
Less Previous Requisitions	9423
This Requisition	6727.50 9,423.00-

(B) Attach "Schedule of Values" and "Change Orders" for accounts claimed

STATE OF FLORIDA

COUNTY OF MARION

BEFORE ME, the undersigned authority, personally appeared Don H. Stauss, Jr.

as President of Big D Roofing Services - Don Stauss who, after being duly sworn, deposes and says:

1. That for and in consideration of the payment of this subcontractor payment requisition, the undersigned hereby releases all liens, liens right, claims, debts or demands of any kind or nature whatsoever which the undersigned now or might hereafter have against Owner, the building property and/or premises described above, on account of all work, labor and materials furnished to the date hereof by or for the undersigned and used in and about the construction of any building situated on the above described property or any part thereof, or in improving the above described property or any part thereof. That the undersigned or at the direction of the undersigned, has paid for all work, labor performed and materials used on the above property by the undersigned to the date hereof, and this statement is given under oath to enable the undersigned to obtain partial payment from Owner; that all persons contracting directly with, or directly employed by the undersigned, or in connection with said improvements, and under and in connection with this contract between Owner and the undersigned regarding the premises, have been paid in full to date.

2. That in the event the undersigned is a corporation or partnership the undersigned represents and warrants that he is duly authorized to execute this Affidavit and Lien Release on behalf of such organization.

DATED this 20 day of May, 2022

FEDERAL ID# 20-1158422

By Don H. Stauss, Jr., President

SWORN TO and subscribed before this 20 day of May, 2022



Notary Public

SWORN STATEMENT

UNPAID LABORERS, MATERIALMEN, SUPPLIES, CONTRACTORS,
SUBCONTRACTORS AND OTHERS WITH AMOUNTS DUE OR TO BE DUE

NAME	ADDRESS	AMOUNT UNPAID

Schedule of Values (similar to G703)

Application No.: 1

Application Date: 05/20/22

Period To: 05/31/22

From: BIG D - DON STAUSS - STAUSS ROOFING SERVICES

Project No.: _____

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D + E + F)	% Complete (G / C)	Balance to Finish (C - G)	Retainage (10%)
			From Previous Applications (D + E)	This Period					
1	SUPPLY AND INSTALL METAL ROOF SYSTEM AND TRIMS	10,470.00	10470	10,470.00		10,470.00	100%	-	1,047.00
2	CO - Remove Gutter/Install Flashing	7475		7475		7475 -	100	0	747.50 -
3						-			-
4						-			-
5						-			-
6						-			-
7						-			-
						-			-
						-			-
						-			-
	Totals	10,470.00	0.00	10,470.00	0.00	10,470.00		0.00	1,047.00
		17945	10470	7475		17945			1794.50

TO CONTRACTOR: Scorpio. 3911 West Newberry Road Gainesville, FL 32607	PROJECT: Wildwood Municipal Complex	APPLICATION NO.: 09 PERIOD TO: April 30, 2023 PROJECT NO.: 21018	Distribution to: <table><tr><td></td><td>OWNER</td></tr><tr><td></td><td>ARCHITECT</td></tr><tr><td>X</td><td>CONTRACTOR</td></tr><tr><td></td><td></td></tr></table>		OWNER		ARCHITECT	X	CONTRACTOR		
	OWNER										
	ARCHITECT										
X	CONTRACTOR										
FROM SUBCONTRACTOR: JAGO Drywall and Framing 777	VIA A/E: Lunz Group	CONTRACT DATE:									

CONTRACT FOR: Metal Studs, Drywall & Insulation

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$126,966.00
2	Net change by Change Orders	\$63,699.49
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$190,665.49
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$190,665.49
5	RETAINAGE:	
a.	0% of Completed Work (Columns D + E on G703)	\$0.00
b.	0% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$190,665.49
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$190,465.49
8	CURRENT PAYMENT DUE	\$200.00
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒ REVIEWED	☐ REVIEWED W/ COMMENTS	☐ REVISE AND RESUBMIT
BY RS	DATE 5/5/2023	
PROJ # 21018	CODE 09.1010 S	

Subscribed and sworn to before me this _____ day of _____, 2023.

Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: _____ Date: _____
By: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

page 1 of 2 pages

TO CONTRACTOR:
Scorpio.
3911 West Newberry Road
Gainesville, FL 32607
FROM SUBCONTRACTOR:
Ron David Plastering

PROJECT:
Wildwood Municipal

VIA A/E:
Lunz Group

APPLICATION NO.: 03
PERIOD TO: April 30, 2023
PROJECT NO.: 21018

Distribution to:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR

CONTRACT FOR: Stucco

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$14,588.00
2	Net change by Change Orders	\$43,931.14
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$58,519.14
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$58,519.14
5	RETAINAGE:	
a.	0% of Completed Work (Columns D + E on G703)	\$0.00
b.	0% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$58,519.14
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$56,776.00
8	CURRENT PAYMENT DUE	\$1,743.14
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒
REVIEWED

☐
REVIEWED W/
COMMENTS

☐
REVISE AND
RESUBMIT

BY RS

DATE 5/5/2023

PROJ # 21018

CODE 09.1020

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA DOCUMENT G702 ' APPLICATION AND CERTIFICATE FOR PAYMENT ' 1992 EDITION ' AIA ' ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, NW, WASHINGTON, D.C. 20006-5292 ' WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G702-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

AIA Document G 702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where varriable retainage for line items may apply.	APPLICATION NO.: 3 APPLICATION DATE: 4/30/23 FOR PERIOD THE MONTH OF: April
---	---

A	B	C	D	E	F	G		H	I
			WORK COMPLETED		MATERIALS	TOTAL		BALANCE	RETAINAGE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREV APPLICATION (D+E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE(D+E+F)	G/C %	TO FINISH (G-C)	(IF VARIABLE RATE)
1	Repair Stucco at 3 Buildings	\$14,588.00	\$14,588.00	\$0.00	\$0.00	\$14,588.00	100%	\$0	\$729.40
2	CO 01 - Stucco at infill	\$2,850.00	\$2,850.00	\$0.00	\$0.00	\$2,850.00	100%	\$0	\$142.50
3	CO 02 - Re-stucco at South End ASI 27	\$36,738.00	\$36,738.00	\$0.00	\$0.00	\$36,738.00	100%	\$0	\$1,836.90
4	CO 03 - Misc Stucco Patches	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100%	\$0	\$37.50
5	CO 04 - Stucco at N. Cafeteria Wall	\$1,850.00	\$1,850.00	\$0.00	\$0.00	\$1,850.00	100%	\$0	\$92.50
6	CO 05 - Stucco Patch Back	\$1,743.14	\$0.00	\$1,743.14	\$0.00	\$1,743.14	100%	\$0	\$87.16
Total		\$58,519.14	\$56,776.00	\$1,743.14	\$0.00	\$58,519.14	100%	\$0.00	\$2,925.96

TO OWNER:Scorio Construction
3911 W Newberry Road
Gainesville , FL.32607

PROJECT:Wildwood Municipal Service
104 North Warfield Ave
Wildwood FL.34785

FROM CONTRACTOR:Cannon Painting LLC
1468 SW Main Blvd Ste 105-207
Lake City FL.32025

CONTRACT FOR:Painting

APPLICATION NO.:6

PERIOD TO:6-25-22 TO 7-25-22

PROJECT NO.:21018

Distribution to:

OWNER

ARCHITECT

XCONTRACTOR

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$56,200.00
2	Net change by Change Orders	\$1,010.00
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$57,210.00
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$57,210.00
5	RETAINAGE:	
a.	10% of Completed Work (Columns D + E on G703)	\$5,721.00
b.	10% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$5,721.00
6	TOTAL EARNED LESS RETATINAGE (Line 4 less Line 5 Total)	\$51,489.00
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$50,580.00
8	CURRENT PAYMENT DUE	\$909.00
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$5,721.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒

REVIEWED

☐

REVIEWED W/
COMMENTS

☐

REVISE AND
RESUBMIT

BY RS

DATE 5/5/2023

PROJ # 21018

CODE 09.1050 S

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G 702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.	APPLICATION NO.: 6 APPLICATION DATE: 7/13/22 FOR PERIOD THE MONTH OF: Jul, 2022
---	---

A	B	C	D	E	F	G	H	I
			WORK COMPLETED		MATERIALS	TOTAL		BALANCE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREV APPLICATION (D+E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE(D+E+F)	G/C %	TO FINISH (G-C)
								RETAINAGE (IF VARIABLE RATE)
1	Painting Interior	\$31,200.00	\$31,200.00	\$0.00		\$31,200.00	100%	\$0
2	Painting Exterior	\$25,000.00	\$25,000.00	\$0.00		\$25,000.00	100%	\$0
3	CO#1	\$1,010.00	\$0.00	\$1,010.00		\$1,010.00	100%	\$0
4		\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0
5		\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0
6		\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0
7		\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0
8		\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0
	Total	\$57,210.00	\$56,200.00	\$1,010.00	\$0.00	\$57,210.00	100%	\$0.00

TO CONTRACTOR:
Scorpio.
3911 West Newberry Road
Gainesville, FL 32607
FROM SUBCONTRACTOR:
Cannon Painting

PROJECT:
Wildwood Municipal Complex

VIA A/E:
Lunz Group

APPLICATION NO.: 09
PERIOD TO: April 30, 2023
PROJECT NO.: 21018

CONTRACT DATE:

Distribution to:

OWNER
ARCHITECT

X

CONTRACTOR

CONTRACT FOR: Painting

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$56,200.00
2	Net change by Change Orders	\$5,720.00
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$61,920.00
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$61,920.00
5	RETAINAGE:	
a.	0% of Completed Work (Columns D + E on G703)	\$0.00
b.	0% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$61,920.00
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$60,320.00
8	CURRENT PAYMENT DUE	\$1,600.00
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒ REVIEWED

☐ REVIEWED W/
COMMENTS

☐ REVISE AND
RESUBMIT

BY RS

DATE 5/5/2023

PROJ # 21018

CODE 09.1050 S

Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
ARCHITECT: _____ Date: _____
By: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET		AIA DOCUMENT G703		(Instructions on reverse side)				Page 2 of 2 Pages	
AIA Document G 702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where varriable retainage for line items may apply.			APPLICATION NO.:						9
			APPLICATION DATE:						4/30/23
			FOR PERIOD THE MONTH OF:						April
A	B	C	D	E	F	G		H	I
			WORK COMPLETED		MATERIALS	TOTAL		BALANCE	RETAINAGE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREV APPLICATION (D+E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE(D+E+F)	G/C %	TO FINISH (G-C)	(IF VARIABLE RATE)
1	Painting Interior	\$31,200.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	100%	\$0	\$0.00
2	Painting Exterior	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100%	\$0	\$0.00
3	CO 01	\$1,010.00	\$1,010.00	\$0.00	\$0.00	\$1,010.00	100%	\$0	\$0.00
4	CO 02	\$2,960.00	\$2,960.00	\$0.00	\$0.00	\$2,960.00	100%	\$0	\$0.00
5	CO 03	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00	100%	\$0	\$0.00
6	CO 04	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100%	\$0	\$0.00
7		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
8		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
9		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
10		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
	Total	\$61,920.00	\$60,320.00	\$1,600.00	\$0.00	\$61,920.00	100%	\$0.00	\$0.00



AIA DOCUMENT G703 ' CONTINUATION SHEET FOR G702 ' 1992 EDITION ' AIA ' ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, NW, WASHINGTON, D.C. 20006-5292 ' WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

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TO CONTRACTOR:
Scorpio.
3911 West Newberry Road
Gainesville, FL 32607
FROM SUBCONTRACTOR:
McLeod General Trades

PROJECT:
Wildwood Municipal Complex

VIA A/E:
Lunz Group

APPLICATION NO.: 03
PERIOD TO: April 30, 2023
PROJECT NO.: 21018

CONTRACT DATE:

Distribution to:

☐ OWNER

☐ ARCHITECT

☒ CONTRACTOR

CONTRACT FOR: Toilet Accessories/Specialties

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$23,111.00
2	Net change by Change Orders	\$272.00
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$23,383.00
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$23,383.00
5	RETAINAGE:	
a.	0% of Completed Work (Columns D + E on G703)	\$0.00
b.	0% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6	TOTAL EARNED LESS RETATINAGE (Line 4 less Line 5 Total)	\$23,383.00
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$23,111.00
8	CURRENT PAYMENT DUE	\$272.00
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the of the Contractor's knowledge, infor-
it has been completed
been paid by the
ere issued and pay-
herein is now due.

SCORPIO PAY APP / INVOICE REVIEW

☒ REVIEWED

☐ REVIEWED W/
COMMENTS

☐ REVISE AND
RESUBMIT

BY RS

DATE 5/5/2023

PROJ # 21018

CODE 10.1015 S

me this day of

Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
ARCHITECT: _____
By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET			AIA DOCUMENT G703		(Instructions on reverse side)			Page 2 of 2 Pages	
AIA Document G 702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where varriable retainage for line items may apply.			APPLICATION NO.: APPLICATION DATE: FOR PERIOD THE MONTH OF:						3
									4/30/23
									April
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE)
			FROM PREV APPLICATION (D+E)	THIS PERIOD					
1	Mobilization/Admin/Mgmt	\$2,311.00	\$2,311.00	\$0.00	\$0.00	\$2,311.00	100%	\$0	\$0.00
2	Submittals	\$1,160.00	\$1,160.00	\$0.00	\$0.00	\$1,160.00	100%	\$0	\$0.00
3	Closeouts	\$1,160.00	\$1,160.00	\$0.00	\$0.00	\$1,160.00	100%	\$0	\$0.00
4	Plastic Toilet Compartments - Material	\$6,050.00	\$6,050.00	\$0.00	\$0.00	\$6,050.00	100%	\$0	\$0.00
5	Plastic Toilet Compartments - Labor	\$1,930.00	\$1,930.00	\$0.00	\$0.00	\$1,930.00	100%	\$0	\$0.00
6	Toilet Accessories - Material	\$5,270.00	\$5,270.00	\$0.00	\$0.00	\$5,270.00	100%	\$0	\$0.00
7	Toilet Accessories - Labor	\$3,715.00	\$3,715.00	\$0.00	\$0.00	\$3,715.00	100%	\$0	\$0.00
8	Fire Specialties - Material	\$915.00	\$915.00	\$0.00	\$0.00	\$915.00	100%	\$0	\$0.00
9	Fire Specialties - Labor	\$325.00	\$325.00	\$0.00	\$0.00	\$325.00	100%	\$0	\$0.00
10	FRP - Material	\$190.00	\$190.00	\$0.00	\$0.00	\$190.00	100%	\$0	\$0.00
11	FRP - Labor	\$85.00	\$85.00	\$0.00	\$0.00	\$85.00	100%	\$0	\$0.00
12	CO 01 - Toilet Paper Dispensers	\$272.00	\$0.00	\$272.00	\$0.00	\$272.00	100%	\$0	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
	Total	\$23,383.00	\$23,111.00	\$272.00	\$0.00	\$23,383.00	100%	\$0.00	\$0.00



AIA DOCUMENT G703 ' CONTINUATION SHEET FOR G702 ' 1992 EDITION ' AIA " ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK

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APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

page 1 of 2 pages

TO CONTRACTOR:

Scorpio.
3911 West Newberry Road
Gainesville, FL 32607

FROM SUBCONTRACTOR:

Vital Signs

PROJECT:

Wildwood Municipal Complex

VIA A/E:

Lunz Group

APPLICATION NO.: 02

PERIOD TO: April 30, 2023

PROJECT NO.: 21018

CONTRACT DATE: 09/15/2021

Distribution to:

☐	OWNER
☐	ARCHITECT
☒	CONTRACTOR
☐	

CONTRACT FOR: Interior Signage

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$818.77
2	Net change by Change Orders	\$281.90
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$1,100.67
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$1,100.67
5	RETAINAGE:	
a.	0% of Completed Work (Columns D + E on G703)	\$0.00
b.	0% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$1,100.67
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$281.90
8	CURRENT PAYMENT DUE	\$818.77
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$ 281.90	
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒
REVIEWED

☐
REVIEWED W/
COMMENTS

☐
REVISE AND
RESUBMIT

BY RS

DATE 5/5/2023

PROJ # 21018

CODE 10.1050 S

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA DOCUMENT G702 ' APPLICATION AND CERTIFICATE FOR PAYMENT ' 1992 EDITION ' AIA ' ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK

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APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

page 1 of 2 pages

TO CONTRACTOR:
Scorpio.
3911 West Newberry Road
Gainesville, FL 32607
 FROM SUBCONTRACTOR:
Perfection Aluminum Canopies

PROJECT:
Wildwood Municipal Complex

 VIA A/E:
Lunz Group

APPLICATION NO.: **03**
 PERIOD TO: **April 30, 2023**
 PROJECT NO.: **21018**

CONTRACT DATE:

Distribution to:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR

CONTRACT FOR: Aluminum Canopies

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$26,575.00
2	Net change by Change Orders	\$675.00
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$27,250.00
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$27,250.00
5	RETAINAGE:	
a.	0% of Completed Work (Columns D + E on G703)	\$0.00
b.	0% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$27,250.00
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$26,575.00
8	CURRENT PAYMENT DUE	\$675.00
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒
 REVIEWED

☐
 REVIEWED W/
 COMMENTS

☐
 REVISE AND
 RESUBMIT

BY RS

DATE 5/5/2023

PROJ # 21018

CODE 10.1180 S

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA DOCUMENT G702 ' APPLICATION AND CERTIFICATE FOR PAYMENT ' 1992 EDITION ' AIA ' ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, NW, WASHINGTON, D.C. 20006-5292 ' WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

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CONTINUATION SHEET		AIA DOCUMENT G703		(Instructions on reverse side)				Page 2 of 2 Pages	
AIA Document G 702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where varriable retainage for line items may apply.			APPLICATION NO.: APPLICATION DATE: FOR PERIOD THE MONTH OF:						3
									4/30/23
									April
A	B	C	D	E	F	G		H	I
			WORK COMPLETED		MATERIALS	TOTAL		BALANCE	RETAINAGE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREV APPLICATION (D+E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE(D+E+F)	G/C %	TO FINISH (G-C)	(IF VARIABLE RATE)
1	Shop Drawings	\$2,657.00	\$2,657.00	\$0.00	\$0.00	\$2,657.00	100%	\$0	\$0.00
2	Shipping/Freight	\$2,126.00	\$2,126.00	\$0.00	\$0.00	\$2,126.00	100%	\$0	\$0.00
3	Canopy Materials	\$14,360.00	\$14,360.00	\$0.00	\$0.00	\$14,360.00	100%	\$0	\$0.00
4	Canopy Installation	\$7,432.00	\$7,432.00	\$0.00	\$0.00	\$7,432.00	100%	\$0	\$0.00
5	CO 01 Column Base Plates	\$675.00	\$0.00	\$675.00	\$0.00	\$675.00	100%	\$0	\$0.00
6		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
7		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
8		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
9		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
10		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
	Total	\$27,250.00	\$26,575.00	\$675.00	\$0.00	\$27,250.00	100%	\$0.00	\$0.00



AIA DOCUMENT G703 ' CONTINUATION SHEET FOR G702 ' 1992 EDITION ' AIA " ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, NW, WASHINGTON, D.C. 20006-5292 ' WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

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APPLICATION AND

TO: Scorio Cor
3911 W Ne
FROM: CT Mechan
4301 NW 6
Gainesville,
FOR: HVAC Mecl

SCORPIO PAY APP / INVOICE REVIEW

☐ REVIEWED

☒ REVIEWED W/
COMMENTS

☐ REVISE AND
RESUBMIT

BY RS

DATE 3/27/2023

PROJ # 21018

CODE 23.1010 S

ENT G702

APPLICATION # 12

Municipal Services Building

TO: 23-Mar-23
tions

Distribution to

[] ARCHITECT
[X] CONTRACTOR
[] OWNER

CONTRACT DATE:



for Payment, as shown below, in connection with the Contract. Continuation sheet is attached

CONTRACTOR'S APPLICATION

Change Order Summary

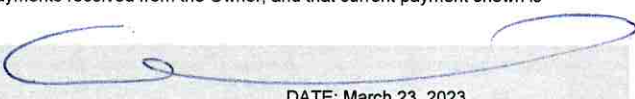
No.	Date Approved		
1		14,528.23	
2		3,312.00	
3		1,600.60	
4		6,651.00	
5		19,988.98	
6			(1,996.50)
7		2,906.91	
8		2,906.90	
9		2,503.42	
TOTALS		54,398.04	(1,996.50)
Net change by Change Order		52402.14	52,401.54

1. ORIGINAL CONTRACT SUM	185,850.00
2. Net change by Change Orders	52402.14 52,401.54
3. CONTRACT SUM TO DATE (Line 1 + 2)	238252.14 238,251.54

4. TOTAL COMPLETED AND STORED TO DATE	238252.14 238,251.54
5. RETAINAGE:	0.00
6. TOTAL EARNED LESS RETAINAGE	238252.14 238,251.54
7. LESS TOTAL OF PREVIOUS CERTIFICATES	229934.91 229,934.91
8. CURRENT PAYMENT DUE	8,317.23

9. BALANCE TO FINISH, PLUS RETAINAGE (line 3 less line 6)	0.00
--	-------------

The undersigned contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown is now due.

By:  DATE: March 23, 2023

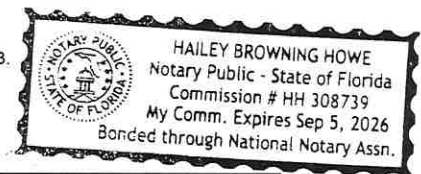
Comfort Temp Company

State of FLORIDA, County of ALACHUA

Subscribed and sworn to before me this 23 day of March 2023.

Notary Public:

My commission expires: 09/5/2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from amount applied for.)

By:

DATE:

The Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

APPLICATION # 12

CT Mechanical
Sean Lyons
ScorpioWildwood Municipal Services Building
Job # 3-21-110

APPLICATION DATE: 23-Mar-23

PERIOD TO: 23-Mar-23

A	B	C	D	E	F	G	H	I	
LINE ITEM NO.	DESCRIPTION OF WORK	ADJUSTED SCHEDULED VALUE	WORK COMPLETED From previous Applications	WORK COMPLETED This period	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% G/C	BALANCE TO FINISH (C-G)	RETAINAGE
1	Submittals	2,000.00	2,000.00	0.00		2,000.00	100	0.00	200.00
2	Mobilization	5,000.00	5,000.00	0.00		5,000.00	100	0.00	500.00
3	Rentals	2,800.00	2,800.00	0.00		2,800.00	100	0.00	280.00
4	Supervision	4,500.00	4,500.00	0.00		4,500.00	100	0.00	450.00
5	Demolition	6,000.00	6,000.00	0.00		6,000.00	100	0.00	600.00
6	Duct Materials	7,750.00	7,750.00	0.00		7,750.00	100	0.00	775.00
7	Duct Fabrication	6,300.00	6,300.00	0.00		6,300.00	100	0.00	630.00
8	Duct Installation	15,500.00	15,500.00	0.00		15,500.00	100	0.00	1,550.00
9	Piping Materials	3,200.00	3,200.00	0.00		3,200.00	100	0.00	320.00
10	Piping Installation	5,700.00	5,700.00	0.00		5,700.00	100	0.00	570.00
11	DX Equipment	75,000.00	75,000.00	0.00		75,000.00	100	0.00	7,500.00
12	DX Equipment Installation	8,700.00	8,700.00	0.00		8,700.00	100	0.00	870.00
13	Exhaust Fans	4,400.00	4,400.00	0.00		4,400.00	100	0.00	440.00
14	Exhaust Fans Installation	3,000.00	3,000.00	0.00		3,000.00	100	0.00	300.00
15	Air Distribution Materials	11,000.00	11,000.00	0.00		11,000.00	100	0.00	1,100.00
16	Air Distribution Materials Installation	4,500.00	4,500.00	0.00		4,500.00	100	0.00	450.00
17	Controls Materials and Installation	3,500.00	3,500.00	0.00		3,500.00	100	0.00	350.00
18	Insulator	7,150.00	7,150.00	0.00		7,150.00	100	0.00	715.00
19	T&B	4,850.00	4,850.00	0.00		4,850.00	100	0.00	485.00
20	Start up	3,000.00	3,000.00	0.00		3,000.00	100	0.00	300.00
21	O&M's	2,000.00	2,000.00	0.00		2,000.00	100	0.00	200.00
22	CO#1 ASI # 13	14,528.23	14,528.23	0.00		14,528.23	100	0.00	1,452.82
23	CO#2 Remove & reinstall EF	3,312.00	3,312.00	0.00		3,312.00	100	0.00	331.20
24	CO#3 Replace EF	1,600.60	1,600.60	0.00		1,600.60	100	0.00	160.06
25	CO#4 Additional A.D.	6651.60	6651.60	0.00		6,651.00	100	0.00	665.10
26	CO#5 Refrigerant piping	19,988.98	19,988.98	0.00		19,988.98	100	0.00	1,998.90
27	CO#6 Deduct Unused Man Hours from CO#08	(1,996.50)	(1,996.50)	0.00		(1,996.50)	100	0.00	(199.65)
28	CO#7 Furnish and Install CO/NO2	2,906.91	0.00	2,906.91		2,906.91	100	0.00	290.69
29	CO#8 2nd of 2 CO/NO2 Sensors	2,906.90	0.00	2,906.90		2,906.90	100	0.00	290.69
30	CO#9 Fleet Maint. Exterior Louvers	2,503.42	0.00	2,503.42		2,503.42	100	0.00	250.34
31		0.00	0.00	0.00		0.00	###	0.00	0.00
32		0.00	0.00	0.00		0.00	###	0.00	0.00
33		0.00	0.00	0.00		0.00	###	0.00	0.00
TOTAL		238,252.14	229,934.91	8,317.23	0.00	238,252.14	100	0.00	23,825.15
		238252.14	229934.91			238252.14			23825.21

238252.14

229934.91

238252.14

23825.21

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: RFQ #2023-11 Urban Planning Continuing Services

REQUESTED ACTION: Staff recommends the Commission accept the review committee's rankings of the RFQ submittals and authorize the city manager to enter into negotiations with GAI Consultants, Ayres Associates, and Inspire Placemaking Collective.

CONTRACT:

Effective Date:	Vendor/Entity:
Termination Date:	
Managing Division/Department:	Development Services

BUDGET IMPACT: Services are budgeted within individual departments' budgets for contractual services or will be included in approved capital project expenses.

HISTORY/FACTS/ISSUES:

The City recently issued an RFQ for continuing professional urban planning services. There were six firms that submitted qualifications packages. On Thursday, May 11th, the evaluation committee met to review and score the submittals. The evaluation committee consisted of Development Services Director Melanie Peavy, Planning Manager Terri O'Neal, and Assistant City Manager/CFO Cassandra Smith. The results of the scoring were: 1. GAI Consultants; 2. Ayres Associates; 3. Inspire Placemaking Collective; 4. CPH, LLC; 5. Klavon Design Associates and NUE Urban Concepts (tied). Further discussion by the committee led to a decision to recommend that the Commission authorize the city manager to enter into negotiations with the top three firms (GAI Consultants, Ayres Associates, and Inspire Placemaking Collective) to provide a thorough complement of services to the City when needed.

CITY OF WILDWOOD

PROJECT NAME:

FINAL RANKING



Project Name: Urban Planning Professional Services
RFQ # 2023-11

	EVALUATORS				
	Melanie Peavy	Terri O'Neal	Cassandra Smith	Total Points	Ranking
APPLICANTS					
<u>Ayres Associates Inc</u>	95	93	79	267	2
<u>CPH, LLC</u>	88	92	81	261	4
<u>GAI's Consultants, Inc</u>	95	93	85	273	1
<u>Inspire Placemaking Collective, Inc</u>	95	90	80	265	3
<u>Klavon Design Associates, Inc</u>	90	82	79	251	5
<u>NUE Urban Concepts</u>	88	90	73	251	5



CITY OF WILDWOOD
URBAN PLANNING CONTINUING SERVICES
SELECTION EVALUATION
Continuing Architectural Services
RFQ# 2023-11

Name: _____ Date: 5/11/23

Notes:	COMPLIANCE W/RFQ					Total Points
	Qualifications of Key Personnel	Relevant Experiences	Capability of Consultant	References	Minority Business Enterprise	
1. Qualifications of Key Personnel: Qualifications, skillset, and experience of key personnel and ability to provide qualified services. 2. Relevant Experiences: Relevant experience in comparable projects/services and experience with similar size and type jurisdictions in similar environments, including client references. 3. Capability of Consultant: Capability of the Consultant to perform the services required.						
APPLICANTS	35 pts	30 pts	20 pts	10 pts	5 pts	
<u>Ayres Associates Inc</u>	30	25	17	7	0	79
<u>CPH, LLC</u>	30	25	18	8	0	81
<u>GAI's Consultants, Inc</u>	30	30	18	7	0	85
<u>Inspire Placemaking Collective, Inc</u>	30	25	18	7	0	80
<u>Klavon Design Associates, Inc</u>	30	20	16	8	5	79
<u>NUE Urban Concepts</u>	30	20	16	7	0	73



CITY OF WILDWOOD

URBAN PLANNING CONTINUING SERVICES

SELECTION EVALUATION

Continuing Architectural Services
RFQ# 2023-11

Terri O'Neal

5/11/23

Name:

Date:

Notes:	COMPLIANCE W/RFO					Total Points
	Qualifications of Key Personnel	Relevant Experiences	Capability of Consultant	References	Minority Business Enterprise	
1. Qualifications of Key Personnel: Qualifications, skillset, and experience of key personnel and ability to provide qualified services. 2. Relevant Experiences: Relevant experience in comparable projects/services and experience with similar size and type jurisdictions in similar environments, including client references. 3. Capability of Consultant: Capability of the Consultant to perform the services required.						
APPLICANTS	35 pts	30 pts	20 pts	10 pts	5 pts	
<u>Ayres Associates Inc</u>	33	30	20	10	0	93 0
<u>CPH, LLC</u>	34	30	20	8	0	92 0
<u>GAI's Consultants, Inc</u>	33	30	20	10	0	93 0
<u>Inspire Placemaking Collective, Inc</u>	32	29	19	10	0	90 0
<u>Klavon Design Associates, Inc</u>	30	25	18	4	5	82 0
<u>NUE Urban Concepts</u>	32	29	19	10	0	85 0

90



CITY OF WILDWOOD

URBAN PLANNING CONTINUING SERVICES

SELECTION EVALUATION

Continuing Architectural Services
RFQ# 2023-11

Melanie Peavy

Name:

5.11.23

Date:

Notes:	COMPLIANCE W/RFQ					Total Points
	Qualifications of Key Personnel	Relevant Experiences	Capability of Consultant	References	Minority Business Enterprise	
1. Qualifications of Key Personnel: Qualifications, skillset, and experience of key personnel and ability to provide qualified services. 2. Relevant Experiences: Relevant experience in comparable projects/services and experience with similar size and type jurisdictions in similar environments, including client references. 3. Capability of Consultant: Capability of the Consultant to perform the services required.						
APPLICANTS	35 pts	30 pts	20 pts	10 pts	5 pts	
<u>Ayres Associates Inc</u>	35	30	20	10	5	95 0
<u>CPH, LLC</u>	35	25	18	10	5	88 0
<u>GAI's Consultants, Inc</u>	35	30	20	10	5	95 0
<u>Inspire Placemaking Collective, Inc</u>	35	30	20	10	5	95 0
<u>Klavon Design Associates, Inc</u>	35	25	15	10	5	90 0
<u>NUE Urban Concepts</u>	35	25	18	10	5	88 0



gai consultants

**COMMUNITY
SOLUTIONS
GROUP**



DIGITAL

05.04.2023

Qualifications for RFQ #2023-11

URBAN PLANNING CONTINUING PROFESSIONAL SERVICES

CITY OF WILDWOOD, FLORIDA

SUBMITTED BY: GAI'S Community Solutions Group

Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

RFQ COVER PAGE

Name of Firm, Entity or Organization:

GAI Consultants, Inc.

Federal Employer Identification Number (FEIN): 25-1260999

State of Florida License Number (If Applicable):

Name of Contact Person:

Peter C. Sechler, PLA/AICP

Title:

Vice President

E-Mail Address:

P.Sechler@gaiconsultants.com

Mailing Address:

618 E. South Street, Suite 700

Street Address (if different):

N/A

City, State, Zip:

Orlando, Florida 32801

Telephone: 407.423.8398

Fax: 407.843.1070

Organizational Structure – Please Check One:

Corporation ☒ Partnership ☐ Proprietorship ☐ Joint Venture ☐ Other ☐

If Corporation:

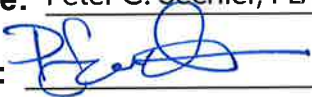
Date of Incorporation: July 30, 1974

State of Incorporation: Pennsylvania

States Registered in as Foreign Corporation: GAI is a corporation licensed to conduct business in the State of Florida

Authorized Signature:

Print Name: Peter C. Sechler, PLA/AICP

Signature: 

Title: Vice President

Phone: 407.423.8398

This document must be completed and returned with your Submittal.

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Public Entity Crimes Form	
Conflict of Interest Disclosure	
Certificate of Insurability (COI) Evidence of Coverage	

Experienced People. Open Minds. Fresh Ideas.

Our work centers on finding resolution to place-based problems by implementing context-sensitive, sustainable solutions that are economically and fiscally beneficial and implementable. We engage diverse community groups to affect positive outcomes with shared benefits through integrated solutions. Consequently, our clients include governments, agencies, institutions, and developers who share an equal need to address complex and inter-related challenges. We work from planning to policy and concept to construction across the scales of region, city and campus; neighborhood, street, and site.

Master Planning + Urban Design

Landscape Architecture + Design

Economics + Real Estate Consulting

Urban Analytics

Wayfinding + Environmental Graphics

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Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

May 4, 2023

City of Wildwood | City Hall
Attn: Casandra Smith, Assistant City Manager/CFO
100 N Main Street
Wildwood, Florida 34785



A GAI Consultants, Inc. Service Group

Urban Planning Continuing Professional Services | RFQ #2023-11

Dear Members of the Selection Committee:

Wildwood is at a dynamic time in its history. The city has more than doubled in population in the last fifteen years, and planning for the next evolution of growth while maintaining the elements that give the city character will be key. **GAI's Community Solutions Group (CSG)** has the proven expertise to deliver thoughtful, high-quality and cost-effective services to the City to assist in this planning.

Our team is ideally assembled to provide ongoing services in the areas identified in the RFP. As a continuing services consultant, we know that our mission is to provide you with exceptional service of the highest quality. We also understand there may be times when you require us to act as an extension of your staff, relieving you of overwhelming workloads and deadlines. Our diverse resources can help us to jointly manage the projects where the City needs our assistance.

Everyone on our team shares a passion for livable, vibrant, and economically successful cities built on local culture and identified community objectives. We have the local knowledge and presence, with 100+ staff members in the Orlando office. We are actively involved and understand current local regulatory issues and have worked with regional public sector clients for over 40 years in Central Florida. The GAI/CSG team is supported by a 750+ person, multi-disciplinary consulting firm with the resources and personnel available to provide any services required, in-house, including civil, environmental, transportation, structural, electrical engineering, and surveying services. As always, you will find us to be responsive and collaborative; we will provide Wildwood with the greatest of care and service.

Our Project Managers are talented and trustworthy. The Company is solid and growing. The firm is client focused, with a track record of performance for municipal clients. Over 80 percent of GAI's Community Development business is with public clients like the City of Wildwood. Our team will communicate directly and consistently with you to ensure success, always available to serve the City from **start to finish! First and foremost, we listen to our clients!**

Wildwood requires thoughtful leadership, supported by the knowledge and experience of a seasoned team of professionals with a history of planning, designing, and executing successful, high-quality projects. As your City continues to grow, these efforts need to be pursued within the context of sustainability and resource efficiency. This requires a commitment to strong neighborhoods, expanded recreation, community, education, economic prosperity, and realization of the social, cultural and economic value of the community.

We will bring our best talents and people to Wildwood and execute our work in a timely fashion. If you have any questions regarding the enclosed qualifications or require additional information, please do not hesitate to contact us. We look forward to the opportunity to outline our capabilities more fully in person. The CSG team is fully committed to performing the work in accordance with the terms of this proposal and we look forward to growing a successful relationship.

Sincerely,

GAI Consultants, Inc. | Community Solutions Group

A handwritten signature in blue ink, appearing to read "Blake Drury".

A. Blake Drury, AICP *
Project Director | Director, Planning and Urban Design
321.319.3125 | b.drury@gaiconsultants.com

A handwritten signature in blue ink, appearing to read "Peter Sechler".

Peter Sechler, PLA, AICP **
Project Executive | Vice President
321.319.3126 | p.sechler@gaiconsultants.com

* Primary Point of Contact ** Authorized Representative of the Firm

GAI Consultants, Inc. • Orlando Office • 618 E. South Street, Suite 700 • Orlando, FL 32801

T 407.423.8398 • F 407.843.1070 • gaiconsultants.com

GAI Federal ID No. 25-1260999





Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

Form 1 | Firm Profile

1. Firm (or joint venture) Name & Address G-A-I Consultants, Inc. 618 E. South Street Orlando, Florida 32801	1c. Licensed to do business in the State of Florida X Yes ____ No
	1d. Name, Title & Telephone Number of Principal to Contact Peter C. Sechler Vice President 321.319.3126
1a. Firm is X National ____ Regional ____ Local FEIN # 25-1260999	1e. Address of office to perform work, if different from Item 1 N/A
1b. Firm is a Certified Minority Business Enterprise ____ Yes X No	
2. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm: N/A	
3a. Has this joint venture previously worked together? ____ Yes ____ No	

State of Florida Department of State

I certify from the records of this office that G-A-I CONSULTANTS, INC. is a Pennsylvania corporation authorized to transact business in the State of Florida, qualified on December 11, 1974.

The document number of this corporation is 833525.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 11, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eleventh day of January, 2023*



[Signature]
Secretary of State

Tracking Number: 3700493698CC

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

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

Qualifying Professional – Landscape Architecture

Ron DeSantis, Governor
Julie I. Brown, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

BELLOMO, FRANK
GAI CONSULTANTS INC
1827 WINDING OAK DRIVE
ORLANDO FL 32825

LICENSE NUMBER: LA0000732
EXPIRATION DATE: NOVEMBER 30, 2023
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Qualifying Professional – Civil Engineering

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

DEJIDAS, GARY M
1436 CAMPBELL ST
ORLANDO FL 328067048

LICENSE NUMBER: PE36618
EXPIRATION DATE: FEBRUARY 28, 2025
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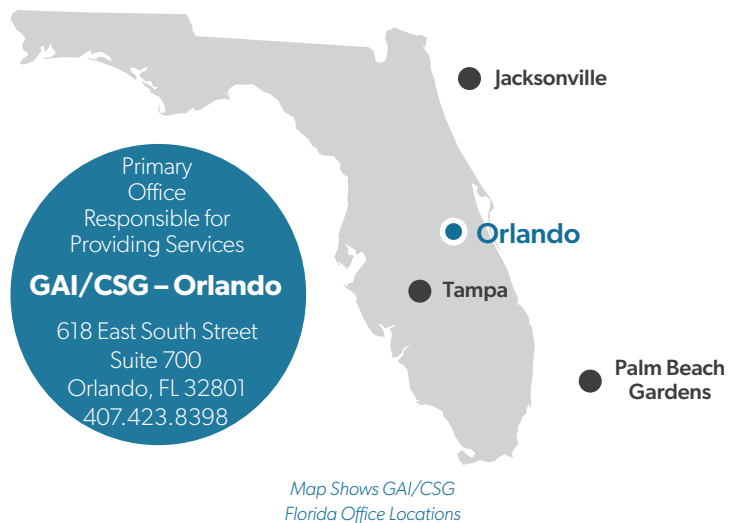
EXPERIENCED PEOPLE, OPEN MINDS, FRESH IDEAS



CSG Orlando Team

Firm Overview

GAI Consultants, Inc. (GAI) is an engineering, environmental, and planning consulting firm. Through growth, acquisition, and much success, GAI has 700+ employees, serving our clients from 24 office locations throughout the Eastern, Midwestern, and Southern United States. Our Orlando office will serve as our main office through which all tasks be coordinated. Our numerous offices are organized to mobilize staff and services seamlessly. GAI has been in business for 65 years and has been practicing in Florida for 41 years.



GAI'S COMMUNITY SOLUTIONS GROUP

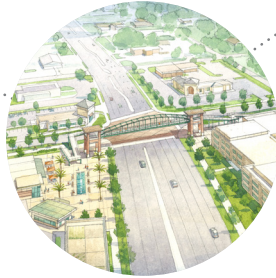
WHAT WE ARE. As part of GAI, our specialized **Community Solutions Group (CSG)** practice combines with the broad knowledge of our engineering and environmental consulting firm to offer services in Landscape Architecture, Planning, Economics, and Management Consulting. CSG is our idea-driven, specially positioned team for landscape architecture, urban planning, redevelopment economics, and wayfinding/environmental graphics. We are committed to enhancing communities in ways that are practical, sustainable, and authentic to our clients' needs, while being politically aware, financially feasible, and aesthetically compelling. At GAI/CSG, our most successful work has been as a result of the integration of "horizontal infrastructure", solving technical challenges together in order to create places for people that build value over time.

THE LINKAGE OF DESIGN, ENGINEERING, PLANNING, ECONOMICS, AND ENVIRONMENT IS WHAT SETS US APART AND ALLOWS US TO REALIZE OUR PASSION:
WORKING WITH PARTNERS TO CREATE COMMUNITY



**Hobe Sound CRA
Dixie Road Streetscape**
Martin County, FL

**Envision St. Cloud
Citywide Master Plan**
St. Cloud, FL



Lake Beauty Park
Orlando, FL

**Downtown and
Waterfront Master Plan**
Clermont, FL



WHO WE ARE. CSG is a unique team of landscape architects, urban designers, land use planners, public finance and economic development specialists, and public administrators who capture the full dimensions of strategy and solution. Committed to positioning cities for a sustainable future, we are recognized for delivering insightful, thorough, and technically sophisticated solutions. We embrace a philosophy that values the complex interrelation of people, place, and policy while considering a project's ability to positively impact its investors, community, and setting.

WHAT WE DO. As an art, our practice requires an understanding of the nuances of feasibility, political sensitivity, urban form, relationships, and character of place. But as a science, it involves street geometries and hydrologic flows, floor-area ratios, densities, market economics, and financing mechanisms. We are effective because we are sensitive and sophisticated about implementing complex ideas across the platform of inclusive participation, thoughtful design, funding and finance, public policy, and community partnerships for initiatives both large and small.

Master Planning + Urban Design

Landscape Architecture + Design

Economics + Real Estate Consulting

Urban Analytics

Wayfinding + Environmental Graphics

OUR SERVICES

Master Planning + Urban Design

CSG's master planning and urban design practice focuses on crafting plans that create livable places of lasting value for communities that require context-sensitive, sustainable solutions. We prioritize close collaboration with clients through an approach that emphasizes plans that reflect strong neighborhoods, livable transportation networks, interconnected park and open space systems, environmental sensitivity, and economic opportunities. Through work at the scale of city, neighborhood, and street, our plans create the framework for rich, interactive settings that bring people together in environments that facilitate meaningful experiences that enrich lives.

Our team draws upon expertise in multiple disciplines to balance physical, social, and economic needs and create urban places that enhance quality of life. We understand that each building, streetscape, transportation corridor, and park works toward creating an urban place that transcends the value of any individual element. Our planners and engineers work closely with clients to ensure that each piece of this urban fabric is deliberately designed with quality and respect for its role in the public realm.

With an eye toward implementation, we also understand the complex regulatory processes that must be navigated in order to gain approval for these great community plans. We draft clear plans and regulations designed to support community goals, preserve lifestyle choices, and create economic development and redevelopment opportunities, and we forge partnerships between stakeholders and local governments to achieve these positive outcomes.



**Maitland Downtown
Master Plan**
Maitland, FL



**Winter Park Bicycle
Wayfinding Master Plan**
Winter Park, FL



**Orlando Parks and
Recreation Vision and
Master Plan**
Orlando, FL



**Riverplace Boulevard
Complete Street**
Jacksonville, FL

Landscape Architecture + Design

The Landscape Architecture Studio within CSG integrates an experienced team of professionals that strives to raise the standard of planning and design services to a new level with every project, producing sustainable, context-sensitive solutions that meet our clients' objectives. We listen to their concerns, their desires, and their needs; we gather a deep understanding of place and issues; we then deliver thoughtful and innovative solutions. The studio operates under a fundamental planning and design philosophy seeking to develop solutions that make a positive contribution to the economic and social values of a community or place. Whether the task is community master planning and place-making, streetscape and corridor design, sustainable stormwater strategies (LID), parks and open space design, or corporate and campus planning and design, we are committed to creating rich, diverse and sustainable places for people—beautiful works that allow people to connect to the environment and that respect the community's cultural, historical, and environmental heritage.

Economics + Real Estate Consulting

CSG's economic and real estate consulting services draw from the advising team's experience, education, and a culture that integrates allied disciplines to enhance the appropriate solutions. The firm's approach draws upon its knowledge of growth management techniques in many state settings, local regulatory constraints, infrastructure systems and design, public finance, awareness of the needs in the private marketplace, preferred land use forms, aesthetics, emerging trends in development, and the linkages among infrastructure, economic development as well as the character of the built environment. This knowledge enables our clients to choose critically between alternatives and implement a strategy or master plan that is flexible, cost effective, sustainable, and marketable—attributes sought by both our public and private clientele.

Urban Analytics

Our Urban Analytics team is a blend of highly experienced professionals with a proven track record of meeting client needs across community planning initiatives, institutions and agencies, private development, litigation matters, public and private utilities, and public and private funding strategies. The complexity of managing public and private resources requires moving beyond simple facts more than ever—it requires transforming data into insight. Ignoring fact-based management has also never been more risky. Making decisions in both public and private markets without analytics will either be lucky or wrong.

Our focus on meeting client needs maximizes opportunities by providing data-driven insights gained through analysis of a community's physical, social, and economic elements. The extensive use of data, statistical and quantitative analysis, and explanatory and predictive models is the foundation of fact-based management to drive decisions and actions.

Wayfinding + Environmental Graphics

Our Wayfinding practice prides itself on creating unique, seamless, and functional systems for complex environments. We build legible communities by creating effective systems with a clear developed strategy—which demands specialist knowledge. One size does not fit all in wayfinding, and before we start our design process, we define a number of standards that have become best practices. We take into account natural features and notable landmarks, the range of users, and the goals and aspirations of the client and key stakeholders. By studying why people behave the way they do, and how they understand their environment, we can provide information in the way those users naturally receive it—making wayfinding intuitive and enhancing the overall experience of locals and visitors.





Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

Staff Qualifications

ORGANIZATIONAL CHART



OUR TEAM'S COMBINED EXPERIENCE

The table below lists all of our team members' combined experience for various Planning, Urban Design, and Economic services.

STAFF EXPERTISE		Peter Sechler	Blake Drury	Andrew McCown	Claudia Ray	Laura Smith	Kristin Caborn	Hannah Hollinger	Keith Oropeza	Andrew Sheppard	John Jones	Owen Beitsch
Plans	Vision and Master Plans	●	●	●	●	●		●	●	●		
	Special Area Plans	●	●	●	●	●		●	●	●	●	
	Neighborhood Plans	●	●	●	●	●		●	●	●		
	Transportation and Corridor Plans	●	●	●	●	●		●	●	●		
	Downtown/Mixed Use Plans	●	●	●	●	●	●	●	●	●	●	●
	Action and Implementation Plans	●	●	●	●	●	●	●	●	●	●	●
	Parks & Park System Plans	●	●		●	●	●	●	●	●		
Design + Standards	Urban Design Standards	●	●	●	●			●	●			
	Streetscape Standards	●	●		●			●	●			
	Public Realm Design	●	●		●		●	●	●			
Market Analysis	Data Collection and Analysis				●		●			●	●	
	Market Analysis				●		●			●	●	
	Affordable Housing Studies		●		●	●	●					●
Outreach + Engagement	Communications (Websites, Story Maps, Flyers...)	●	●		●		●					
	Input Gathering (Charrettes, Stakeholders Interviews, Community Meetings, Tours...)	●	●	●	●	●	●	●	●	●	●	●
Comprehensive Planning	Comp Plan Evaluation		●	●	●		●			●	●	
	Development Review		●	●	●		●		●	●		
	Comp Plan Updates + Amendments		●	●	●		●			●	●	
	FLUM Application Reviews		●	●	●		●			●		



Peter Sechler,

PLA, AICP

Vice-President

EXPERTISE

Visioning and Master Planning
Parks Master Plan
Streetscape Design
Community Engagement

EDUCATION

MBA, Business Administration, 2018, Point Park University

BS, Landscape Architecture, 1990, Ohio State University

Continuing Education Certificates:

– Harvard Business School: Leadership Training for Executives

– Harvard Graduate School of Design: Experiential Placemaking

LICENSES/REGISTRATIONS

Professional Landscape Architect (PLA): FL – 1993, #LA0001465

CERTIFICATIONS

American Institute of Certified Planners (AICP), No. 023221

Council of Landscape Architectural Registration Boards (CLARB)

Certified Trainer, Florida Redevelopment Academy

AFFILIATIONS

American Society of Landscape Architects (ASLA)

Florida Chapter American Planning Association (FAPA)

Florida Redevelopment Association (FRA)

Urban Land Institute (ULI)

Mr. Sechler is the Director of GAI's Community Solutions Group, focused on Planning, Urban Design, Landscape Architecture, and Economic Development in the eastern U.S. for public, private, and institutional clients. His focus has been to work inclusively—identifying the community context and mission, understanding economic potential, and thereby positioning specific initiatives to support broader goals, enhanced livability, and sustainable success. Mr. Sechler has been involved in the following types of projects: citywide regional visioning; community redevelopment; transit-oriented urban development; main street and urban walkability projects; medical, educational, and office park campuses; urban public parks and trails; and neighborhood planning and enhancements.

HIGHLIGHTED EXPERIENCE

- **St. Petersburg Downtown Waterfront Master Plan (DWMP), St. Petersburg, Florida.** Director of Master Planning for 7 miles of downtown waterfront in St. Petersburg, Florida. The geography was stretched from the historic downtown on Tampa Bay, north to the Coffee Pot Bayou and south to Lassing Park. The DWMP addresses landside, parkways and waterside uses, form and design for the next 20 years. The DWMP is organized in "5 Dimensions of the Waterfront" as a framework for reconciling and capitalizing on opportunities for Environment, Parks + Trails, Boating, Streets and Circulation, and Economic Development across a wide range of land use types.
- **Ocoee Downtown Master Plan, Ocoee, Florida.** Principal-in-Charge of this plan for downtown Ocoee to create a broad-based strategy for infrastructure, land use/regulation, urban form, environment + open space, economic development, and transportation opportunities. The result of this community-driven plan was an over \$40 million bond issuance by the City to immediately effectuate several transformative projects for downtown, which are now underway. In addition, the plan has been a catalyst for new private investment. The plan was recognized by FAPA.
- **Clermont Downtown Waterfront Master Plan, Clermont, Florida.** Principal-in-Charge and Senior Designer of a strategic plan for downtown Clermont, including the Community Redevelopment Area (CRA). The key ideas of the plan were to better integrate the burgeoning community health and training activities along Lake Minneola with the Main Street businesses and targeted redevelopment sites in order to create a more vibrant, connected, and economically successful area. Since the plan's completion, several capital projects are underway (including Victory Pointe Stormwater Park designed by GAI/CSG), and numerous new small business and redevelopment sites are active via new private investment. The plan was recognized by the FRA.
- **Dr. Phillips Packing District, Orlando, Florida.** Principal-in-Charge of this initiative to master plan and adaptively redevelop over 80 acres of industrial property and buildings, along with an adjacent degraded wetland that will be repositioned as a featured 90-acre stormwater, environmental, and recreational park. The project is located in West College Park near Princeton Street and SR 441. The efforts include urban design, transportation, landscape architecture and land use planning. The initial agreements between Dr. Phillips and the City of Orlando are complete, and the project is proceeding toward detail design and implementation.
- **Riverplace Boulevard Complete Street, City of Jacksonville, Jacksonville, Florida.** Principal-in-Charge and Senior Designer for this 2,000-ft project in the heart of Jacksonville's "SouthBank CRA" mixed-use neighborhood. The community-driven plan features lane reductions, protected bike lanes, rain gardens, on-street parking, enhanced pedestrian facilities, and contemporary urban streetscapes. This project is currently under construction.
- **Envision St. Cloud, St. Cloud, Florida.** Principal-in-Charge for a citywide plan for St. Cloud that positions the city for enhanced quality of life and economic sustainability within the rapidly growing Osceola County. The plan focuses citizen-driven themes toward specific targeted opportunity areas for downtown, the lakefront, the medical complex, Lakefront Park, entitled greenfields, and other strategic locations.



Blake Drury, AICP Director, Planning and Urban Design

EXPERTISE

Visioning and Master Planning
Special Area Plans
Transit Planning
Downtown/Mixed-Use Plans
Action and Implementation Plans
Urban Design Standards
Comp. Plan Amendments
Outreach and Engagement

EDUCATION

MS, Planning, 1998, University of Tennessee,
Knoxville, Tennessee

BA, History (Cum Laude), 1996, University of
Florida, Gainesville, Florida

CERTIFICATIONS

American Institute of Certified Planners, #017026

AFFILIATIONS

American Planning Association
University of Central Florida, Adjunct Instructor
(2007–2014)
City of Orlando, Municipal Planning Board 2019 –
Present (Chair 2023)

Mr. Drury is an urban designer and city planner focused on creating livable communities. For the past 25 years, he has developed plans for public-sector clients in urban, suburban, and rural settings across North America—including initiation, conceptualization, and design of large-scale neighborhood redevelopment projects, downtown plans, and numerous transit station area planning programs. He also has extensive experience helping private-sector clients develop visions and principles to guide new communities, including master plans for many traditional neighborhood development design projects throughout the Southeast United States. Mr. Drury is frequently invited to speak at professional events throughout the region, and previously served as an Adjunct Instructor at the University of Central Florida for 7 years teaching urban design at the graduate and undergraduate levels.

HIGHLIGHTED EXPERIENCE

- **Envision St. Cloud Citywide Master Plan, St. Cloud, Florida.** Project Director. Citywide master plan addressing systems such as roads, parks, and land uses, attracting employment and promoting job growth, enhancing overall community character, and establishing a vision for possible future annexations.
- **LaVilla Master Plan, Jacksonville, Florida.** Project Director. Long-term redevelopment and community investment plan for the historic LaVilla neighborhood in downtown Jacksonville. The plan provides strategic direction and actionable opportunities for private development, public-private partnership (P3), infrastructure, and an enhanced public realm including park, trail, and greenway connections that will reconnect the neighborhood to the larger patterns of downtown.
- **Downtown Leesburg Master Plan, Leesburg Florida.** Project Director. Comprehensive master plan for historic downtown in Central Florida focused on the development of special places, unique destinations, and delivery of great experiences.
- **Downtown and Waterfront Master Plan, Clermont, Florida.** Lead Urban Designer. Master planning for downtown and lakefront focused on leveraging park amenities and repositioning downtown for increased redevelopment activity.
- **Victory Pointe Park, Clermont, Florida.** Urban Designer. Design of a new stormwater facility envisioned in the Downtown and Waterfront Master Plan as a community amenity that provides recreation, a wildlife habitat, and a signature address for adjacent future development.
- **Downtown Maitland CRA Master Plan, Maitland, Florida.** Project Manager. Master planning for redevelopment and market repositioning of inner-ring suburban downtown. Plan outlines public realm improvements and guidance for infill redevelopment.
- **Downtown Maitland Master Plan, Maitland, Florida.** Project Manager. Master planning for redevelopment and market repositioning of inner-ring suburban downtown. Plan outlines public realm improvements and guidance for infill redevelopment.
- **SR 429 Land Use + Economic Development Study, Cities of Ocoee and Winter Garden, Florida.** Project Manager. Areawide master plan that involved the creation of urban development visions for key sites to articulate opportunities, explore land use options, and ultimately promote the potential of the area. Plan promotes improved value, efficient delivery of services, and the ability to capitalize on the unique resources the two communities share.
- **Wolf Branch Innovation District Master Plan, Mount Dora, Florida.** Master planning for emergent multi-use employment center to ensure that the necessary regulatory structure is in place to guide the creation of a high-quality physical, economic, and social place. Includes land use plan, design guidelines, capital improvement plan, and administration plan.
- **City of Mount Dora Comprehensive Plan and Evaluation and Appraisal Report (EAR), Mount Dora, Florida.** Project Manager. Developed EAR and EAR-Based Comprehensive Plan Amendments for high-quality character town in Central Florida.



Andrew McCown, AICP

Senior Planning Manager

EXPERTISE

Comprehensive Planning
Comp Plan Appraisal Review (EAR)
Community and Redevelopment Planning
Data Collection and Analysis

EDUCATION

MS, City and Regional Planning, 2005, Georgia Institute of Technology
BS, Chemical Engineering, 2003, Georgia Institute of Technology

CERTIFICATIONS

American Institute of Certified Planners, #024345

AFFILIATIONS

American Planning Association

Mr. McCown specializes in project management, policy writing, comprehensive planning and evaluation, neighborhood planning, campus planning, entitlement management, public involvement, and technical research. He has led and participated in a broad range of projects, including Comprehensive Plan Amendments and rezonings, Community and Citywide Vision Plans, Neighborhood Plans, hospital campus planning, community college system planning, and a number of large landholder entitlement strategy projects. With his engineering background and extensive knowledge of GIS applications he is able to effectively integrate a practical, technical approach into all areas of planning.

Mr. McCown is highly skilled at organizing and conducting public outreach efforts in support of planning efforts. His outreach activities have included coordinating and implementing charrettes, workshops, and public presentations, and conducting group exercises, leading breakout sessions, and coordinating live electronic polling.

HIGHLIGHTED EXPERIENCE

- **Evaluation and Appraisal Reports, Florida.** Project Manager and/or Planner on Evaluation and Appraisal Reports and EAR-Based Comprehensive Plan Amendments for a number of Florida cities, including:
 - City of Mount Dora Evaluation and Appraisal Report (2019–2020)
 - City of Mount Dora EAR-Based Amendments (2019–2020)
 - City of Maitland Evaluation and Appraisal Report, Maitland, Florida (2009)
 - City of Maitland EAR-Based Comprehensive Plan Amendments, Maitland, Florida (2010)
 - Smart Charlotte 2050, Charlotte County, Florida (2008)
 - Haines City Evaluation and Appraisal Report, Haines City, Florida (2009)
 - City of Bradenton EAR-Based Comprehensive Plan Amendments, Bradenton, Florida (2005)
- **St. Petersburg Innovation District, St. Petersburg, Florida.** Project Manager for strategic urban design and master plan that depicts significant new institutional growth coordinated with support commercial services, research and business development, marine industrial, and residential between the neighborhoods near Roser Park and Downtown—all within a distinctly walkable “urban” form with livable, connected, multimodal streets and accessible open space.
- **Riverplace Boulevard Complete Street, Jacksonville, Florida.** Project Planner for public involvement and conceptual design exploration of several alternative scenarios for a place-based reconstruction of Riverplace Boulevard. The preferred concept includes separate bike lanes, increased sidewalks, safe crossings, narrowed lanes, and contemporary solutions to streetscape and urban stormwater drainage.
- **Packing District Planned Development, Dr. Phillips Foundation, Orlando, Florida.** Project Manager and Senior Planner for the creation of a major (Planned Development) PD amendment/expansion for the Packing District. The PD Amendment transformed the original industrial-focused PD into a mixed-use district based on the newly developed Vision. The PD now allows flexibility for continued industrial operations while promoting redevelopment and repurposing the former industrial buildings. Additional entitlement efforts such as a Master Wayfinding Plan continue. (2018–Ongoing).
- **Bartow Citywide Master Plan, City of Bartow, Bartow, Florida.** Project Manager and Planner for a citywide master plan for the City of Bartow, FL. The plan focused on the key character areas and corridors of the City in the larger context of the City’s unique growth constraints. The effort included extensive public engagement, including virtual stakeholder meetings and charrettes. The Citywide Master Plan was completed in parallel with an update to the Bartow CRA Plan.



Claudia Ray

Senior Urban Designer and Planner

EXPERTISE

Visioning and Master Planning
Downtown Plans
Neighborhood Plans
Corridor Plans
Action and Implementation Plans
Urban Design Standards
Streetscape Design
Outreach and Engagement
Bi-Lingual (English, Spanish)

EDUCATION

MS, Architecture and Urban Design, 2012,
Columbia University
B. Architecture, 2005, Universidad Simon Bolivar,
Venezuela

AFFILIATIONS

American Planning Association (APA)
Congress of New Urbanism
City of Orlando Municipal Planning Board, past
Member (2015-2018)

Claudia is a creative and forward-thinking urban designer and planner with more than 14 years of experience working with public, private and institutional clients on projects at all scales in planning, landscape design and architecture. Her award-winning work demonstrates Claudia's proven ability to envision, design and implement strategies while understanding the place, and listening to stakeholders and clients. Project management and leadership skills empower Claudia to create and develop livable cities and communities. She has a clear understanding of different scales of the built environment, its social and economic dynamics, governance and private development.

HIGHLIGHTED EXPERIENCE

- **OBTNext, A Corridor Master Plan for the Orange Blossom Trail (OBT) Corridor, Orange County, Florida.** Project Manager and Urban Designer/Planner of a Master and Implementation plan for an 8-mile segment of the OBT corridor in Orange County, Florida. Ms. Ray's responsibilities on the project included the creation, coordination, and participation of a multijurisdiction public, social, and online engagement campaign; leading walking audits, community, and stakeholder meetings; identification of existing issues and opportunities through public input and data analysis; development of a vision, framework, action, and implementation plan; design of five catalyst sites; and identification of and identification of future development and infrastructure projects.
- **Eatonville CRA Plan Update, Town of Eatonville, Eatonville, Florida.** Lead Urban Designer and Planner for the Eatonville CRA Plan Update. Ms. Ray was responsible on leading, coordinating, and preparing content for community meetings; analysis and understanding the existing street network, building inventory, and future land use; identification of key infill redevelopment sites, future uses, and access and connectivity improvements; design of master and vision plan based on the communities input; and creation of final project presentation.
- **Ocoee Downtown Master Plan, City of Ocoee, Ocoee, Florida.** Urban Designer and Planner for the Ocoee Downtown Master and Vision Plan. Ms. Ray's role was to participate in community meetings and design workshops for the conception of downtown Ocoee's overall master plan and key streets, including a schematic design package for Blufford Street. In early 2016, the City of Ocoee engaged GA's Community Solutions Group to lead an extensive, community-based, Downtown master planning effort. The adopted master plan has resulted in unprecedented acceptance and enthusiasm by the Ocoee community. The City has immediately moved forward with implementation, including a major bond issue to fund top-priority projects.
- **Wauwatosa Village Streetscapes and Parks Milwaukee County, Wauwatosa, Wisconsin.** Urban Designer of a master streetscape design of key streets and intersection for the Village of Wauwatosa, Wisconsin. Ms. Ray was responsible for the preparation and participation of stakeholder and community meetings; creation of inventory of the existing street conditions, including typical sections and materials; development of several typical sections for potential scenarios that were considered by the City and the community; and design of an overall streetscape master plan and schematic design package.
- **Clark-Fulton Together Neighborhood Master Plan, City of Cleveland, OH.** Claudia served as Project Manager on this comprehensive effort to create a roadmap for the Clark-Fulton neighborhood on Cleveland's west side. She led the bilingual planning and community engagement process and a team of planners, designers, landscape architects, transportation engineers, and a local engagement specialist. The planning and community engagement bilingual process kicked off at the beginning of the Covid-19 pandemic in early 2020. The plan was developed through an 18-month process of partnerships, informed by community voices. Claudia hosted over 50 meetings and events, in-person and virtually, totaling 850+ community touch point and hundreds of social media views. Claudia, in partnership with WSP engaged residents innovatively and safely in an uncommon time of constraints – including postcards, bike rides, and scooter tours, and surveys. The plan, was approved by the City of Cleveland Planning Commission in October 2021.



Owen Beitsch,

PH.D, FAICP, CRE

Senior Director, Economic and Real Estate Advisory Services

EXPERTISE

Data Collection and Analysis
Market Analysis
Affordable Housing Studies + Implementation Plans
Community Redevelopment Area Plans

EDUCATION

PhD, Public Affairs, University of Central Florida
Masters of Urban and Regional Planning (MURP), Florida State University

LICENSES/REGISTRATIONS

Fellow, American Institute of Certified Planners (AICP)

Counselor of Real Estate (CRE)

Real Estate License: FL, #SL595584

CERTIFICATIONS

Certified Trainer, Florida Redevelopment Academy

AFFILIATIONS

Affordable Housing Work Group, Florida Chapter of the American Planning Association
American Institute of Certified Planners
Mayor's Housing Advisory Panel, City of Orlando
Orlando Neighborhood Improvement Corporation, Chairman
The City of Winter Park, Florida, Economic Advisory Board

Dr. Beitsch is presently the Senior Director, Economic and Real Estate Advisory Services, for Community Solutions Group (CSG), GAI Consultants' in-house consulting practice that strategically integrates design, planning, and economics.

Dr. Beitsch's professional interests align with several community and organizational activities. He held a leadership role in the Tampa Downtown Partnership before moving to Orlando, where he became a founding member of the Orlando Neighborhood Improvement Corporation (ONIC). He subsequently served as the organization's chairman for 4 years, then later joined the Orlando Housing Authority, serving on the Board of Commissioners for 8 years. As a resident of Winter Park, Florida, Dr. Beitsch served as assistant chair of the City's Economic Advisory Board, as well as a member of the Planning and Zoning Board; during this time, he also served on other ad hoc committees exploring policy issues for both Orlando and Winter Park. Dr. Beitsch is currently the elected chair of the Xentury City Community Development District, which oversees a major tourist area proximate to Disney World.

HIGHLIGHTED EXPERIENCE

- **Regional Affordable Housing Initiative, Orange/Osceola/Seminole County, Florida.** Working with a consortium of four local government partners—drawn from Orange, Seminole, and Osceola Counties, and the City of Orlando—CSG assisted with the completion of the first regional affordable housing initiative in Florida. These four local governmental authorities recognized shared strategies in order to provide a more powerful approach to mitigating this major regional barrier to sustained economic development. The plan created was given special recognition by the Florida Chapter of the American Planning Association for its exceptional approach and content.
- **Orlando Neighborhood Improvement Corporation (ONIC), Orlando, Florida.** Lead Economist. In conjunction with ONIC, GAI's CSG helped secure the sale and conversion of several hundred units of military housing for private use. At the time, this project represented the state's largest redevelopment initiative focused exclusively on housing.
- **Housing Market Analysis, Quest, Inc., Orlando, Florida.** Principal-in-Charge responsible for overseeing data collection and analysis. GAI's CSG evaluated the potential for operation and ownership of a proposed apartment complex targeted toward developmentally.
- **Financial/Market Assessment, Orange Blossom Trail Development Board, Orlando, Florida.** Lead Economist overseeing data collection and analysis. CSG estimated supportable levels of development for various land uses along the 8-mile segment of the Orange Blossom Trail (OBT) corridor, which is the focus of OBTNext.
- **City of Orlando Multiple CSAs, Orlando, Florida.** Economic Analyst. Dr. Beitsch has had a relationship with the City of Orlando for more than 25 years; his work has entailed a variety of CSAs, most executed with the City's finance department, with which he has advised on a number of fiscal issues stemming from assessments and tax credits, among other subjects. On real estate matters, he has provided expert support in eminent domain issues and is now supporting work of a special task force oriented to affordable housing. Several years ago, he helped the City of Orlando develop a housing incentive program, focusing on offsets to parking costs and resulting in the first rental housing to be built in the city center in almost 20 years.
- **SR 429 Land Use + Economic Development Study, Cities of Ocoee and Winter Garden, Florida.** Lead Economist for areawide master plan that involved the creation of urban development visions for key sites that can be used to articulate opportunities, explore land use options, and ultimately promote the potential of the area. The visions are supported by concepts for land use and circulation patterns intended to promote improved value, efficient delivery of services, and the ability to capitalize on the unique resources the two communities share.



Laura Smith,

MPA, FRA-RA

Financial Analyst Manager

EXPERTISE

Data Collection and Analysis

Market Analysis

Affordable Housing Studies +
Implementation Plans

Community Redevelopment Area Plans

Land Development Codes/Regulations

Comp. Plan Amendments

Comp Plan Appraisal Review (EAR)

EDUCATION

MURP, Urban and Regional Planning, 2015,
University of Central Florida

MPA, Public Administration (Pi Alpha Alpha),
2008, University of South Florida

BA, Political Science, 2006, University of South
Florida

CERTIFICATIONS

Certified Trainer, Florida Redevelopment
Academy

AFFILIATIONS

Lake County Planning & Zoning Board

The Florida Redevelopment Association -
Academy Faculty

Ms. Smith serves as Financial Analyst Manager within GAI's Community Solutions Group (CSG), where she conducts and oversees the research and analysis of market, economic, and demographic data; commercial, industrial, and multifamily performance indicators; census data; and employment statistics for various products of the firm. Ms. Smith served as a professional municipal planner for 6 years, expanding her expertise to include writing and updating land development codes, development plan reviews, comprehensive plan rewrites and updates, comprehensive plan Evaluation and Appraisal Reports (EAR), Community Redevelopment Agency (CRA) Findings of Necessity (FON), and redevelopment plans.

Ms. Smith is a graduate of University of South Florida, with an MPA in Public Administration and a BA in Political Science. She also earned her master's certificate in Urban and Regional Planning from the University of Central Florida. She currently serves on the Planning and Zoning Board of Lake County, Florida.

HIGHLIGHTED EXPERIENCE

- **Mount Dora Vision Update and EAR, City of Mount Dora, Mount Dora, Florida.** Senior Analyst responsible for evaluating the comprehensive plan, facilitating public engagement, and updating the City's vision.
- **Financial/Market Assessment, Orange Blossom Trail Development Board, Orlando, Florida.** Senior Analyst responsible for data collection and analysis. GAI's CSG estimated supportable levels of development for various land uses along the 8-mile segment of the Orange Blossom Trail (OBT) corridor, which is the focus of OBTNext.
- **Update of the Northbank Downtown & Southside CRA Plans and the Business Investment and Development Strategy or the Jacksonville Downtown Investment Authority, Jacksonville, Florida.** Senior Planner and Economic Analyst for a comprehensive update to the Business Investment and Development Plan ("BID Plan"), and BID Strategy and for the Northbank Downtown and Southside CRA Plans. The project involved four discrete tasks, each of which involved extensive public and stakeholder engagement: Update the Downtown Design Guidelines, Develop a Parks Master Plan, Develop a Branding Plan, Update the BID and CRA Plans.
- **SR 200/A1A Corridor Design Plan, Nassau County, Florida.** Senior Analyst in charge of data collection and analysis of potential development and/or redevelopment sites, identifying the competitive environment for appropriate uses at these sites, and preparing estimates of site development potential for the targeted uses along the entire SR 200/A1A corridor.
- **LaVilla Neighborhood Development Strategy, City of Jacksonville, Florida.** Senior Analyst responsible for data collection and analysis relevant to the LaVilla neighborhood and the market forces pertinent to the basic development strategy anticipated for the neighborhood. Data collected included real estate trends, development opportunities, identification of potential anchor uses, strategy for public asset acquisition/disposition, and identification of potential funding gaps.
- **Downtown Yearly Market Reports City of Orlando, Orlando, Florida.** Senior Analyst responsible for data collection and analysis. GAI's CSG prepared quarterly summaries of selected market activity occurring within the Downtown Orlando CRA and other areas.
- **West 192 Development Authority Market Report, Osceola County, Florida.** Senior Analyst responsible for collecting and analyzing annual trends data across the business, office, and retail market sectors within the West 192 Development Authority. The report is used by the Development Authority in its effort to promote, market, and inform various entities on the performance of these market sectors within the Development Authority and Osceola County. (2019).



Kristin Caborn,

CPRE, FCP
Director, Park and
Recreation System Planning

EXPERTISE

Park Master Plan
Community Engagement
Parks and Recreation Managements

EDUCATION

MS, Recreational Studies, 2000, University of Florida

BS, Recreation (Honors), 1997, University of Florida

CERTIFICATIONS

Certified Park and Recreation Executive (CPRE), National Recreation and Park Association, Florida (11160)

Crime Prevention Through Environmental Design (CPTED)

AFFILIATIONS

Florida Recreation and Parks Association (FRPA) Foundation Trustee, President, 2013–2014

Member of the first class of Certified Park and Recreation Executives through NRPA

Board Member, Florida Design Out Crime Association, a Crime Prevention Through Environmental Design (CPTED) Network

National Recreation and Park Association

Florida Recreation and Park Association (FRPA)

Ms. Caborn has 23 years of extensive parks and recreation management and planning experience involving managing several multimillion-dollar parks and recreation projects, and providing master plan implementation and phasing plans services for public sector clients. Ms. Caborn thoroughly understands the municipal park planning process through her experience as a previous Parks and Recreation Director, where she was actively involved in all aspects of park planning, including extensive public involvement and facilitation. She is a Certified Park and Recreation Executive, Florida Crime Prevention Through Environmental Design (CPTED) Practitioner, and was named to Engineering News-Record's Southeast Top 20 under 40 in 2015.

HIGHLIGHTED EXPERIENCE

- **City of Orlando Parks and Recreation Vision and Master Plan, Orlando, Florida.** Project Manager. CSG is leading the City of Orlando Parks and Recreation Vision and Master Plan update. The primary objective of this effort is to build off the accomplishments of the 2010 Vision Plan and establish a future-ready road map that will guide the City parks and recreation system investments. This comprehensive planning process began in summer 2019 with an extensive inventory analysis, and continued through the year with broad public engagement. The project is currently ongoing, with in-depth and community-responsive master planning.
- **Chisholm Park Master Plan, St. Cloud, Florida.** Project Manager. GAI's Community Solutions Group (CSG) has had an active role in shaping the future vision for the City of St. Cloud. CSG's multidisciplinary team has led the effort to develop a broad, transformational body of work for the City. Beginning with Envision St. Cloud, CSG has been involved with planning efforts for the City's streetscapes, trails, as signature parks—as well as the Parks and Recreation Master Plan (PRMP), which prioritized the renovation of Chisholm Park. Since the COVID crisis, CSG has been actively engaging the community regarding improvements to Chisholm Park through online tools that explore site amenity preferences as well as provide virtual tours of the site, a survey, and concept reviews. After public input, CSG will develop concepts, cost estimates, and a final plan that the City can use to envision the future of the park.
- **Parks, Recreation, Pathways and Open Spaces Master Plan, Casselberry, Florida.** Project Manager/Park Planner. GAI's CSG, as a subconsultant, provided professional parks and recreation planning services to prepare a comprehensive Parks, Recreation, Pathways, and Open Spaces Master Plan for the City. Scope of services included master planning, inventory and analysis, needs assessment, visioning, implementation, and the Parks and Recreation Master Plan Final Report. (Completed 2017).
- **South Lake Regional Park, Lake County, Florida.** Park Planner. GAI's CSG is responsible for a multi-phase, 141+-acre Regional Park project—Phase 1: Park Master Plan; Phase 2: Design, Construction Documents, and Bidding; and Phase 3: Construction Administration Support. South Lake Regional Park Master Plan includes multi-purpose fields, baseball, softball, and little league fields; cricket fields; playground area; dog park; pavilions; path system and trailhead; exercise stations; canoe/kayak launch; sports and path lighting; maintenance storage building; restroom/concession buildings; and signage. (Ongoing).
- **Citywide Park System Design Guidelines, Gainesville, Florida.** Project Manager. As part of the City of Gainesville's Wild Spaces Public Places (WSPP) referendum, used to fund park improvements throughout the city, CSG created a document that guides the design of park renovations and new park development. The document describes the current state of Gainesville's parks, including extensive natural conservation lands as well as a variety of nature-based and active parks. With this understanding of current conditions, the guidelines document outlines best practices for the design of elements within each park; specifies detailed requirements for the layout of park furnishings and features; and concludes with specific requirements for the use of hardscapes, furnishings, lighting, and plant material by designers who may retained for park design under the City's WSPP program.



Andrew Sheppard, ASLA, PLA, LEED AP Planning and Urban Design Manager

EXPERTISE

Urban Design
Master Planning
Transportation Planning

EDUCATION

BS, Landscape Architecture, 2000, Ball State University

LICENSES/REGISTRATIONS

Professional Landscape Architect (PLA): FL – 2004, #LA6666767

CERTIFICATIONS

Leadership in Energy and Environmental Design Accredited Professional (LEED AP), 2008, #0010235636

AFFILIATIONS

American Society of Landscape Architects
– Florida Chapter of the American Society of Landscape Architects (FLASLA) Orlando Section Chair, 2009–2010
– FLASLA Orlando Section Golf Committee
– FLASLA Awards Committee
American Planning Association
Urban Land Institute
Congress for the New Urbanism
U.S. Green Building Council (USGBC)

Mr. Sheppard has 22 years of experience in visioning, design development, and implementation for master planned communities, resort and tourism planning, urban design, livable transportation, employment centers, and campus planning for public, private, and federal clients. He is focused on creating livable communities and has experience working at all scales of development on a broad range of residential, commercial, and institutional projects throughout the world. He has developed an understanding that place is defined by careful attention to character, scale, authenticity, and appreciation of context. Mr. Sheppard is known for his ability to listen to clients—translating their ideas into compelling plans—and crafting achievable implementation strategies to bring their vision to reality. His project involvement includes mixed-use communities, redevelopment within downtown areas, transit-oriented development, walkability, and complete street studies as well as Vision and Design Implementation Books.

HIGHLIGHTED EXPERIENCE

- **Warehouse Arts District, City of St. Petersburg, St. Petersburg, Florida.** Urban Designer of an action plan for infrastructure investment and other economic/social initiatives for an emergent Arts and Industry area and adjacent historic African American Main Street. The plan included substantial public involvement, both online and in person, defining shared ideas for this culturally rich area of downtown St. Pete. The Strategic Action Plan includes the enhancement of every roadway in the study area, parklets and plazas, art and branding, and urban redevelopment recommendations; as well as detailed design and budgeting.
- **SR 429 Land Use + Economic Development Study, Cities of Ocoee and Winter Garden, Florida.** Urban Designer for areawide master plan that involved the creation of urban development visions for key sites that can be used to articulate opportunities, explore land use options, and ultimately promote the potential of the area. The visions are supported by concepts for land use and circulation patterns intended to promote improved value, efficient delivery of services, and the ability to capitalize on the unique resources the two communities share. (2015)
- **Downtown Maitland Master Plan, Maitland, Florida.** Urban Designer. Master planning for redevelopment and market repositioning of inner-ring suburban downtown.
- **Umatilla Downtown CRA, Umatilla, Florida.** Urban Designer. Master planning for redevelopment and visioning of the Umatilla Boulevard area.
- **Ocoee Downtown Waterfront Master Plan, Ocoee, Florida.** Urban Designer of this plan for downtown Ocoee to create a broad-based strategy for infrastructure, land use/regulation, urban form, environment and open space, economic development, and transportation opportunities. The plan has been a catalyst for new private investment.
- **Downtown and Waterfront Master Plan, Clermont, Florida.** Urban Designer. Master planning for downtown and lakefront focused on leveraging park amenities and repositioning downtown for increased redevelopment activity.
- **Oakland Park, Winter Garden, Florida.** Master Planner. Overall master planning for infill neighborhood development nestled between two historic communities involving integration of many unique environmental features within a connected series of parks and public spaces.
- **Oakbridge, Lakeland, Florida.** Master Planner and Project Manager for this mixed-use community. Elements of this Drummond Company Community include a championship golf course, custom estate and production homes, apartments, and Lakeside Village (a regional shopping mall). Mr. Sheppard, along with the Casto Development Group, is currently creating a vision for the south quadrant, consisting of an emerging commercial center focused on a walkable, mixed-use center that would accommodate and integrate a range of commercial, employment, and residential uses.
- **Laureate Park at Lake Nona, Orlando, Florida.** Master Planner. Neighborhood design, conceptual park and trail planning, and large-scale master planning for existing and future phases.



Keith Oropeza,

PLA, ASLA

Landscape Architecture

Director

EXPERTISE

Landscape Architecture

EDUCATION

BLA, Landscape Architect, 1981, Louisiana State University

LICENSES/REGISTRATIONS

Professional Landscape Architect (PLA): FL – 1984, #LA0001023

CERTIFICATIONS

Council of Landscape Architectural Registration Board (CLARB), 2017

AFFILIATIONS

American Society of Landscape Architects

Key West Botanical Garden and Tropical Forest – Board of Directors, 2022 - present

City of Orlando, Florida Historic Preservation Board, Board Member, 2013–2015

Harry P. Leu Botanical Gardens, Past Board of Trustees and Chairman, 2008–2011

Downtown Development Board, Orlando, Florida, Past Board Member and Vice Chairman, 2004–2008

Mr. Oropeza has more than 41 years of experience designing and leading a variety of project types from planning to site-specific design, resort, theme park, and healthcare facility projects. He has extensive local, national, and international experience. Key U.S. clients include Universal Studios, Discovery Cove, Sea World, Busch Gardens Tampa, Royal Pacific Resort, and Florida Hospital. International clients include Chihpen Springs Resort, Taiwan; Discovery Lakes, Shenyang, China; Brooklin Village, São Paulo, Brazil. Additionally, Mr. Oropeza has worked in Washington, D.C., as part of a security enhancement team for various U.S. Embassies worldwide.

HIGHLIGHTED EXPERIENCE

- **Chrisholm Park Master Plan, St. Cloud, Florida**
- **Rolling Hills Park Master Plan and Trail, Rolling Hills, Florida**
- **Colony Park Road Extension Design Phase, New Smyrna Beach, Florida**
- **Turnpike Sawgrass Canal Revetment, Broward County, Florida**
- **International Parkway, Heathrow, Florida**
- **Bayview Park Master Plan, Key West, Florida**
- **Rowell's Marina Park, Monroe County, Key Largo, Florida.**
- **SR 50, Winter Garden, Florida.** Project Manager for the landscape design of this 3-mile section of road, which included landscape, irrigation, and hardscape. The effort also involved the development of supporting graphics and multiple public presentations. The design utilized drought tolerant planting and drip irrigation to minimize water use and waste.
- **Seminole Wekiva Trail, Seminole County, Florida.** Project Manager for the 2.5-mile section of the Seminole Wekiva Trail, which runs adjacent to International Parkway in the Heathrow International Business Center. The trail is a 12-foot-wide asphalt path with benches and shaded rest areas planned along the route. The layout involved coordination with private landowners and Seminole County Government. Walkers, cyclists, and skaters frequent this trail, which serves as a great fitness resource for the business center.
- **Vietnam Memorial Park, Key West, Florida.** Worked with Bender & Associates Architects to provide site planning and landscape architectural design services for the City's Vietnam Living Memorial. The Park serves as an iconic gateway into the historic center of the City at the intersection of Jose Marti Drive and N. Roosevelt Boulevard. An existing specimen Royal Poinciana tree, native to the area, provides an established canopy and a stunning red bloom throughout the spring.
- **Big Pine Key Swimming Hole Scenic Overlook, Big Pine Key, Monroe County, Florida.** As the Project Manager for the design team, prime consultant for this FDOT LAP-funded design scenic overlook along the Overseas Heritage Trail and Florida Keys Scenic Highway. The trailhead and rest area are located on the west shore of Big Pine Key and features an existing basin cut into the limestone, unpaved walkways, a small parking area, restroom building, information kiosk, an extensive boardwalk and overlook, a swimming dock, and a beach kayak launch.
- **Bayview Park Master Plan, Key West, Florida.** Located in the heart of Key West, this property has historic significance as it is home to several important monuments, the city's central tennis center, baseball field and is home to several annual festivals. The property represents a significant amount of open space that is slowly vanishing with the City proper. Our task is to integrate these components along with the new children's playground and stormwater in a low impact design solution. The plan illustrates new architectural elements such as restrooms, shade structures, and a pro shop to support the city's tennis needs. The project will integrate existing components to be saved with new elements to support public needs. The task includes conceptual architectural designs, landscape and hardscape master plan, off site street parking improvements, stormwater management consideration, public workshops and presentations along with the development of a master plan level opinion of probable cost.



Hannah Hollinger, LEED

AP O+M
Project Planner/GIS

CONTRACT ROLE

Project Planner / GIS Specialist

EXPERTISE

Data Collection and Analysis

GIS and Mapping

LEED Administration

Sustainability Planning

Outreach and Engagement

EDUCATION

MS, Urban and Regional Planning, 2020,
University of Central Florida

BS, Environmental Studies, 2017, University of
Central Florida

CERTIFICATIONS

LEED Accredited Professional, #0011092569

Ms. Hollinger serves as a Project Planner for GAI's Community Solutions Group. She has a comprehensive academic background in environmental and planning topics, utilizing GIS applications to conduct spatial analyses and modeling for tasks such as data verification, site selection, and land suitability analyses. As a LEED-accredited professional, Ms. Hollinger has a solid background leading sustainability and green building initiatives, such as authoring water conservation, climate action, and campus master plans. Her experience enables her to identify communities' needs based on the existing urban character and incorporate sustainability into long-range planning and project goals.

Ms. Hollinger holds a master's degree in Urban and Regional Planning, as well as a bachelor's degree in Environmental Studies—both from the University of Central Florida (UCF).

HIGHLIGHTED EXPERIENCE

- **Orange Blossom Trail CRA Redevelopment Plan, Orlando, Florida.** Project Planner responsible for data collection and analysis to support a FON and CRA redevelopment plan update. Elements included a physical conditions assessment and implementation strategy for the 8-mile segment of the Orange Blossom Trail corridor that is the focus of OBNext.
- **Parks and Recreation Master Plan, Deltona, Florida.** Project Planner. Developed park inventory geodatabase for field data collection. Held part in the field data collection team.
- **Water-Sensitive Land Use Strategy, One Water Master Plan, Winter Haven, Florida.** Project Planner for developing a menu of land use strategies that help mitigate impacts from urbanization within the Peace River Watershed. The strategies focus on understanding the urban water cycle and promoting land use policies that repair or enhance the hydrological functions of built environment.

PREVIOUS EXPERIENCE

- **Authoritative Infrastructure Geodatabase, University of Central Florida (UCF) Utilities & Energy Services.** GIS Analyst. Created a server-hosted repository of above and below-ground utility infrastructure digitized from field investigations and hardcopy as-builts. Utilities included potable water, chilled water, reclaimed water, wastewater, stormwater, and natural gas.
- **Valve Exercise Program, UCF Utilities & Energy Services.** Co-Lead. Developed a data-driven workflow to aid frequent potable and chilled water valve exercises and improve the accuracy of authoritative data of critical infrastructure.
- **2020–2030 Campus Master Plan Update, UCF.** Contributing Author. Developed a concurrency application and data management program to ensure adherence to the university's consumptive use agreements and utility generation capacities.
- **Front-End Web Development, UCF Utilities & Energy Services.** Lead Developer. Developed new front-end of the department's website to optimize data visualization, user navigation, and university marketing schemes. energy.ucf.edu.
- **High-Performance Building Certifications, UCF.** LEED Manager. Ensured university standards and policies compliance for the successful certifications of 13 campus buildings and 3 campus master sites under LEED v2009 and LEEDv4.
- **Sustainability Advisory Committee Student Internship Program, UCF.** Lead and Founder. Developed a student internship program to provide 12 multidiscipline students the opportunity to form and propose sustainability-based projects to key administrators.



John Jones, AICP,
FRA-RP
Senior Planning Manager

EXPERTISE

Community Visioning, Redevelopment Planning, Economic Development, Land Planning

EDUCATION

Master of Public Administration, University of Central Florida, 1991

BS Economics, University of Central Florida, 1989

CERTIFICATIONS

Certified Planner #023074, 2008

Certified Redevelopment Planner (FRA-RP), 2011

AFFILIATIONS

Florida Redevelopment Association (FRA), Board Member, 2018-2023

American Planning Association (APA)

American Institute of Certified Planners (AICP)

John has over 29 years of experience in economic development, community redevelopment, land planning, impact fees and community visioning. He has authored numerous community redevelopment plans and economic development master plans.

HIGHLIGHTED EXPERIENCE

- City of High Springs CRA Trails and Parks, High Springs, Florida.
- City of Winter Park CRA Update, Winter Park, Florida
- Pinellas Park Community Redevelopment Plan, Pinellas Park, Florida.
- Fort Pierce Community Redevelopment Plan Update, Pierce, Florida.
- St. Andrews CRA Plan Update and CRA Timeframe Extension, Panama City, Florida.
- Lake Wales Community Redevelopment Agency Plan Update, Lake Wales, Florida.
- Dade City CRA Plan Update, Dade City, Florida.
- Spring Hill Community Redevelopment Agency, City of DeLand/Volusia County, Florida.
- Babcock Street Redevelopment Plan Update, Melbourne, Florida.
- Millville CRA Redevelopment Plan, Panama City, Florida.
- Redevelopment Plan, Gulf Breeze, Florida.
- **Pinellas Park Community Redevelopment Plan, Pinellas Park, Florida.**
2018-2019 Serves as Project Manager for the update to the City of Pinellas Park's Community Redevelopment Plan and effort to extend the CRA's operational timeframe. The foundational elements of the Community Redevelopment Plan include the designation of a new 55-acre city center, renovation of its 29-acre community park and a complete street design for 78th Avenue that connects the two activity nodes. The master planning effort was designed to incentivize private sector investment around the area, consolidate facilities, create a walkable community and enhance the community's amenities to its residents. The Plan includes a detailed implementation strategy that addresses the redevelopment of opportunity sites and installation of capital improvements. It is currently advancing through the public hearing process with adoption anticipated by the end of 2019.
- **Fort Pierce Community Redevelopment Plan Update, City of Ft. Pierce, Florida.** 2019 Project Manager for the update of the 2001 Community Redevelopment Plan to reflect changes in the conditions of the CRA subsequent to the 2001 Plan's adoption and the current implementation status of long-term redevelopment projects. The scope included the identification of capital projects and redevelopment programming and the evaluation of the proposed extension of the Operational Timeframe of the Community Redevelopment Agency. Additionally, developed a project theme/brand and created a Webpage. Developed and posted an online survey to solicit feedback and prioritize projects. Facilitated community input sessions in 5 areas of the CRA. Attended and presented the updated document at advertised public hearings.
- **St. Andrews CRA Plan Update and CRA Timeframe Extension, Panama City, Florida.** 2017 – 2018 Served as Project Manager for an update of the St. Andrews Community Redevelopment Area's Redevelopment Plan and extension of the CRA's operational timeframe. This waterfront CRA was established in 1989 and is eligible to have the operational timeframe of the CRA extended up to 30 additional years. S&ME developed a community website to provide public access to the project schedule, planning documents and schedules. The website also enables the community to take part in an online survey and provide their comments on the redevelopment process. Situated on a working waterfront, the updated St. Andrews CRA Plan utilized community input from the St. Andrews Waterfront Partnership. The updated Plan identified a five-year Capital Improvement Plan, business support programming and identify catalytic redevelopment sites and other opportunity sites within the CRA

PROFESSIONAL LICENSES AND CERTIFICATIONS

American Institute of
Certified Planners (AICP)



This certificate hereby qualifies

Peter Sechler

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 023221


Joel Albizo, FASAE, CFP®
Chief Executive Director


Mitchell J. Silver, FAICP
President


American Institute
of Certified Planners
Creating Great Communities for All

Verify: <https://www.credly.com/go/kstf6N9p>



THE AMERICAN INSTITUTE OF
CERTIFIED PLANNERS

A. BLAKE DRURY

Has qualified as a

Member

with all benefits of a Certified Planner and responsibility to the
AICP Code of Ethics and Professional Conduct.

Membership Certificate Number 017026

July 1, 2001


President


Executive Director

This certificate hereby qualifies

Andrew David McCown, AICP

as a member with all the benefits of a Certified Planner
and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number 024345


Paul Farnsworth, CFP®
Chief Executive Officer


Anna Driscoll, MPP
President


The American Planning Association's
Professional Institute
AICP
American Institute
of Certified Planners
Making Great Communities Happen

This certificate hereby qualifies

John M. Jones, AICP

as a member with all the benefits of a Certified Planner
and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number 025074


Paul Farnsworth, AICP
Executive Director and CEO


Graham Billingsley, AICP
President


The American Planning Association's
Professional Institute
AICP
American Institute
of Certified Planners
Making Great Communities Happen



State of Florida Department
of Business and Professional
Regulation, Division of Real
Estate

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF REAL ESTATE

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PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

BEITSCH, OWEN MARK
1629 PARK AVENUE
WINTER PARK FL 32789

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EXPIRATION DATE: SEPTEMBER 30, 2024
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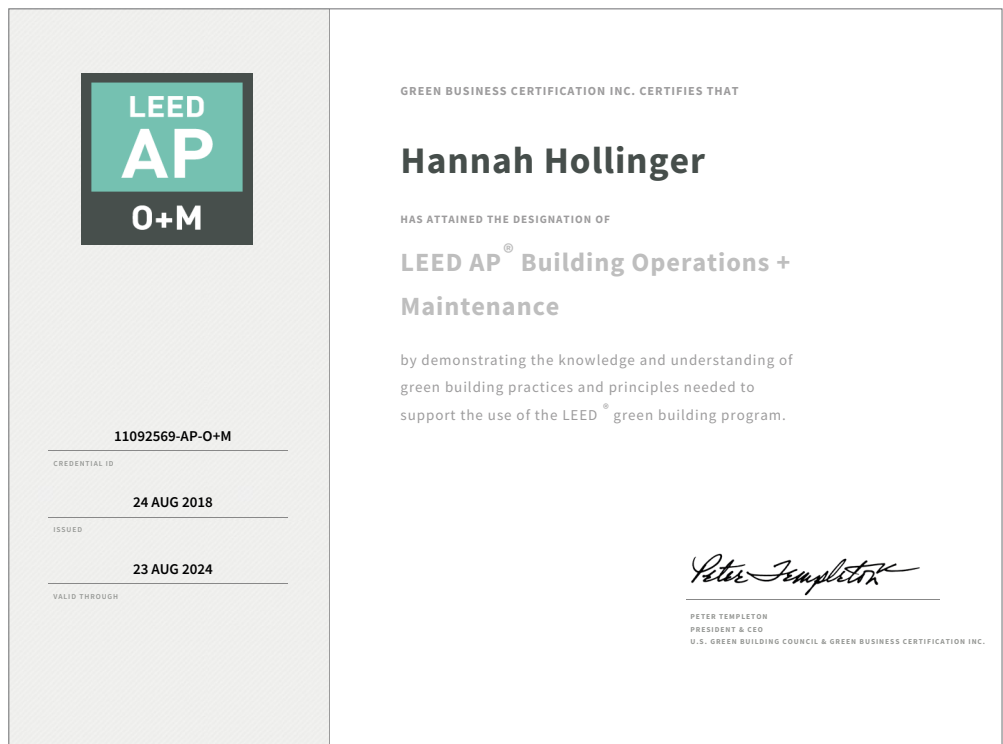
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FRA Redevelopment
Administrator (FRA-RA);
Certified Redevelopment
Professional



U.S. Green Building Council
& Green Business Certification,
Inc. - LEED® AP



National Recreation and Park Association (CPRE)



Florida Crime Prevention Through Environmental Design (CPTED)



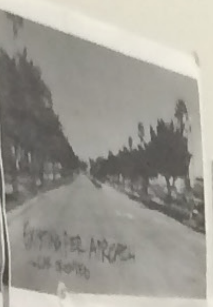
State of Florida Department of Business and Professional Regulation, Board of Landscape Architecture



South Basin

Pokan Fountain
for Civic Square

Create a Civic Square
add fountains



Central Basin & Pier North Basin & Canal P

Phasing
and
full south
basin
L. LAND PLAZA
MARKET SPACE

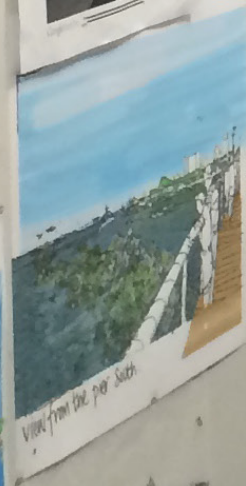
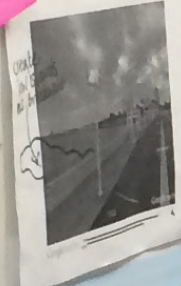
Hotel
expansion
+ parking

New Civic
Square
+ park

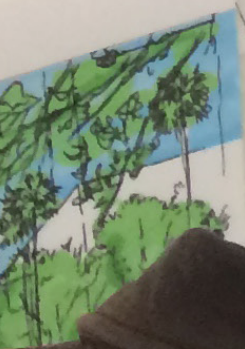
Antique
Convention
Space @
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WHERE TAKI /
PERRY OFF
BAYSHORE OR
FEDERAL
PRINCE
BAYSHORE OR
BAYSHORE OR

Consolidate
parking at
West End of
Damon's Log



For Approach, Piering Quay





Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

Form 2 | Outside Key Consultants

If respondent is not a joint venture, list outside key consultants/associates that shall be used for the proposed project. (Form may be reproduced if additional space is necessary.) Include resume of all individuals assigned to this project including projects they have worked on and contact names for each.

Company Name: **Not Applicable**

Address of Office proposed:

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)

Attach resume and projects

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? ____ yes ____ no

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.





Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

Form 3 | Location

1. Specify address of Prime Consultant's designated office where the majority of work will be performed

G-A-I Consultants, Inc.
618 E. South Street
Orlando, Florida 32801

2. Indicate percentage of total overall project fees projected to be performed by the Prime Consultant's office specified above.

100 %

3. Specify address of Prime Consultant's other office(s) where any part of the work will be performed (if applicable)

Not Applicable

4. Indicate percentage of total overall fees projected to be performed by the office specified above.

100 %





Creating Great Community Places

COMMUNITY SOLUTIONS GROUP

a GAI Consultants, Inc. Service Group

Proven Outcomes – Recent Success Stories

We take pride in our work and love to make our clients successful. Our master planning and urban design practice focuses on crafting plans that create livable places of lasting value for communities that require context-sensitive, sustainable solutions. We prioritize close collaboration with clients through an approach that emphasizes strong neighborhoods, livable transportation networks, interconnected park and open space systems, environmental sensitivity, and economic opportunities. Through work at the scale of city, neighborhood, and street, our plans create the framework for rich, interactive settings that bring people together in environments that facilitate meaningful experiences that enrich lives.

Our team draws upon expertise in multiple disciplines to balance physical, social, and economic needs and create urban places that enhance quality of life. We understand that each building, streetscape, transportation corridor, and park works toward creating an urban place that transcends the value of any individual element. Our planners and engineers work closely with clients to ensure that each piece of this urban fabric is deliberately designed with quality and respect for its role in the public realm. With an eye toward implementation, we also understand the complex regulatory processes that must be navigated in order to gain approval for these great community plans. We draft clear plans and regulations designed to support community goals, preserve lifestyle choices, and create economic development and redevelopment opportunities, and we forge partnerships between stakeholders and local governments to achieve these positive outcomes.



Form 4 | Illustrative Work

1

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location Regional Affordable Housing Initiative, Orange, Osceola, and Seminole County, Florida Project Manager: Blake Drury, AICP		Client's Name & Address Orange County Planning Division 201 S. Rosalind, 2nd Floor Orlando, FL 32802-1393
Completion date (Actual or Estimated): October 2018		
Consultant Fees (In Thousands)		Client Contact Name, Title, Email Address and Telephone Number:
Entire Project: \$ 63,690	Work for which firm was/is responsible: \$ 63,690	Alberto Vargas, Planning Manager alberto.vargas@ocfl.net 407.836.5632
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)		
Working with a consortium of four local government partners—drawn from Orange, Seminole, and Osceola Counties, and the City of Orlando—CSG assisted with the completion of the first regional affordable housing initiative in Florida. These four local governmental authorities recognized shared strategies in order to provide a more powerful approach to mitigating this major regional barrier to sustained economic development. For nearly 16 months, CSG advised these governments about various regulatory, financial, and programmatic tools that could be adapted and implemented in each partnering jurisdiction. The outcome of the continued interactions resulted in a document describing the scope of the problem, the identification of solutions specific to the problem, and commonly themed tools that could be embraced across jurisdictional lines. Effectively, this coordination seeks to ensure a stable platform, while challenging each participating government to enact changes and report their progress on a range of measures intended to advance housing at varied price points. At least four measures have been given a very high level of consideration: cumbersome regulatory approvals, standards for accessory dwellings, inclusionary housing requirements, and linkage fees. Historically, the latter in particular have been resisted in Florida; however, the regionalization of this approach demonstrates the practical and political value of a joint approach across jurisdictional lines. The effort and the supporting report are now being formally vetted by the partnering governments. Many of the recommendations have been implemented, even while the report awaits adoption in each jurisdiction.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u>
▪ Economics + Strategy – Development Positioning + Strategy – Fiscal + Economic Impact – Market + Financial Analysis – Valuation + Pro Forma Modeling – Funding, Revenue + Financial Modeling – Redevelopment + Special Area Strategic Planning ▪ Urban Design + Planning – Community Development		▪ Pete Sechler Principal-in-Charge ▪ Blake Drury Project Manager ▪ Owen Beitsch Chief Economist ▪ Claudia Ray Lead Planner

Form 4 | Illustrative Work

2

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location SR200-A1A Corridor Master Plan, Nassau County, Florida		Client's Name & Address Nassau County 76347 Veterans Way Ste 4000 Yulee, Florida 32097
Project Manager: Blake Drury, AICP		
Completion date (Actual or Estimated): 2021		Client Contact Name, Title, Email Address and Telephone Number: Thad Crowe, AICP, Planning Director tcrowe@nassaucountyfl.com 904.530.6300
Consultant Fees (In Thousands)		
Entire Project: \$ 295,000	Work for which firm was/is responsible: \$ 295,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) GAI's Community Solutions Group (CSG) led Nassau County through a two-year intensive planning effort to reimagine the main corridor connecting one of the fastest growing communities in the state. Most of this growth will happen along the SR200/A1A Corridor where a burgeoning suburban strip development pattern has taken root over the last three decades. The Corridor Master Plan guides these new growth patterns that provide greater access to employment, housing, and commercial amenities for area residents in a manner that preserves natural habitat, mitigates for traffic congestion, establishes efficient land use patterns, encourages health and wellness, and facilitates a livable and sustainable community.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u>
▪ Urban Design + Planning – Engagement and Outreach – Redevelopment Planning + Urban Design – Future Land Use + Regulatory Planning ▪ Economics + Strategy – Market + Financial Analysis – Redevelopment + Special Area Strategic Planning		▪ Blake Drury Principal-in-Charge / Project Manager ▪ Andrew McCown Planner ▪ Laura Smith Econimcs ▪ Andrew Sheppard Urban Design

Form 4 | Illustrative Work

3

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location OBTNext Corridor Master Plan, Orlando, Florida Project Manager: Claudia Ray		Client's Name & Address Orange Blossom Trail Development Board 2800 S. Orange Blossom Trail, Ste. A Orlando, Florida 32805
Completion date (Actual or Estimated): 2017		Client Contact Name, Title, Email Address and Telephone Number: Vanessa Pinkey, Executive Director vanessa.pinkney@obtdb.com 407.855.1705
Consultant Fees (In Thousands) Entire Project: \$ 294,400	Work for which firm was/is responsible: \$ 294,400	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) In the 1950s and '60s, Orange Blossom Trail (OBT) (part of US 441) in Orlando, Florida, was the area's premier north-south route for tourists, filled with hotels, great restaurants, and other thriving businesses. Today, the landscape on OBT is very different—in the past four decades, the corridor has experienced disinvestment leading to destabilized businesses and neighborhoods. Grounded in extensive public outreach, community input, and data analysis, this plan seeks to respond to the changing economic environment, and the evolving demographic and market conditions in the community. It is organized to ensure that incremental moves occur within a larger framework and are aligned with a future vision of the OBT corridor and surrounding neighborhoods developed by the community. The plan framework is made up of a Vision—an inclusive, accessible, diverse, and connected corridor that is collectively governed and support transformative change to improve its well being—supported by six Guiding Principles implemented initially through six Big Moves and Catalyst Projects. This is the first-ever comprehensive master plan prepared for the eight-mile corridor of OBT. The OBT Development Board initiated the planning effort to specifically identify and address issues impacting the corridor's viability. This master plan is one of the three plans created, the other two are: 1) Community Redevelopment Area (CRA) Plan Update and 2) Safe Neighborhood Plan Update. All the plans complement each other, but only the master plan illustrates the overall vision and framework for the entire eight-mile corridor. The OBT master plan lays out a roadmap for OBT as an area that can be economically competitive and socially relevant in today's world. Project website: www.obtnext.com		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) ■ Urban Design + Planning – Redevelopment Planning + Urban Design – Future Land Use + Regulatory Planning ■ Economics + Strategy – Market + Financial Analysis – Redevelopment + Special Area Strategic Planning ■ Public Outreach + Engagement		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> ■ Pete Sechler Principal-in-Charge ■ Claudia Ray Project Manager ■ Andrew Sheppard Urban Design ■ Laura Smith Economics ■ Owen Beitsch Economics

Form 4 | Illustrative Work

4

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location Mt. Dora Vision and Evaluation and Appraisal Report (EAR), Mount Dora, Florida Project Manager: Andrew McCown, AICP		Client's Name & Address City of Mount Dora 510 N Baker St Mt Dora, Florida 32757
Completion date (Actual or Estimated): March 2020		Client Contact Name, Title, Email Address and Telephone Number: Vince Sandersfeld, Planning Director, City of Mount Dora sandersfeldv@ci.mount-dora.fl.us 352.735.7112
Consultant Fees (In Thousands) Entire Project: \$ 134,350	Work for which firm was/is responsible: \$ 134,350	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) GAI's Community Solutions Group (CSG) led the Evaluation and Appraisal Report (EAR) and Vision Update for the City of Mount Dora, Florida. The state-mandated EAR process was a deep dive into the City's adopted Comprehensive Plan, Envision Mount Dora (the 2011 citywide vision effort), and many other current City plans. CSG focused the evaluation on four measures of success: 1) overall effectiveness of the Comp Plan and its use of best practices, 2) its adaptiveness to changes in local context, 3) its responsiveness to changes in state statutes, and 4) its relevance to major and emerging local issues. The results of the evaluation would drive needed amendments to the City's Comp Plan (EAR-Based Amendments). Over the course of a year CSG worked closely with City staff to prepare the evaluation, which included a citizen survey, new population projections, utility level of services assessments, detailed reviews of each Comp Plan element, a status update of Envision Mount Dora, drafts of the Major Local Issues, and much more. The evaluation and Major Local Issues drafts were presented to the public at a workshop in October 2019. Proposed amendments to the Comprehensive Plan were submitted in December including text amendments to the goals, objectives, and policies; a completely updated map series; Future Land Use Map Amendments; and the Data and Analysis. The EAR-Based Amendments were adopted by the City in Spring 2020 following review and approval by the Florida Department of Economic Opportunity.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) ▪ Urban Design + Planning – Community Development – Future Land Use + Regulatory Planning		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> ▪ Pete Sechler Principal-in-Charge ▪ Blake Drury Visioning ▪ Andrew McCown Project Manager ▪ Laura Smith Economics ▪ Kristin Caborn Parks and Rec Planning

Form 4 | Illustrative Work

5

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location Bartow Citywide Master Plan, Bartow, Florida		Client's Name & Address City of Bartow 450 North Wilson Avenue Bartow, Florida 33830
Project Manager: Andrew McCown, AICP		
Completion date (Actual or Estimated): September 2021		Client Contact Name, Title, Email Address and Telephone Number: Bob Wiegers, AICP, CPM, Planning Director bwiegers.planning@cityofbartow.net 863.534.0100
Consultant Fees (In Thousands)		
Entire Project: \$ 200,000	Work for which firm was/is responsible: \$ 200,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)		
The Bartow plan is a citywide master plan for the City of Bartow, Florida, that tackles an array of subjects from population growth and housing availability to water policy; from catalytic redevelopment to urban character; from regulatory environment to fiscal position. With so many intertwined subject matters and so many areas of interest, it would have been easy to get overwhelmed by the scope; however, one community-driven theme was always at the forefront—help us grow while improving quality of life and not compromising our community character. As the City discovered, these concepts were not mutually exclusive, they just require new ways of thinking about and addressing the issues. What Was the Challenge? Soon after the project kickoff, the world was plunged into a global pandemic, and many of the traditional public engagement activities anticipated for the project suddenly became unavailable. Activities such as walking audits, in-person workshops, and small group activities were not possible. Very quickly, the team was able to pivot to a totally online environment, while still providing maximum opportunities for citizens to participate. Online focus group meetings, live-streamed interactive design workshops, Zoom presentations, and an informative project website were all employed to provide meaningful participation opportunities in this challenging time. Results. Despite the uphill battle posed by COVID-19, the Bartow Plan has paved the way for the elected officials, staff, and citizens to move forward with a renewed confidence in a positive vision for the community. This Vision is helping Bartow address the wide range of critical issues they face with bigger-picture understanding, out-of-the-box thinking, and actionable frameworks for reinvestment. The City Commission is already moving forward with some of the quick-win items, and is integrating others into their next strategic planning session.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u>
▪ Economics and Strategy – Market + Financial Analysis ▪ Urban Design and Planning – Community Development – Future Land Use + Regulatory Planning		▪ Pete Sechler Principal-in-Charge ▪ Blake Drury Visioning ▪ Andrew McCown Project Manager ▪ Andrew Sheppard Urban Design ▪ Laura Smith Economics ▪ Kristin Caborn Parks Planning

Form 4 | Illustrative Work

6

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location City of Ocoee Downtown Master Plan, Ocoee, Florida		Client's Name & Address City of Ocoee 150 N. Lakeshore Dr Ocoee, Florida 34761
Project Manager: Andrew McCown, AICP		
Completion date (Actual or Estimated): Month XXXX		Client Contact Name, Title, Email Address and Telephone Number: Craig Shadrix, Assistant City Manager craig.shadrix@ci.ocoe.fl.us 407.905.3112
Consultant Fees (In Thousands)		
Entire Project: \$ 249,850	Work for which firm was/is responsible: \$ 154,600	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)		
In early 2016, the City of Ocoee engaged GAI's Community Solutions Group to lead an extensive, community-based, downtown master planning effort. The adopted master plan has resulted in unprecedented acceptance and enthusiasm by the Ocoee community. The City has immediately moved forward with implementation, including a major bond issue to fund top-priority projects. The goal of the master plan was to create a strategic vision for the future of downtown as the center of community life, as well as an economic engine for the city. The work required substantial focus on public engagement through workshops, walking audits, design charrettes, public meetings, and a robust social media campaign. Input collected from these efforts allowed the project team to formulate a design vision for downtown that was translated into a comprehensive list of park, streetscape, connectivity, and enabling infrastructure projects. The physical vision is also supported by regulatory and economic development tools. A new form-based code overlay replaces the antiquated mix of traditional zoning categories throughout the downtown. The City has also begun engaging key properties and businesses to facilitate new, local investment. Together, the actions resulting from the plan are positioning Ocoee for a transformation of the downtown and waterfront experience.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u>
▪ Economics + Strategy – Redevelopment + Special Area Strategic Planning ▪ Landscape Architecture + Design – Urban Streets + Livable Corridors – Green Infrastructure + Environmental Design ▪ Urban Design + Planning – Community Development – Redevelopment Planning + Urban Design – Parks System Planning + Bike/Pedestrian Systems ▪ Land Development – Civil/Site Engineering ▪ Water – Stormwater Management/Flood Protection		▪ Pete Sechler Principal-in-Charge ▪ Blake Drury Visioning ▪ Andrew McCown Project Manager ▪ Claudia Ray Planner/Urban Design ▪ Laura Smith Economics ▪ Owen Beitsch Economics

Form 4 | Illustrative Work

7

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location Winter Haven OneWater Master Plan, Winter Haven, Florida Project Manager: Blake Drury, AICP		Client's Name & Address City of Winter Haven 551 Third St NW Winter Haven, Florida 33881
Completion date (Actual or Estimated): Month XXXX		Client Contact Name, Title, Email Address and Telephone Number: Gary Hubbard, PE, Water Director ghubbard@mywinterhaven.com 863.298.5470
Consultant Fees (In Thousands) Entire Project: subconsultant to Black and Veatch; Total fee undisclosed	Work for which firm was/is responsible: \$ 315,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) As a subconsultant to Black and Veatch, GAI's Community Solutions Group (CSG) is supporting a comprehensive team that is working to develop a landmark "One Water" plan for the City of Winter Haven. The One Water Framework is an integrated approach to the entire life cycle of water to ensure long-term sustainable planning and investment. The mission is to create shared benefits between natural resources, community activity and economic value. The City's vision is to be a vibrant, innovative community that embraces a One Water culture to promote responsible stewardship of social, environmental, and economic resources. Because Winter Haven is positioned at the headwaters of the Peace Creek Watershed, the One Water solutions will provide "triple bottom-line" value to the City, County and watershed—all the way to the Charlotte Harbor outfall. CSG's role on the One Water team is to provide the linkage between the One Water objectives and physical solutions to land development. CSG prepared the One Water Land Development Toolkit as an initial look at best practices available to Winter Haven. Strategies include Protecting and Restoring Natural Systems, Optimizing the Urban Footprint, Expanding Green Infrastructure, and Reclaiming/Reusing Water. As the One Water plan advances, CSG is actively working with project stakeholders—including the City and community—to develop a set of actionable strategies within the "Sapphire Necklace" geography that surrounds Winter Haven to provide regional benefits for generations to come.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) ■ Urban Design + Planning – Community Development – Redevelopment Planning + Urban Design – Future Land Use + Regulatory Planning ■ Landscape Architecture + Design ■ Environmental Graphics		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> ■ Pete Sechler Principal-in-Charge ■ Blake Drury Project Manager ■ Andrew McCown Planner ■ Kristin Caborn Trail Planning ■ Keith Oropeza Trail Planning

Form 4 | Illustrative Work

8

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location High Springs CRA Plan, High Springs, Florida		Client's Name & Address City of High Springs 23718 W US Hwy 27 High Springs, Florida 32643
Project Manager: Laura Smith, MPA, FRA-RA		
Completion date (Actual or Estimated): December 2021		Client Contact Name, Title, Email Address and Telephone Number: Ashley Stathatos astathatos@highsprings.us 386.454.1416
Consultant Fees (In Thousands)		
Entire Project: \$ 58,800	Work for which firm was/is responsible: \$ 58,800	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) GAI's Community Solutions Group (CSG) was retained by the City of High Springs to assist in a Strategic Plan update to the existing High Springs Community Redevelopment (High Springs CRA) Plan, originally adopted in 1986 and updated in 2018. Subsequent discussions and agreements in 2020 with Alachua County regarding extension of the sunset provisions resulted in the initiation of this update. CSG was responsible for a series of discrete efforts or tasks which resulted in the High Springs Community Redevelopment Agency Strategic Plan (2021 Strategic Plan). These efforts included: (1) Reviewing existing CRA Plans and workshopping with the City staff to establish an over-arching community vision; (2) Participating in community engagement programs such as public workshops and by creating a project website, High Springs Tomorrow, with interactive tools to better engage residents and businesses within High Springs; (3) Developing community-based themes and strategic frameworks for the High Springs CRA which comprised a high level "snapshot" socio-economic analysis and conceptual planning diagrams; and (4) Preparing an approach to implementation for the 2021 Strategic Plan which included the articulation of the Vision for High Springs and each Framework area, as well as "starter ideas" and prioritized action items for the CRA. The result of the 2021 Strategic Plan included organizing a set of Strategic Plan Themes responding to the many pieces of community input, providing an organizational structure for the ideas, concerns, aspirations, and desired implementation actions. The 2021 Strategic Plan established a base for a "new beginning" as the High Springs CRA, and the High Springs community overall, enters an era of exciting potential, with opportunities for encouraging quality, growth, and economic prosperity for residents and visitors alike.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) ▪ Economics + Strategy – Market + Financial Analysis – Data Analysis ▪ Landscape Architecture + Design		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> ▪ Laura Smith Project Manager ▪ Kristin Caborn Park Planning ▪ Hannah Hollinger Planner ▪ Keith Oropeza Urban Design ▪ John Jones CRA Planning

Form 4 | Illustrative Work

9

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location Mt. Dora On-Call Services for Development Review, Mount Dora, Florida Project Manager: Andrew McCown, AICP		Client's Name & Address City of Mount Dora 510 N Baker St Mt Dora, Florida 32757
Completion date (Actual or Estimated): Month XXXX		
Consultant Fees (In Thousands)		Client Contact Name, Title, Email Address and Telephone Number:
Entire Project: \$ 40,000	Work for which firm was/is responsible: \$ 40,000	Vince Sandersfeld, Planning Director, City of Mount Dora sandersfeldv@ci.mount-dora.fl.us 352.735.7112
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) For the past five years, CSG has provided on-call services for the City of Mount Dora. These services have focused on review of specific development applications where our technical expertise can support the planning staff's analysis. Projects have been wide-ranging, including: ▪ Support for the Downtown Building Heights Advisory Committee ▪ Developing a plan to preserve damaged trees on a development site on US 441 ▪ Review of multiple projects to assess their consistency with the City's Land Development Code ▪ Minor site plan review including civil, landscape, and architectural requirements		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) ▪ Urban Design + Planning – Community Development – Future Land Use + Regulatory Planning ▪ Landscape Architecture + Design		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> ▪ Andrew McCown Project Manager / Chief Development Reviewer ▪ Laura Smith Economics/Planning ▪ Hannah Hollinger Planner

Form 4 | Illustrative Work

10

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

Project Name & Location Mount Dora Parks and Recreation Master Plan, Mount Dora, Florida		Client's Name & Address City of Mount Dora 900 North Donnelly Street Mount Dora, FL 32757
Project Manager: Kristin Caborn, CPRE, FCP		
Completion date (Actual or Estimated): Month XXXX		Client Contact Name, Title, Email Address and Telephone Number: Troy Shonk shonkt@cityofmounddora.com 352.735.7100 Ext. 1615
Consultant Fees (In Thousands)		
Entire Project: \$ 139,000	Work for which firm was/is responsible: \$ 139,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) GAI's Community Solutions Group (CSG) developed a parks and recreation master plan that is a road map for the future of the City of Mount Dora's Parks and Recreation System. Tasks included a complete inventory of the existing park and recreation infrastructure, a comprehensive public input program, and provided a final vision and master plan for the next 10 years. The inventory was completed using GIS technology that became a live inventory of facilities and amenities that the City can access and update at any time. This greatly increased their efficiency at addressing items that needed immediate attention. This process also allows for much more accurate capital planning, level of service analysis, and mapping. To receive the best amount of input from a diverse representation of the City's residents, CSG developed an on-line survey that received more than 1,400 responses. We also had numerous focus groups and face-to-face, interactive public meetings throughout the process. This empowered the public to be active participants, as well as see the results of their input through all stages of the planning process. The final master plan, adopted in March 2019, provided the City an implementable parks and recreation master plan that includes a thorough capital improvement plan based priorities of the residents of Mount Dora, as well as existing conditions, growth, and projected growth of the City.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) ▪ Urban Design + Planning – Parks System Planning + Bike/Pedestrian Systems		<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> ▪ Kristin Caborn Project Manager ▪ Andrew McCown Comp Plan Coordination ▪ Keith Oropeza Park Planning





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Reference Contacts

- **City of Mount Dora** | Citywide Vision Update (EAR), and Wolf Branch Innovation District Master Plan
Vince Sandersfeld, Planning Director | 352.735.7112 | sandersfeldv@ci.mount-dora.fl.us
- **Orange Blossom Trail Development Board** | Master Services Agreement for Professional Services
Vanessa Pinkney, Executive Director | 407.855.1705, ext. 105 | vanessa.pinkney@obtdb.com
- **City of Winter Haven** | Winter Haven OneWater Master Plan
Garry Hubbard, Water Director | 863.298.5470 | ghubbard@mywinterhaven.com
- **City of High Springs** | Data collection and analysis to support preparation of a FON for the CRA.
Ashley Stathatos, City Manager | 386.454.1416 | astathatos@highsprings.us
- **City of Mount Dora** | Professional Consultant Services Agreement Parks and Recreation
Troy Shonk, CPRP, Parks and Recreation Director | 352.735.7183 ext. 1615 | Shonkt@cityofmountdora.com



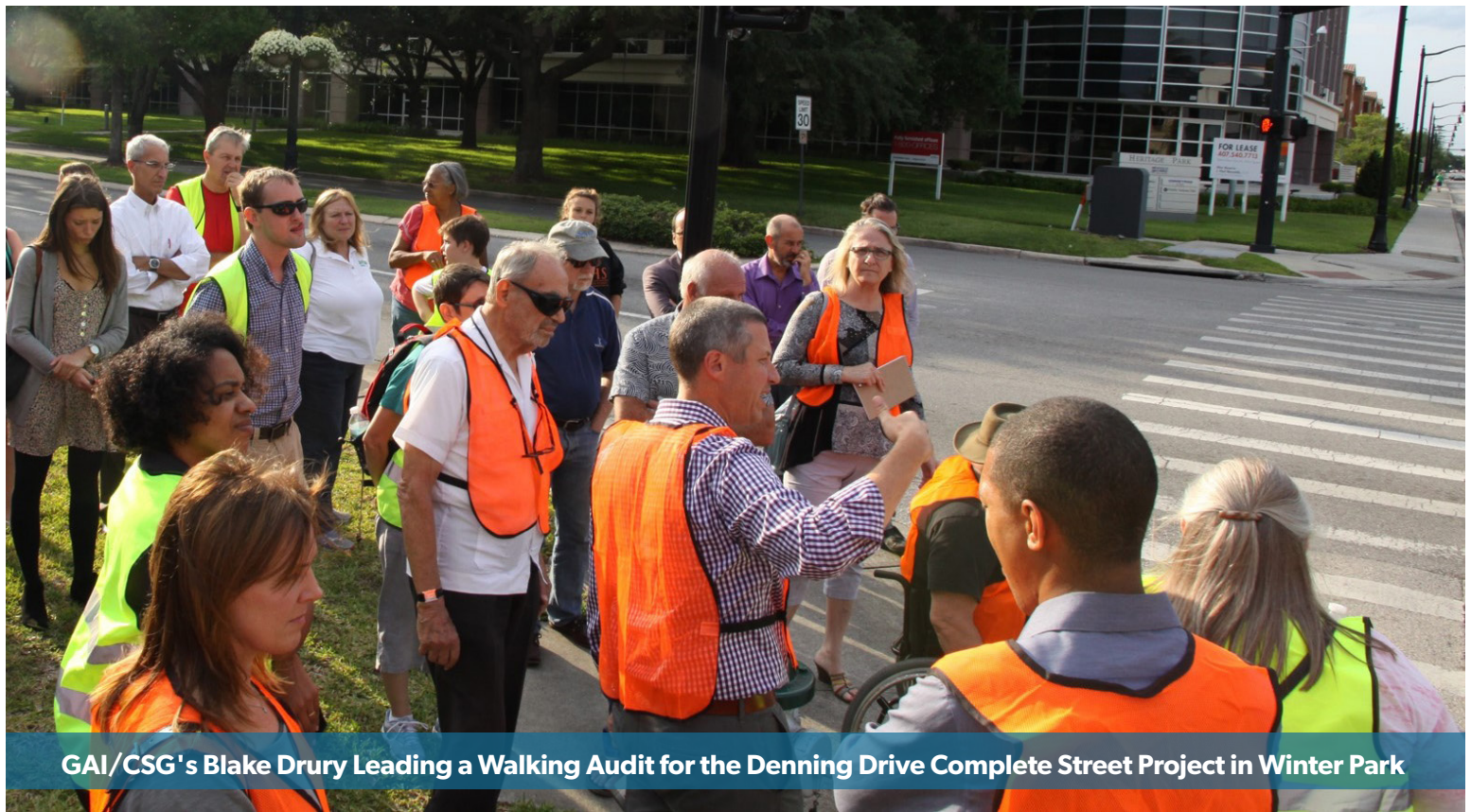




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GAI/CSG's Blake Drury Leading a Walking Audit for the Denning Drive Complete Street Project in Winter Park

Project Team and Management

We recognize that for a long-term professional services relationship to be successful, we need to provide the City a deep set of high quality resources that can be available over several years. Your example services, including review of comprehensive plan policies and amendments, support of land planning project reviews, and project management, speaks to an integrated team that understands urban infrastructure, redevelopment economics, livable/multi-modal transportation, and public participation – coordinated by master planning urban design leadership with a strong track record of successful community transformations. Our team is built for this type of assignment with proven, positive outcomes.

The leaders of the GAI / Community Solutions Group Team have touched significant planning and development initiatives across Central Florida over the last 20 years. Our total team includes over 30 planning and design professionals – a deep bench of resources to serve Wildwood in many potential capacities over the life of this contract.

We are also a team of national caliber. The people at Community Solutions Group have worked successfully to plan communities across North America – including significant assignments in Charlotte NC, Pittsburgh PA,

Greenville SC, Milwaukee WI, Chicago IL, Columbus OH, Kansas City KS, Chattanooga TN, Toronto ON and Surrey BC. We are aware of national trends and have many experiences to bring home to Florida.

Pete Sechler, AICP/PLA directs the Community Solutions Group and specializes in developing and leading comprehensive programs for community driven master planning efforts – across a wide variety of settings and project types. Pete is supported by our entire team, each of whom is experienced in consensus based planning and detailed implementation. Pete will be the Project Executive for the City, providing high-level insights at key moments in a project's lifespan.

Blake Drury, AICP directs the planning at GAI / Community Solutions. Blake is experienced with infill and redevelopment planning (as with downtown plans for Clermont, Maitland, Leesburg, and Ocoee), greenfield master planning (as with Lake Nona/Tavistock), large-scale urban planning (as with InVision Tampa), and with mobility and transit (as with Charlotte Light Rail and Sun Rail TOD Programs). **He will be the Project Director and Primary Point of Contact for the City**, providing leadership to each assignment.

We have summarized our capabilities into the three broad areas of expertise that will support Wildwood for the life of this contract:



COMPREHENSIVE PLANNING – Andrew McCown, AICP is experienced with development plans review, development orders, regulatory constructs, and comprehensive plan modifications. Andrew

has worked with multiple municipalities throughout Florida as well as leading the entitlement strategies for numerous high-profile development projects including the Packing District, Orlando Health, and the RoseArts District in Orlando.



ECONOMICS, REAL ESTATE, AND DEVELOPMENT – Laura Smith, MPA, FRP leads our Economics and Urban Analytics team. Laura advises public and private sector clients on issues related to market analytics,

economic development, and fiscal and economic analysis. Laura conducts and oversees the research and analysis of market, economic, and demographic data; commercial, industrial, and multi-family performance indicators; census data; and employment statistics for various products of the firm. Laura is supported by a diverse team with deep experience in public finance, private development metrics and market opportunities evaluation.



HOUSING, LAND USE AND URBAN DESIGN – Claudia Ray brings a depth of knowledge in urban design and architecture to the team. She integrates the group's work between community engagement, land use

policy, and physical design outcomes. Claudia is a creative and forward-thinking urban designer and planner with more than 14 years of experience working with public, private and institutional clients on projects at all scales in planning, landscape design and architecture. Her award-winning work demonstrates Claudia's proven ability to envision, design and implement strategies while understanding the place, and listening to stakeholders and clients.

In addition to this expertise, we have compiled a deep bench of engineering resources that are particularly attuned to sustainable solutions to complex urban environments and brownfields. This team will be supported (if necessary) by the existing civil engineering, structural and environmental resources at GAL.

Our team's current workload is significant but manageable. Our corporate Project Delivery System (PDS) assures that our project managers remain focused on both budget and schedule, meaning that projects are delivered when promised. The entire CSG staff meets every Monday morning for scheduling the week's priorities and we follow up on Friday mornings regarding the week's

accomplishments and potential unforeseen project circumstances that may require a quick shift in staffing for the coming week to meet any impending deadlines.

APPROACH TO INDIVIDUAL PROJECT ASSIGNMENTS

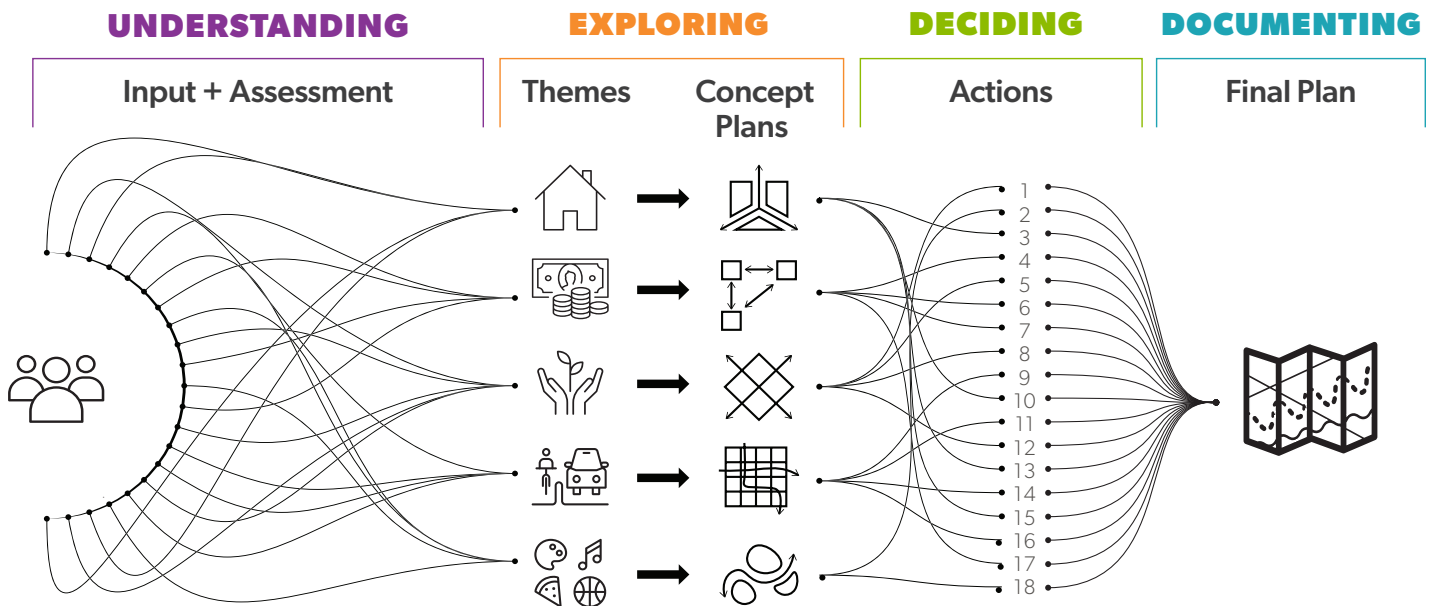
Recognizing that this is a continuing services contract, and not "project-specific", there is no single applicable approach to the various planning opportunities that might arise. Our approach to projects is to take the lessons afforded by our experiences, listen carefully to the needs of the City team, and together explore innovative solutions for meeting those needs. Our experience meeting the critical needs of municipalities across the state has given us a unique insight into the programming, planning, and design of projects that are functional, cost-effective, and meet the true needs of the City and its residents.

We understand that some of the projects under this agreement could include transportation analyses, development application review, comprehensive plan and land development code policy development, or housing needs studies – all topics where we have deep experience. We know there is a possibility that some projects may be quite large. At the same time, we know that you might seek our assistance with projects small in size but large in impact, and we are happy to assist with those as well. Whatever the role, we are quite adept at responding to your needs.

COMPREHENSIVE PLANNING APPROACH

Comprehensive Planning seeks to influence the amount, type, timing, character, and location of future development within a jurisdiction. This type of planning at all scales is in our roots. We are currently working with challenged communities, such as the Town of Eatonville, Orange Blossom Trail CRA, and LIFT Orlando. We are also working in high value areas with tremendous upward mobility, such as Winter Park, St. Petersburg and Jacksonville's South Bank. In all cases, our linkage of professions is what provides value because we view the community holistically and can integrate our services to provide actionable solutions to complex areas.

Due to the evolving nature of the comprehensive planning process in Florida, our approach will be consistent with State statutes and the Florida Administrative Code, as amended. However, a variety of tools and techniques are available



to minimize the impact of new growth while encouraging sustainable development. We understand our role as planning staff to the City is to provide a menu of growth management options for the City to consider in order to protect its interests and its future tax base.

LAND DEVELOPMENT CODES AND REVIEW APPROACH

A city like Wildwood is always changing. Annexations, demographics, economic climate, and population growth all affect how the city functions. The role of land use planning and zoning is sometimes to respond to those changes, and at other times anticipate those changes. We are advocates for proper planning that can help coordinate resources to more effectively manage the built environment and the resources required to run a city. Our land use planning experience, tied directly to development, economics, and urban design, can help the City achieve its goals and serve its residents more effectively.

Our team has written and administered a variety of land development regulations, codes, and guidelines. Many types of public and private redevelopment efforts often include some form of targeted development regulation instrument, of which our team has authored many. Regarding evaluation of private development proposals, we are successful because we understand the intent of the public documents and community goals as well as the usual needs

of all types of private development models. As a result, we have been particularly effective in cities from Columbus, Ohio, to Orlando, Florida, at reconciling development plans with urban guidelines and vision. Our team can provide input on recommended changes to the land development code, based on our extensive public and private sector experience throughout Florida.

ECONOMIC DEVELOPMENT SERVICES APPROACH

In our opinion, successful Economic Development is described as achieving three things:

- **A focus of local government to improve community standards of living** – Creation of jobs, higher wealth, sense of community, and an overall better quality of life.
- **The net gain of economic flow into the community** – Simply put, creating the business and industry activity in excess of local consumption needs.
- **Measured progress in economic activity** – Adoption of new technologies, transition from agriculture to services and industry, and the improvement in individual standards of living.

We therefore cater our approach to providing our clients with economic development services based on individual needs in relation to their existing success in economic



GIS Story Maps for Community Meeting



GAI/CSG-Led Walking Workshop



Virtual Reality Experience with Students



GAI/CSG-Led Interactive Session at Public Meeting

development. For example, some communities may simply require a more focused, efficient economic development plan that creates a roadmap and identifies opportunities and constraints, specific tools, and funding (e.g., OBNext). While all communities have a desire to improve standards of living, we can provide the support for the initial steps to bring that vision together in a form that creates the necessary focus for the community to be successful. On the other hand, some community needs are past the focus and vision stage and require support for executing and implementing the components that add to success in economic development. These components can include urban planning, land-use policies, zoning regulations, infrastructure design and construction, tax-increment projections and funding, marketing, and market analysis. Finally, in the most mature stages of economic development, some communities rely on our services to measure their successes to quantify the benefits created for the community or refine their focus where needed (e.g., Winter Park).

MARKET STUDY AND ANALYSIS APPROACH

Industry, real estate, or market feasibility studies (under the general heading of market analysis) should be a reflection of the existing supply and demand for a defined trade area and generally follow an industry standard approach. Our approach for market feasibility studies, culminating in a detailed final report, can broadly be organized between the following:

- Project due diligence
- Market due diligence
- Identifying market opportunities

The primary purposes of a market analysis would be to test the concept generally, identify the range of activities suited to its intended orientation, size the properly for the potential project, estimate a range of supportable demand, and test its relationship with other area project components. Every project is unique, and we recognize the potential for adjusting specific tasks to meet your needs and create a final scope that would be tailored for this proposed project. Thus, one of the most important steps in our process is the initial client meeting and outlining the specific goals and objectives of the assignment. Afterwards, we anticipate the process for developing a final market feasibility analysis would flow as described above.



Victory Pointe Park | Clermont, FL

QUALITY CONTROL

Quality is a hallmark of CSG's services – something we believe is evidenced by our 90% repeat client rate. An effective Quality Control/Quality Assurance program must not only control the quality of documents, but control budgets, schedules, construction and more importantly communication. At each design team meeting, progress of the work completed to date is reviewed, and coupled with clearly defined milestones established early in the process, potential scheduling problems are addressed and corrected before they adversely impact the project. Once a schedule has been established, we consistently meet milestones and deadlines using this approach.



Management Responsibility – The Project Director is the designated authority and has responsibility for the overall control of the project and to assure that quality procedures are implemented and maintained.

Project Control - The Project Manager is responsible for the management of the team to assure that procedures are in place to maintain control of the project scope, staffing, budgets, and regulatory approvals. These individuals meet weekly to review the status of the project and make adjustments as required.

Document Control - We use an established and strict formatting procedure for all electronic document records that allows us to track and manage all documents, integrate the work of our sub-consultants and track modifications to documents to verify that changes are incorporated.

Project Peer Review - Peer review is performed by professionals with more than 20 years of experience. Projects are reviewed at key milestones for both technical accuracy and adherence to the scope and required aspects of work.





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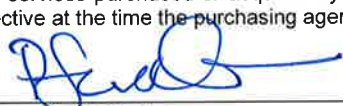


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PROPOSER'S CERTIFICATION

Submit To: City of Wildwood 100 N Main Street Wildwood, FL 34785 352-330-1330 352-330-1338 (fax)		CITY OF WILDWOOD REQUEST FOR QUALIFICATION (RFQ) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT	
DUE DATE: May 4, 2023	DUE TIME: 11:00 a.m.	RFQ # 2023 - 11	
TITLE: Urban Planning Services			
VENDOR NAME: GAI Consultants, Inc.		PHONE NUMBER: 407.423.8398	
VENDOR MAILING ADDRESS: 618 E. South Street, Suite 700		FAX NUMBER: 407.843.1070	
CITY/STATE/ZIP: Orlando, Florida 32801		E-MAIL ADDRESS: P.Sechler@gaiconsultants.com	
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFQ and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFQ requirements. I, the undersigned, declare that I have carefully examined the RFQ, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFQ with any other Offeror and have not colluded with any Offerors or parties to an RFQ whatsoever for any fraudulent purpose."			
April 21, 2023 Addendum #1 Addendum # Addendum # Addendum # Addendum #			
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFQ for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFQ, including but not limited to certification requirements. In conducting offers with an agency for CITY OF WILDWOOD, respondent agrees that if this RFQ is accepted, the respondent will convey, sell, assign, or transfer to the City of Wildwood all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the City of Wildwood discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."			
Peter C. Sechler, PLA/AICP, Vice President Authorized Agent Name, Title (Print)		 Authorized Signature	5/3/23. Date
<i>This form must be completed and returned with your Submittal</i>			

QUALIFICATIONS FORM FOR CITY OF WILDWOOD



Name of Firm Submitting Qualifications GAI Consultants, Inc.

Name of Person Submitting Qualifications Peter C. Sechler

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFQ and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the City of Wildwood to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFQ and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

Signature

Date

RFQ # 2023-11

RFQ Number

[X] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Digital mark-up saved on USB drive

Wildwood



Larry Gendzier

To Blake Drury; Lisa Rambo



RFQ 2023-11 - Urban Planning Services Wildwood LG 4-25-2023.PDF
.PDF File

Blake Lisa:

I have flagged my edits to the attached contract as follows;

Page 14: Indemnification edit.

Page 14: Waiver of subrogation exception included.

Page 22: Indemnification edit.

Page 23 indemnification edit.

Top of page 33 Reuse clause added.

7e Exception to naming additional insured added.

Page 33 clause 10 indemnification edits

Page 33 mutual disclaimer of consequential damages.

End of page 33 Personal liability disclaimer added.

Lawrence S. Gendzier
Corporate Counsel

GAI Consultants, 618 E. South Street, Suite 700, Orlando, FL 32801

T 407.423.8398 **D** 407.426.9703 **M** 407.808.6261

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**ENGINEERING,
PLANNING, AND
ENVIRONMENTAL
CONSULTING SINCE 1958**

CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The consultant shall indemnify and hold harmless the City of Wildwood and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses, (including legal costs), or liabilities based on third party claims of injury to persons or damage to property ~~to the extent caused by arising out of or resulting in whole or in part from~~ a negligent act or omission or willful misconduct of consultant or its employees, Subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the

Statement of Terms and Conditions For RFPs, RFQs, and Bid

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a qualifications/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Qualifications/Bids on leases of real property to a public entity, may not be awarded or perform work as a Consultant, supplier, subconsultant, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The consultant shall indemnify and hold harmless the City of Wildwood and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses, (including legal costs), or liabilities based on third party claims of injury to persons or damage to property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of consultant or its employees, Subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the City awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than Cassandra Smith in writing via email to csmith@wildwood-fl.gov. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFQ) or Invitation to Bid (BID) must be submitted in writing to the contact listed in the solicitation or the City Clerk.

ANTI TRUST LAWS: By submission of a signed RFQ or BID, the successful vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the City's at the time of the RFP, RFQ or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFQ/BID Contract Documents. Any inquiry or request for interpretation received by Cassandra Smith via email to csmith@wildwood-fl.gov before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFQ/BID opening date. Each respondent shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFQ/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFQ's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/RFQ/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/RFQ's/BID's received. The City and/or its consultant do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/RFQ's/BID's, will be available for public inspection ten days after opening of the RFQ's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. All RFP's/RFQ's/Bids submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/RFQ/BID, in its best interest.

TAXES: The City of Wildwood is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFQ/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/RFQ/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/RFQ/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFQ/BID price or the RFP/RFQ/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the City's to vendors is based on the recipient's specific request or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

CITYSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFQ/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/RFQ/BID will not relieve the Bidder from including any required documents with this RFP/RFQ/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/RFQ/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the FIRM will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The City of Wildwood will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

THE CITY OF WILDWOOD, is a political subdivision of the State of Florida, and reserves the right to cancel an RFQ and to reject any and/or all submittals, reserve the right to waive any and all informalities or irregularities, to re-advertise with either the identical or revised specifications, and reserve the right to award contracts and/or in the best interest of the City. Submittals not meeting stated minimum terms and qualifications may be rejected by the City as non-responsive. The City reserves the right to reject any or all submittals without cause. The City reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the City, or who has failed to perform faithfully any previous contract with the City's or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFQ/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Verizon time is hereby established as the Official Time of the City's.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFQ/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFQ/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFQ/BID must be submitted. The Proposer/Bidder shall state in the RFQ/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/RFQ/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/RFQ/BID FORM. If there is a discrepancy on the RFP/RFQ/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/RFQ/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFQ identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/RFQ/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the City's intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Qualifications/Bids. However, Proposals/Qualifications/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/RFQ/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the City may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The City shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/RFQ/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the City's representative. All work will proceed in a timely manner without delays. The Consultant shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED) and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract - services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency can Piggy-Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the City Clerk. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposers/Bidders are required to use the official RFP/RFQ/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFQ/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFQ/BID FORM documents for this project are free of charge and are available on-line and are downloadable.

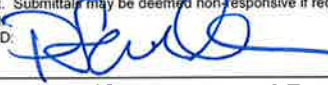
MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/RFQ/BID specification for any item(s). If RFQ's/BID's are based on equivalent products, indicate on the RFP/RFQ/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/RFQ/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP/RFQ's/BID's which do not comply with these requirements are subject to rejection. RFP/RFQ's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFQ/BID FORM. The City is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the City unless evidenced by a Change Notice issued and signed by the City or designated representative.

QUANTITIES: The quantities as specified in this RFP/RFQ/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/RFQ/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the City within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation but must do so at his own risk. All required information in the original City format must be included in any re-created document. Submittal may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

 5/2/2023
(Signature and Date)

*This document must be completed and returned
with your Submittal*

HOLD HARMLESS AGREEMENT

The Consultant agrees to hold the City of Wildwood harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Consultant.

The Consultant shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

The Consultant shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the City representative requesting the service.

By signature upon this form the Consultant stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Peter C. Sechler

Consultant-Print Name

Urban Planning Continuing
Professional Services

Project Name



Signature

5/3/2023

Date

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

GAI Consultants, Inc.

(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFQ or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFQ or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".



Authorized Signature

5/3/2023

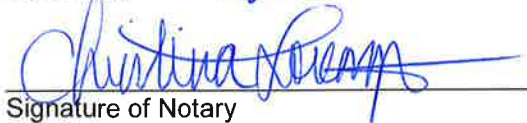
Date Signed

State of: Florida

County of: Orange

Sworn to and subscribed before me this 3rd day of May, 2023

Personally known ☒ or Produced Identification _____
(Specify Type of Identification)



Signature of Notary

My Commission Expires Jan 28, 2024

(seal)



This document must be completed and returned with your Submittal

**SWORN STATEMENT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Wildwood

By Peter C. Sechler, Vice President
{print individual's name and title}

for GAI Consultants, Inc.
{print name of entity submitting sworn statement}

whose business address is 618 E. South Street, Suite 700, Orlando, Florida 32801

and (if applicable) its Federal Employer Identification Number (FEIN) is 25-1260999 (If the entity has
no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
 - c. I understand that a “person” as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
 - d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **{indicate which statement applies.}**

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners,

shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

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

P. J. [Signature]

{signature}

5/3/2023

{date}

State of Florida

County of Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Peter C. Sechler, who after first being sworn by me, affixed his/her signature in the space provided above on this 3rd day of May, 2023.

Attest: [Signature]
Notary Public
My commission expires: Jan. 28, 2024



(Notary Seal)

This document must be completed and returned with your Submittal

Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (printed name) Peter C. Sechler am the
(title) Vice President and the duly authorized representative of the firm of (Firm Name)
GAI Consultants, Inc. whose address is
618 E. South Street, Suite 700, Orlando, Florida 32801
and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I
am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid qualification is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid qualification for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: 

Printed Name: Peter C. Sechler

Firm Name: GAI Consultants, Inc.

Date: May 3, 2023

State of Florida

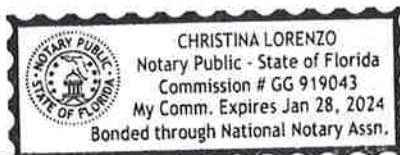
County of Orange

Sworn to and subscribed before me this 3rd day of May 2023

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

My Commission Expires Jan. 28, 2024


(Printed, typed or stamped commissioned name of notary)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATIONS PACKAGE

Proof of Insurance

GAI carries substantial insurance and can comply with the coverage and requirements listed in the RFQ. Sample Certificates of Insurance are provided below. We will provide valid certificates to the City of Inverness upon selection/contracting.

General Liability

ACORD CERTIFICATE OF LIABILITY INSURANCE

GAICONSUL1 ABUCZYNSKI

DATE (MM/DD/YYYY) 9/30/2022

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

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

PRODUCER License # 80236

HUB International Three Rivers
210 Sixth Avenue
30th Floor
Pittsburgh, PA 15222

CONTACT Andrea Buczynski
PHONE (A/C, No. Ext.)
FAX (A/C, No.)
E-MAIL andrea.buczynski@hubinternational.com

INSURER(S) AFFORDING COVERAGE

INSURER A: The Continental Insurance Company 35289

INSURER B: Valley Forge Insurance Company 20508

INSURER C: Ironshore Specialty Company 25445

INSURER D:

INSURER E:

INSURER F:

INSURED GAI Consultants, Inc.
385 E. Waterfront Drive
Homestead, PA 15120

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL. BINDER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
A COMMERCIAL GENERAL LIABILITY					
CLAIMS-MADE					
10/1/2022		60504488311	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 2,000,000
					DAMAGE TO RENTED PREMISES (As occurred) \$ 100,000
					MED EXP (Any one person) \$ 15,000
					PERSONAL & ADV INJURY \$ 2,000,000
					GENERAL AGGREGATE \$ 4,000,000
					PRODUCTS-COMP/OP AGG \$ 4,000,000
					OH Stop Gap \$ 1,000,000
					COMBINED SINGLE LIMIT (As occurred) \$
AUTOMOBILE LIABILITY					
ANY AUTO OWNED AUTOS ONLY					BOBLY INJURY (Per person) \$
SCHEDULED AUTOS AUTOS ONLY					BOBLY INJURY (Per accident) \$
PROPERTY DAMAGE (Per accident) \$					
A UMBRELLA LIAB					
EXCESS LIAB					EACH OCCURRENCE \$ 10,000,000
DED RETENTION \$ 10,000					AGGREGATE \$ 10,000,000
B WORKERS COMPENSATION AND EMPLOYERS LIABILITY					
ANY PROPRIETOR/PARTNER/EXECUTIVE (Including owner) EXCLUDED					X PER STATUTE \$ 1,000,000
10/1/2022		6050442655	10/1/2022	10/1/2023	E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-S&EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 5,000,000
C Pollution / Environm					
10/1/2022		ICELLUW00114564	10/1/2022	10/1/2023	

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

Umbrella coverage is Excess and follows form on the following policies:

General Liability (incl OH Stop Gap) - Valley Forge - 60504488311; Automobile Liability - Old Republic - L243256-22; Employer's Liability - Valley Forge - 6050442655

CERTIFICATE HOLDER CANCELLATION

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chet...

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD

Professional Liability

ACORD CERTIFICATE OF LIABILITY INSURANCE

LOCKTON AFFINITY, LLC

DATE (MM/DD/YYYY) 10/03/2022

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

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

PRODUCER

LOCKTON AFFINITY, LLC

P.O. BOX 879610

KANSAS CITY, MO 64187-9610

CONTACT NAME LOCKTON AFFINITY, LLC

PHONE (A/C, No. Ext.)

FAX (A/C, No.) 913-452-7899

E-MAIL

ADDRESSES

INSURER(S) AFFORDING COVERAGE

INSURER A: Old Republic Insurance Company 24147

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED GAI Consultants, Inc.
385 E. Waterfront Drive
Homestead, PA 15120

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL. BINDER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
A COMMERCIAL GENERAL LIABILITY					
CLAIMS-MADE					
10/1/2022		60504488311	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 2,000,000
					DAMAGE TO RENTED PREMISES (As occurred) \$ 100,000
					MED EXP (Any one person) \$ 15,000
					PERSONAL & ADV INJURY \$ 2,000,000
					GENERAL AGGREGATE \$ 4,000,000
					PRODUCTS-COMP/OP AGG \$ 4,000,000
					OH Stop Gap \$ 1,000,000
					COMBINED SINGLE LIMIT (As occurred) \$
AUTOMOBILE LIABILITY					
ANY AUTO OWNED AUTOS ONLY					BOBLY INJURY (Per person) \$
SCHEDULED AUTOS AUTOS ONLY					BOBLY INJURY (Per accident) \$
PROPERTY DAMAGE (Per accident) \$					
A UMBRELLA LIAB					
EXCESS LIAB					EACH OCCURRENCE \$ 10,000,000
DED RETENTION \$ 10,000					AGGREGATE \$ 10,000,000
B WORKERS COMPENSATION AND EMPLOYERS LIABILITY					
ANY PROPRIETOR/PARTNER/EXECUTIVE (Including owner) EXCLUDED					X PER STATUTE \$ 1,000,000
10/1/2022		6050442655	10/1/2022	10/1/2023	E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-S&EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 5,000,000
C Pollution / Environm					
10/1/2022		ICELLUW00114564	10/1/2022	10/1/2023	

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

Umbrella coverage is Excess and follows form on the following policies:

General Liability (incl OH Stop Gap) - Valley Forge - 60504488311; Automobile Liability - Old Republic - L243256-22; Employer's Liability - Valley Forge - 6050442655

CERTIFICATE HOLDER CANCELLATION

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David...

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Auto

Terra Insurance Company

(A Risk Retention Group)

Two Fifer Avenue, Suite 100

Corte Madera, CA 94925

DATE 01/01/23

CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER

This is a specimen certificate of insurance.

If you require a true certificate of insurance, please contact Terra Insurance Company.

This certifies that the "claims made" insurance policy (described below by policy number) written on forms in and to the Company has been issued. This certificate is not a policy or a binder of insurance and is issued as a matter of information only, and confers no rights upon the certificate holder. This certificate does not alter, amend or extend the coverage afforded by this policy.

The policy of insurance listed below has been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Aggregate limits shown may have been reduced by paid claims.

TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE
Professional Liability	223018	01/01/23	12/31/23

LIMITS OF LIABILITY	\$1,000,000 EACH CLAIM	\$1,000,000 ANNUAL AGGREGATE

PROJECT DESCRIPTION

For Evidentiary Purposes Only.

CANCELLATION: If the described policy is cancelled by the Company before its expiration date, the Company will mail written notice to the certificate holder thirty (30) days in advance, or ten (10) days in advance for non-payment of premium. If the described policy is cancelled by the insured before its expiration date, the Company will mail written notice to the certificate holder within thirty (30) days of the notice to the Company from the insured.

ISSUING COMPANY:

TERRA INSURANCE COMPANY

(A Risk Retention Group)

David...

President

NAME AND ADDRESS OF INSURED

GAI Consultants, Inc.

(Pittsburgh)

385 E. Waterfront Drive

Homestead, PA 15120-5005



GAI Consultants, Inc.

618 East South Street
Suite 700
Orlando, Florida 32801
407.423.8398

gaiconsultants.com

© 2023 GAI Consultants, Inc.

RFQ COVER PAGE

Name of Firm, Entity or Organization:

Ayres Associates Inc

Federal Employer Identification Number (FEIN):

39-0965082

State of Florida License Number (If Applicable):

Licensed to do Business in Florida: CA4356

Name of Contact Person:

Subrata Bandy, PE

Title:

Vice President - Southeast Operations

E-Mail Address:

BandyS@AyresAssociates.com

Mailing Address:

8875 Hidden River Pkwy., Suite 200, Tampa, FL 33637

Street Address (if different):

City, State, Zip:

Tampa, FL 33637

Telephone: 813.978.8688

Fax: 813.978.9369

Organizational Structure – Please Check One:

Corporation ☒ Partnership ☐ Proprietorship ☐ Joint Venture ☐ Other ☐

If Corporation:

Date of Incorporation: April 28, 1959

State of Incorporation: Wisconsin

States Registered in as Foreign Corporation:

All US states EXCEPT Wisconsin and New York.

Authorized Signature:

Print Name: Subrata Bandy, PE

Signature:



Title: Vice President

Phone: 813.558.3328

This document must be completed and returned with your Submittal.

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Tab A: Statement of Interest



May 4, 2023

City of Wildwood
100 N. Main Street
Wildwood, FL 34785

RE: Urban Planning Continuing Professional Services

The Ayres team wishes to partner with the City of Wildwood as it works to provide general planning, design, and analysis for transportation analyses, housing studies, on-call services for development applications, and planning policy advisory services. We bring a team of innovative and practical planners and designers with strong project management experience in community planning, design, and implementation with specialist capabilities in public engagement, urban design, land use planning, economics, environment and climate resilience, landscape and ecology, plan graphics, illustrations, and GIS. We understand Wildwood's built environment and challenges and opportunities with being in the cross-hairs of new and redevelopment projects in Central Florida. The City and the surrounding areas including The Villages have seen rapid growth in recent years. The focus of the City to match infrastructure improvements and improve the quality of life of its residents in the context of the regional infrastructure with Highway 301 and the CSX Railroad is understood. The aspirations of the community to retain its small-town charm and heritage whilst improving its public provisions and assets is also appreciated. Integrating multi-modal transportation and utilities infrastructure, affordable housing, and state-of-the art public facilities including schools and parks are key considerations for the City in the coming years.

Our team has provided planning services with several communities in the region including Wildwood, Lakeland, St. Cloud, Citrus County, Jax Beach, DeFuniak Springs, Port Richey, New Port Richey, Palatka, Pinellas Park, and others. The planning support to the City will be led by Binoy Panicker, AICP. Binoy has extensive award-winning multidisciplinary planning and design experience in Florida and has been a partner with the City on the recent Wildwood Downtown Master Plan and ensuing implementation projects. He is well supported by a team of experienced and multidisciplinary professionals.

What else does the Ayres team bring?

- ◆ **We are good partners with the City of Wildwood and local agencies.** With years of public sector project experience, our team frequently works with counties and municipalities including the City of Wildwood in a collaborative manner. We understand the mindset and requirements and collaborate effectively with our built environment partners including FDOT, MPOs, FDEP, SWFWMD, and others.
- ◆ **We are resilience minded.** Our work is resilient on every count – economic, environment, equity, and we will endeavor to meet your project requirements to best fit the City's requirements and its context.
- ◆ **We create implementable plans and designs.** Because we work with our clients to implement our plans, we create master plans and recommendations that are focused on implementation. Several of our multidisciplinary experts in planning, design, and engineering have worked on the City's projects in recent years and will ensure that our studies, plans, and recommendations are fully viable. We support our projects and clients by creatively finding relevant funding options, and we have in-house capabilities to identify and prepare grants.
- ◆ **We are creative and have relevant experience.** Our planners and designers innovate and come up with the best plan designs and recommendations within the constraints, focused on implementation. Several of our projects have won awards for being change agents at different levels. Our teams have worked on assignments ranging from strategic plans, implementation-oriented downtown master plans, corridor plans, to landscape and engineering design.

Ayres' planners and designers believe in drawing out what the City wants. We want to guide the conversation and lend our expertise in planning and design to make sure the desired outcomes are achieved. We are passionate about sustainable environments, equity, and resilience at all levels. These fundamentals will underpin our thoughts and proposals. We have a reputation for being nimble and responsive and exceeding our clients' expectations with the technical quality of our work, cost-effectiveness, and timeliness. Our team is community oriented and will act as an extension of your staff as testified by our clients.

We look forward to working with you to blend the best of our local Florida knowledge with our extensive national expertise to deliver planning services to Wildwood efficiently and to the highest quality.

Sincerely,
Ayres Associates Inc



Binoy G. Panicker, AICP
Principal Urban Planner/Project Manager
813.558.3321
PanickerB@AyresAssociates.com



Subrata Bandy, PE
Principal-in-Charge
813.558.3328
BandyS@AyresAssociates.com



COMPREHENSIVE MASTER PLAN (NELSON AVENUE)
DEFUNIAK SPRINGS, FL

Tab B: Firm Profile



FORM 1

FIRM PROFILE

1. Firm (or joint venture) Name & Address Ayres Associates Inc 8875 Hidden River Pkwy. Suite 200 Tampa, FL 33637	1c. Licensed to do business in the State of Florida ☒ Yes ☐ No 1d. Name, Title & Telephone Number of Principal to Contact Principal-in-Charge: Subrata Bandy, PE Vice President - Southeast 813.978.8688 Project Manager: Binoy Panicker, AICP Principal Urban Planner 813.558.3321
1a. Firm is ☒ National ☐ Regional ☐ Local FEIN # <u>39-0965082</u>	1e. Address of office to perform work, if different from Item 1 N/A
1b. Firm is a Certified Minority Business Enterprise ☐ Yes ☒ No	
2. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm: N/A 3a. Has this joint venture previously worked together? ☐ Yes ☐ No	

License to Perform Business in Florida

State of Florida Department of State

I certify from the records of this office that AYRES ASSOCIATES INC is a Wisconsin corporation authorized to transact business in the State of Florida, qualified on July 13, 1988.

The document number of this corporation is P20042.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 6, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of February, 2023*



[Signature]
Secretary of State

Tracking Number: 6803645831CC

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

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

State of Florida Department of State

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Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of February, 2023*



[Signature]
Secretary of State

Tracking Number: 6803645831CC

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

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

Licensee Details

Licensee Information

Name: **AYRES ASSOCIATES, INC. (Primary Name)**
Main Address: **3433 OAKWOOD HILLS PKWY
ATTN: WENDY SMITH - ACCOUNTING
EAU CLAIRE Wisconsin 54701**
County: **OUT OF STATE**

License Mailing:

License Location: **8875 HIDDEN RIVER PARKWAY STE 200
TAMPA FL 33637
HILLSBOROUGH**

County:

License Information

License Type: **Registry**
Rank: **Registry**
License Number: **4356**
Status: **Current**
License Date: **06/19/1998**
Expires:

Special Qualifications

Qualification Effective

 Department of Business & Professional Regulation		HOME	CONTACT US	MY ACCOUNT
ONLINE SERVICES				
Apply for a License Verify a License View Food & Lodging Inspections File a Complaint Continuing Education Course Search View Application Status Find Exam Information Unlicensed Activity Search AB&T Delinquent Invoice & Activity List Search				
LICENSEE DETAILS				
Licensee Information				
Name: BANDYOPADHYAY, SUBRATA (Primary Name) Main Address: 10230 ESTUARY DRIVE TAMPA, Florida 33647 County: HILLSBOROUGH				
License Information				
License Type: Professional Engineer Rank: Prof Engineer License Number: 54297 Status: Current/Active License Date: 06/09/1999 Expires: 02/28/2025				
Special Qualifications				
Environmental: Qualification Effective 06/09/1999				
Alternate Names				
View Related License Information View License Complaint				

Ayres Associates Inc Qualifying Agent



Tab C: Team Composition and Resumes



City of Wildwood



**Project Manager /
Principal Planner / Designer**
Binoy Panicker, AICP (24)



**Senior Transportation
Engineer –
Complete Streets**
Jeffrey Siewert, PE (37)



**Senior Transportation
Engineer –
Traffic**
Michael Noesen, PE (39)



**Housing and Economic
Development
Planner**
Mike Scholl, EDFP (29)



**Landscape
Architect and
Urban Designer**
Chris Silewski, PLA (16)



**Roadway Design
Engineer**
Mohamad-Waleed Gebarin,
PE (8)



**Transportation
Infrastructure and
Structures Engineer**
Hisham Sunna, PhD, PE, (29)



**Urban Planner
and Affordable Housing**
Josh Olhava, AICP, PCCP
(10)



**Landscape
Designer and 3-D
Visualization**
Paige Bernhardt (2)



**Traffic Engineer
and Roundabouts**
Kevin Kuhlow,
PE (20)



**Infrastructure
and Drainage**
Matthew Ivie,
PE (15)



**Urban Planner and
Policy Specialist**
Amanda Arnold,
AICP (26)



**Landscape
Designer and
Arborist**
Don Spence, PhD (26)

SPECIALISTS



**Public
Engagement**
Kristen Taylor, CPSM (7)



**Grants
and Funding**
Keely Campbell, PG (12)



**GIS and
Data Visualization**
Aaron O'Keefe (18)

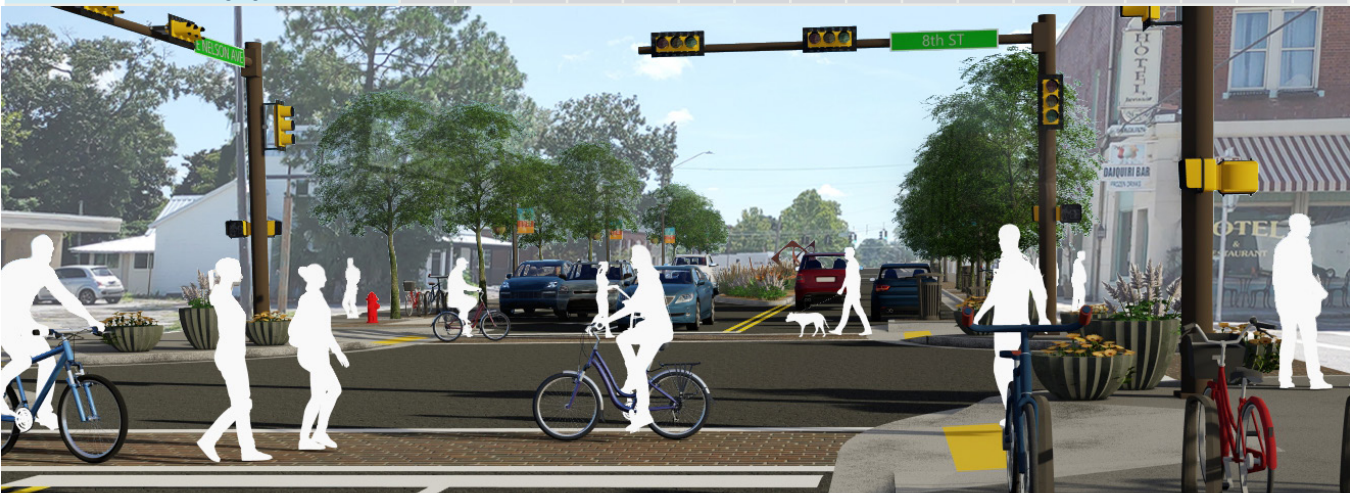


**Plan
Graphics**
Jay Molokwu (1)

Team Experience Matrix

The matrix below showcases our key staff members' areas of expertise. Full resumes can be found on the following pages.

TEAM EXPERIENCE MATRIX	Binoy Panicker, AICP	Jeffrey Stewert, PE	Michael Noesen, PE	Mike Scholl, EDFP	Chris Silewski, PLA	Mohamad-Waleed Gebarin, PE	Hisham Sunna, PhD, PE	Josh Olhava, AICP, PCCP	Paige Bernhardt	Kevin Kuhlow, PE	Matthew Ivie, PE	Amanda Arnold, AICP	Don Spence, PhD,	Kristen Taylor, CPSM	Keely Campbell, PG	Aaron O'Keefe	Jay Molokwu
EXPERIENCE/CAPABILITIES																	
Multidisciplinary Project Management	●				●												
Master Planning/Urban Design	●				●			●									●
Land Use Planning and Policy	●			●				●				●				●	●
Affordable Housing	●			●				●				●					
Multi-modal Transportation Planning	●	●	●		●	●	●			●							
Transportation Analysis and Feasibility Studies		●	●			●	●			●							
ADA Requirements		●	●			●					●						
Engineering Design		●				●	●			●	●						
Complete Streets Design	●	●			●	●				●	●						
Engineering Level Capital Project Cost Estimating		●	●			●	●			●	●						
Trees/Horticulture													●				
Landscape Design					●				●								
Wayfinding Signage Design	●				●				●								
Implementation – Grants & Funding												●			●		
On-call Plan Review	●		●					●				●	●				●
GIS, 3-D Illustrations, and Videos					●				●							●	●
Public Outreach/Engagement	●				●			●				●		●			●





Binoy Panicker, AICP

Principal Urban Planner / Project Manager

Binoy brings his creativity and over 20 years of U.S. and international planning, design, and project management experience to bear as he delivers comprehensive, innovative community planning and urban design solutions. He has worked extensively in Florida on redevelopment plans, comprehensive plans, zoning and form-based codes, and streetscape designs. Binoy's hands-on urban planning and design experience includes visioning, strategic plans, comprehensive plans, land use and zoning studies, design guidelines, small-area and regional planning, corridor plans, multi-modal transportation plans, smart city studies, mixed-use master plans, public spaces, waterfronts, and infill redevelopment. Binoy collaborates closely with other built environment professionals, including transportation planning, public infrastructure, market feasibility, land use and development, landscape architecture, building design, environmental planning, utilities infrastructure design, and marine engineering.

Total Experience

24 Years

Skills

Has managed approximately 60 projects involving master planning for communities

Education

MA, Urban Design, Oxford Brookes University, Oxford, UK

B. Arch, Kerala University, Kerala, India

Certifications

Certified Planner, American Institute of Certified Planners

Select Experience

City of Wildwood Downtown Planning: Project manager. Community assessment and engagement and plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, and identifying key sites that could be pivotal for long-term downtown redevelopment, all tied in through a comprehensive urban design plan.

City of Lakeland South Florida Avenue Strategic Master Plan: Project manager. Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

City of Jacksonville Beach Urban Trails Consultant: Project manager. Ayres is assisting City of Jacksonville Beach through prime consultant CHW in preparation of comprehensive urban trail network connecting City's neighborhoods to beach. Our team is involved in the critical review of the design and workshops to identify routes and destinations and general design themes in addition to environmental and funding assessments.

DeFuniak Springs Main Street Plan: Project manager. Numerous urban design strategies, including streetscape improvement recommendations; open space and park recommendations and connectivity; and gateway and corridor enhancements to improve and make the downtown core of DeFuniak Springs more economically resilient and walkable.

Hopkins Park Concept Master Plan, St. Cloud, FL: Project manager. Our master plan and design provides a comprehensive overhaul of the existing park, with a new recreation center, ball fields, courts, community gardens, plazas, and walkways to accommodate various user and age groups. Process involved robust engagement with the community and stakeholders to meet their aspirations. The final plan provides strategies for stormwater management, safety through CPTED, phased implementation, and potential funding through FRDAP, LWCF, and other grants.

Ray H. Neri Park, Pinellas County, FL: Project management services are ensuring that the park design is completed in a timely manner to qualify and comply with the American Rescue Plan Act (ARPA) 2021 grant requirements.



Jeffrey Siewert, PE

Senior Transportation Engineer

Jeffrey is a senior project manager in Ayres' Southeast transportation group. He offers more than 31 years of experience on Florida transportation and civil engineering projects. Jeff's project management and design experience includes extensive Florida Department of Transportation (FDOT) interchange, interstate/expressway, and multimodal/complete streets projects. His municipal project experience includes roadway, sidewalk, trail, stormwater, and streetscape design. He has managed master planning initiatives promoting pedestrian-focused transportation and community regrowth. His expertise includes wetland issues and environmental permitting.

Select Experience

City of Lakeland South Florida Avenue Strategic Master Plan: Project engineer. Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

City of Tampa East Columbus Drive from North Nebraska Avenue (SR 45) to 14th Street (Tampa Walk-Bike LAP Project) (FPID 436639-1): Responsible for project management and oversight of design. Project involves developing conceptual plans and final design to alleviate unsafe and undesirable conditions while enhancing aesthetics and improving safety for bicyclists and pedestrians. Work is part of City of Tampa's Center City Plan that proposes roadway "right sizing" and traffic rebalancing. Services include analyzing roadway geometry and intersections to determine potential improvements to improve traffic, pedestrian, and bicyclist operations and safety; public involvement; permitting; and agency and utility coordination.

City of Tampa 46th Street from SR 580 (Busch Boulevard) to SR 582 (Fowler Avenue) (Tampa Walk-Bike LAP Project) (FPID 437246-1): Responsible for project management, including oversight of the overall design of improvements, which include pavement design, alignment design for resurfacing and a roundabout, drainage improvements consisting of adding new inlets, gutter profiling, sidewalk widening from 5 feet to 10 feet, signing and marking, and maintenance of traffic (MOT). Project provides sidewalk connectivity, sidewalk widening including multiple mid-block crossings and share-the-road pavement markings, and intersection and travel lane improvements along 46th Street from Busch Boulevard to Fowler Avenue. Key project feature is mini-roundabout proposed for intersection of 46th Street and Linebaugh Avenue, which has history of numerous crashes.

City of Tampa Bermuda Boulevard Concept Assessment: Project manager. Provided direct design and oversight for design of complete street and road diet project improvements, which included pavement design for milling and resurfacing to designate share-the-road markings, parking spaces, and multi-use trail. Drainage improvements consisted of closed system with inlets and stormwater piping coordinated with a seawall replacement, utility coordination to secure project area, and signing and marking. Project was developed to conceptual stage to achieve public involvement. Project involves developing conceptual plans to alleviate unsafe and undesirable conditions along Bermuda Boulevard in City of Tampa while enhancing roadway to include safety features for bicyclists and pedestrians as well as aesthetic attributes. Also performing structural evaluation to determine repairs or replacement required for failing seawall. Services include analyzing roadway geometry and intersections to determine potential improvements as necessary to improve traffic, pedestrian, and bicyclist operations and safety; public involvement; permitting; and agency and utility coordination.

Total Experience

34 Years

Registrations

Registered Professional Engineer, FL

Education

MS, Civil Engineering, Tulane University

MS, Petroleum Engineering, Tulane University

BS, Civil Engineering, University of Miami

Memberships

Florida Engineering Society

Florida Institute of Consulting Engineers

American Society of Highway Engineers



Michael Noesen, PE

Senior Traffic Engineer

Mike offers clients well over three decades of experience in the management and design of urban and rural roadway projects as well as lighting and signalization. He's been in Tampa for the past 31 years working on projects for the Florida Department of Transportation and county, city, and private clients. He also has experience in PD&E studies, ITS, transit design, and value engineering. Mike manages design and construction projects and provides transportation engineering support. His responsibilities include project management; quality control; roadway, signal, lighting, and ITS design; reports; quantities; construction cost estimates; utility coordination; and assembling plans, specifications, and estimates packages..

Total Experience

39 Years

Registrations

Registered Professional Engineer, FL, IL

Education

BS, Civil Engineering, University of Notre Dame

Computer Career Program Certificate, DePaul University

Credentials / Training

FDOT training/certificates:

- Long Range Estimates
- Specifications
- Advanced Work Zone Traffic Control
- GE Lighting School
- Holophane Lighting School
- ITS Lightning Protection
- IMSA Fiber Optics for ITS Level 1

Memberships

Florida Engineering Society

Tampa Bay Institute of Transportation Engineers

American Society of Highway Engineers

International Municipal Signal Association

Select Experience

City of Wildwood Downtown Planning: Project engineer. Project involves providing professional planning services for downtown Wildwood. Services include community assessment and engagement, plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, examining and suggesting improvements to parking availability, and identifying key sites that could be pivotal for long-term downtown redevelopment. Ayres is also assisting with funding options and grant services.

City of Lakeland South Florida Avenue Strategic Master Plan: Project engineer. Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

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46th Street from SR 580 (Busch Boulevard) to SR 582 (Fowler Avenue) (Tampa Walk-Bike LAP Project), Tampa, FL: Project provides sidewalk connectivity, sidewalk widening including multiple mid-block crossings and share-the-road pavement markings, and intersection and travel lane improvements along 46th Street from Busch Boulevard to Fowler Avenue. Key project feature is mini-roundabout proposed for intersection of 46th Street and Linebaugh Avenue. Intersection has history of numerous crashes, with occurrences far exceeding any other intersection along the 46th Street corridor. Mini-roundabout was designed to fit within existing right-of-way and will significantly improve vehicle safety, lower speeds, and provide for safe pedestrian crossings.

Tampa Palms Boulevard from Ebersburg Drive to Bruce B. Downs Boulevard Complete Streets Project, Tampa, FL: Ayres was tasked to complete a basis of design report for this 4-mile-long corridor. Complete street corridor improvements included traffic study analysis, lane repurposing, pavement reclamation, buffered bicycle lanes, enhanced crossings, school queue lanes adjacent to both elementary schools, and roundabout analysis. Conceptual plans include roadway, drainage, lighting, signing and pavement, and signalization design.



Mike Scholl, EDFP

Planning and Economic Development Specialist

Mike has two decades of nationwide planning experience with consultants, community groups, and most recently as economic development manager for the City of Loveland. More than five years as a legislative assistant to U.S. congressmen adds to the depth of Mike's understanding of planning, from funding through community implementation.

Among Mike's experience are strategic planning, downtown redevelopment, brownfield remediation, grant writing, and comprehensive economic development. Mike's vision and persistence have brought success to many development projects.

Mike's responsibilities include research and evaluation of data related to social, housing, economic, population, environmental, and land use trends; developing planning studies and reports; performing plan reviews; preparing permits; researching and analyzing residential and commercial development projects; reviewing and preparing environmental assessments, plans, and documents; and conducting field evaluations and assessments.

Select Experience from Ayres and Previous Employment

City of Lakeland South Florida Avenue Strategic Master Plan: Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

City of Crystal River King's Bay River Walk Permitting, Grant Support, and Construction Services: Project involves the waterward portion of the King's Bay River Walk Phase II project, a pedestrian-only water access project intended to bring tourists, general foot traffic, and events to the waterfront downtown commercial area of Crystal River. Ayres' team is providing design and permit application support for individually owned dock replacement as they are in conflict with the proposed alignment of the River Walk. Ayres is also providing grant administration services in support of the Florida Department of Economic Opportunity (DEO) and Gulf Consortium funding sources. Ayres will also provide bid phase support and construction observation.

City of Evans Master Plan, Evans, CO: Responsible for project management while with Ayres. Project involves master plan update that integrates robust economic residency chapter with housing study, along with recreation, utilities, and other critical elements. Public engagement was centered around four-part process that sought to understand community vision and values before establishing required policy sections. Strategies and recommendations are firmly grounded in needs and wants of community. Focusing on theme "Where Rivers and Opportunities Meet," Evans' plan is emerging around four core community values named: Quality of Life, Within Reach, Your Multi-Cultural Hometown, Redefining Work-Life Balance, and Connected to Everything that Matters. To manage public engagement environment during pandemic, our team tailored creative strategies to engage community within social distancing requirements.

Total Experience

29 Years

Skills

Strategic planning; downtown redevelopment; social, housing, economic, population, land use data analysis

Education

MS, Public Policy, University of Michigan

MS, Urban Planning, University of Michigan

Certifications

Economic Development Finance Professional, National Development Council



Chris Silewski, PLA

Landscape Architect

Chris has spent the majority of his career focusing on how to harness a community's unique character into every project. His innate interests in community outreach, local typology, art, ecology, and regional design make him a valuable resource to any planning project aimed at engaging the public in creating regional destinations. Licensed in Florida, Wisconsin, and Minnesota, his experience with communities ranges across a wide range of demographics and geographic locations. He believes each community is different and that every project and communication approach should be tailored accordingly.

Select Experience

City of Wildwood Downtown Planning: Landscape architect. Project involves providing professional planning services for downtown Wildwood. Services include community assessment and engagement, plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, examining and suggesting improvements to parking availability, and identifying key sites that could be pivotal for long-term downtown redevelopment. Ayres is also assisting with funding options and grant services.

City of Lakeland South Florida Avenue Strategic Master Plan: Landscape architect. Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

DeFuniak Springs Main Street Plan: Project manager. Numerous urban design strategies, including streetscape improvement recommendations; open space and park recommendations and connectivity; and gateway and corridor enhancements to improve and make the downtown core of DeFuniak Springs more economically resilient and walkable.

Spruce Street Linear Park Ditch Enclosure, Tampa, FL: Project involved comprehensive study and evaluation services for Spruce Street and adjacent drainage facility consisting of large open ditch and multiple side drain structures. Area surrounding Spruce Street had experienced – and is still experiencing – extensive redevelopment of commercial, restaurant, and residential facilities and drastic change in land use and surrounding cultural activity. Concept developed by Ayres was to use low-impact design elements for enclosing the ditch while maintaining flow and treatment requirements. The newly available area would then support a linear park and trail that would accommodate high demand for new residents to walk and recreate in their neighborhood.

St. Johns Avenue Reimagining, Palatka, FL: St. Johns Avenue has been a point of pride for the Palatka community. Ayres' proposed design draws inspiration from the rich history of Palatka, the unique ecology of the local St. Johns River, and the important community social structures many residents identify with. The streetscape will encourage pedestrians to travel east and west through a variety of changing experiences anchored in the design identity of each individual district. Ayres' services include streetscape design, utility coordination, public engagement, community outreach, and visualization.

Total Experience

16 Years

Registrations

Professional Landscape Architect, FL, WI, MN

Education

BLA, Landscape Architecture, North Dakota State University

BS, Environmental Design, North Dakota State University

Expertise

- » Project Management
- » Community Placemaking
- » Consensus Building
- » Graphic Communication
- » Community Engagement
- » Urban Design
- » Park Planning and Design
- » User Experience Design
- » Complete Streets

Memberships

American Society of Landscape Architects

License Number

LA6667396



Mohamad-Waleed Gebarin, PE

Transportation Engineer

Mohamad brought to Ayres almost four years of previous experience in design and the development of roadway construction plan sets in conformance with the design standards of the Florida Department of Transportation (FDOT), the American Association of State Highway and Transportation Officials (AASHTO), and the Manual on Uniform Traffic Control Devices (MUTCD). Mohamad has worked on large and small teams completing resurfacing, restoration, and rehabilitation projects and major design-build projects for FDOT District 7 and surrounding communities. He also has project management experience working alongside senior staff and teammates. Mohamad is highly skilled in plans production using MicroStation OpenRoads Designer CONNECT Edition.

Total Experience

8 Years

Registrations

Registered Professional Engineer, FL

Education

BS, Civil Engineering, University of South Florida

Memberships

American Society of Highway Engineers

Select Experience

City of Wildwood Downtown Planning: Project engineer. Project involves providing professional planning services for downtown Wildwood. Services include community assessment and engagement, plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, examining and suggesting improvements to parking availability, and identifying key sites that could be pivotal for long-term downtown redevelopment. Ayres is also assisting with funding options and grant services.

DeFuniak Springs Main Street Plan: Numerous urban design strategies, including streetscape improvement recommendations; open space and park recommendations and connectivity; and gateway and corridor enhancements to improve and make the downtown core of DeFuniak Springs more economically resilient and walkable.

City of Tampa East Columbus Drive from North Nebraska Avenue (SR 45) to 14th Street (Tampa Walk-Bike LAP Project) (FPID 436639-1): Project engineer. Project involves developing conceptual plans and final design to alleviate unsafe and undesirable conditions while enhancing aesthetics and improving safety for bicyclists and pedestrians. Work is part of City of Tampa's Center City Plan that proposes roadway "right sizing" and traffic rebalancing. Services include analyzing roadway geometry and intersections to determine potential improvements to improve traffic, pedestrian, and bicyclist operations and safety; public involvement; permitting; and agency and utility coordination.

City of Tampa 46th Street from SR 580 (Busch Boulevard) to SR 582 (Fowler Avenue) (Tampa Walk-Bike LAP Project) (FPID 437246-1): Project engineer. Project includes pavement design, alignment design for resurfacing and a roundabout, drainage improvements consisting of adding new inlets, gutter profiling, sidewalk widening from 5 feet to 10 feet, signing and marking, and maintenance of traffic (MOT). Project provides sidewalk connectivity, sidewalk widening including multiple mid-block crossings and share-the-road pavement markings, and intersection and travel lane improvements along 46th Street from Busch Boulevard to Fowler Avenue. Key project feature is mini-roundabout proposed for intersection of 46th Street and Linebaugh Avenue, which has history of numerous crashes.



Hisham Sunna, PhD, PE

Senior Structural Engineer

Hisham is manager of Ayres' structural engineering and inspection groups in Florida, serves as a chief structural engineer, provides project management and work oversight, and performs quality reviews. He has managed numerous continuing services type contracts for the Florida Department of Transportation (FDOT) and local governments, including Hillsborough County. He is known to all clients to be responsive, knowledgeable of the multiple issues that could arise on any given transportation project, and capable of serving clients' needs through meeting their goals, budgets, and schedules.

Select Experience

City of Crystal River King's Bay River Walk Permitting, Grant Support, and Construction Services: Project involves the waterward portion of the King's Bay River Walk Phase II project, a pedestrian-only water access project intended to bring tourists, general foot traffic, and events to the waterfront downtown commercial area of Crystal River. Ayres' team is providing design and permit application support for individually owned dock replacement as they are in conflict with the proposed alignment of the River Walk. Ayres is also providing grant administration services in support of the Florida Department of Economic Opportunity (DEO) and Gulf Consortium funding sources. Ayres will also provide bid phase support and construction observation.

Pasco County Line Road Sidewalk Improvements (Northwood Palms Road to Big Creek Drive) and Bridge Widening Design and Permitting: Project manager. Ayres provided design and permitting services for County Line Road (Northwood Palms Road to Big Creek Drive) to add a shared-use path in the Wesley Chapel area of Pasco County. The project required widening Bridge #104132, County Line Road over Trout Creek, a three-span, 170-foot bridge on a 28-degree skew previously donated by Hillsborough County to Pasco County.

Belcher Road (CR 501) at Gulf to Bay (SR 60) PD&E Re-evaluation, Clearwater, FL: Pinellas County retained Ayres to re-evaluate a PD&E study for Belcher Road (CR 501) from Druid Road to Sunset Point Road that was completed in 2008. New study focused on intersection of Belcher Road and Gulf to Bay Boulevard (SR 60) and investigated operational and safety improvement alternatives for the intersection and provided documented data for the County. The selected alternative was an east-west median U-turn, with an estimated construction cost of \$13.5 million.

Pasco County Suncoast Trail Bicycle/Pedestrian Overpass at SR 54 Planning Study: Project manager. Ayres was retained to complete a planning study to investigate pedestrian bridge overpass alternatives and alignments at Suncoast Trailhead and SR 54. The study also investigated two potential alternatives for a pedestrian connection on the north side of SR 54 from the Suncoast trailhead to the existing sidewalk on the east side of the Suncoast Parkway. At the existing trailhead, options were examined for expanded parking, a new restroom and other value-added amenities. The goal of the study is to provide the County with sufficient information to prepare an RFP for the design and permitting of the improvements identified in this report. The Final Report was submitted in July 2021.

Total Experience

29 Years

Registrations

Registered Professional Engineer, FL, AL, GA, LA, MI, MS, WI

Certifications

Bridge Inspection Refresher Course, FHWA, NHI, 2022

Safety Inspection of In-Service Bridges Certificate FHWA, NHI, 2015

FDOT Advanced Maintenance of Traffic Certification, 2016

Education

PhD, Structural Engineering, University of Alabama

MS, Structural Engineering, Yarmouk University, Jordan

BS, Civil Engineering, University of Jordan-Amman

Memberships

American Institute of Steel Construction

American Council of Engineering Companies of Florida, Multiple Committees

American Society of Civil Engineers, Fellow

American Society of Civil Engineers – Structural Engineering Institute, Fellow

Transportation Research Board Standing Committees AKG70 and AKB20, Member



Josh Olhava, AICP, PCCP

Urban Planner and Affordable Housing Specialist

With a strong background in community and strategic planning, Josh is well versed in land use planning policies, procedures and regulations, including their impact on the built environment. His experience spans both public and private sectors to include policy and plan development – implementation, code analysis and amendments, development review, corridor analysis and design criteria and organizational process improvements. Josh is known for guiding creative and innovative planning initiatives with an eye on implementation. He enjoys bringing together community members and stakeholders to achieve common goals and objectives that embody community values.

Total Experience

11 years

Certifications

American Institute of Certified Planners (AICP), Prosci Certified

Change Practitioner (PCCP)

Education

MS, Community Planning,
University of Cincinnati

BS, Community and Regional
Planning, Iowa State University

Select Experience

DeFuniak Springs Parks and Recreation Plan: Master Plan project included a parks and open space inventory, boundary and topographic survey, pedestrian-park connectivity analysis, and overall master planning efforts which included an opportunities study, implementation plan, and public involvement coordination. Citywide parks and rec master plan was based on an assessment of existing facilities, demographic trends analysis, and community engagement. Plan recommended improvements to existing facilities, concept designs, and programs for expanded and new facilities. It also recommended a citywide bike-ped network, connecting parks, schools, neighborhoods, and other destinations. The final plan included a robust, phased implementation plan aligned with funding strategies and acquisition strategies.

City of Evans Master Plan, Evans, CO: Project involves master plan update that integrates robust economic resiliency chapter with housing study, along with recreation, utilities, and other critical elements. Public engagement was centered around four-part process that sought to understand community vision and values before establishing required policy sections. By taking this approach, strategies and recommendations are firmly grounded in needs and wants of community. Focusing on theme “Where Rivers and Opportunities Meet,” Evans’ plan is emerging around four core community values named: Quality of Life, Within Reach, Your Multi-Cultural Hometown, Redefining Work-Life Balance, and Connected to Everything that Matters. To manage changing public engagement environment during pandemic, our team tailored creative strategies to engage community within social distancing requirements.

Colorado Main Street Pickaxe Projects: Project involves providing strategic planning, branding, storytelling, streetscaping, and economic development project analysis for 21 Colorado Main Street communities. Project follows prior five-year contract that generated Pickaxe branding project and eight strategic plans.

Town of Windsor, CO, On-call Services: Ayres has provided contract staffing services to the Downtown Development Authority since 2016 and is responsible for directing the organization while pursuing strategic initiatives. Tasks and projects include assistance with tax increment financing and structuring of project incentive packages; EPA and Main Street grant administration; organization budgeting and public relations; strategic plan development/project implementation; staffing of monthly meetings; and preparation of agenda packets and minutes. A key priority is maximizing TIF revenues for the district.



Paige Bernhardt

Landscape Design and Graphics

Paige's passions include parks and open spaces and designing for waterfronts, urban settings, and ecological preservation. As a landscape designer, she enjoys meaningful placemaking, creating therapeutic landscapes, and designing with people and wildlife in mind. Her hobbies constitute a long list, and every one of them involves the outdoors.

Paige applies her strong work ethic and communication skills on team landscape design efforts, including completing drawings for a variety of projects in AutoCAD. She is particularly knowledgeable about soils; grading and drainage; construction details; planting design; cartography; and the identification of woody plants, herbaceous annuals, and perennials. Paige uses Land F/X, SketchUp, Enscape, Lumion, GIS, and Adobe Creative Cloud.

Total Experience

2 Years

Education

BA, Landscape Architecture,
University of Wisconsin-Madison

Memberships

American Society of Landscape
Architects, Wisconsin Section,
Board of Directors

Select Experience

City of Wildwood Downtown Planning: Project involves providing professional planning services for downtown Wildwood. Services include community assessment and engagement, plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, examining and suggesting improvements to parking availability, and identifying key sites that could be pivotal for long-term downtown redevelopment. Ayres is also assisting with funding options and grant services.

City of Lakeland South Florida Avenue Strategic Master Plan: Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

DeFuniak Springs Main Street Plan: Numerous urban design strategies, including streetscape improvement recommendations; open space and park recommendations and connectivity; and gateway and corridor enhancements to improve and make the downtown core of DeFuniak Springs more economically resilient and walkable.

Hopkins Park Concept Master Plan, St. Cloud, FL: Our master plan and design provides a comprehensive overhaul of the existing park, with a new recreation center, ball fields, courts, community gardens, plazas, and walkways to accommodate various user and age groups. Process involved robust engagement with the community and stakeholders to meet their aspirations. The final plan provides strategies for stormwater management, safety through CPTED, phased implementation, and potential funding through FRDAP, LWCF, and other grants.

St. Johns Avenue Reimagining, Palatka, FL: St. Johns Avenue (formally known as Lemon St.) has been a point of pride and an anchor of remembrance for the Palatka community. Ayres' proposed design draws inspiration from the rich history of Palatka, the unique ecology of the local St. Johns River, and the important community social structures many residents identify with. The streetscape will encourage pedestrians to travel east and west through a variety of changing experiences anchored in the design identity of each individual district. By working with local business owners and developing creative yet consistent design inspiration, we are able to give consistent streetscape language that is also identifiable to each district. Ayres' services include streetscape design, utility coordination, public engagement, community outreach, and visualization.



Kevin Kuhlow, PE

Senior Transportation Engineer

Kevin works to make sure our transportation design projects effectively address safety and traffic operation needs through traffic modeling, skillful design of signalized and roundabout intersections, and optimized signal timing. Kevin is a seasoned project manager and roundabout designer and has over two decades of transportation design and project management experience. Kevin is a leading U.S. roundabout designer who has focused on roundabouts for the past 23 years, including feasibility studies, operational analysis, design, review, construction observation assistance, and training. Kevin has worked throughout the nation and seen over 200 roundabouts through construction, ranging from mini-roundabouts to complex three-lane interchange roundabouts.

Total Experience

27 Years

Registrations

Registered Professional Engineer, FL, AK, IL, IN, MN, WI

Education

BS, Civil Engineering, University of Wisconsin-Madison

Memberships

American Society of Highway Engineers

Select Experience

City of Tampa 46th Street from SR 580 (Busch Boulevard) to SR 582 (Fowler Avenue) (Tampa Walk-Bike LAP Project) (FPID 437246-1): Traffic engineer/roundabout designer. Project provides sidewalk connectivity, sidewalk widening including multiple mid-block crossings and share-the-road pavement markings, and intersection and travel lane improvements along 46th Street from Busch Boulevard to Fowler Avenue. Key project feature is mini-roundabout proposed for intersection of 46th Street and Linebaugh Avenue. Intersection has history of numerous crashes, with occurrences far exceeding any other intersection along the 46th Street corridor. Mini-roundabout was designed to fit within existing right-of-way and will significantly improve vehicle safety, lower speeds, and provide for safe pedestrian crossings.

DeCubellis Road Widening and Intersection Improvements, Phase II and III, Pasco County, FL: Traffic engineer. Project involves design of the four-lane full DeCubellis Road roadway corridor for approximately 3.3 miles from Little Road to Town Center Road. Other improvements will include a multi-use trail, signalization and component upgrades, and intersection improvements at DeCubellis Road and Starkey Boulevard, Tanglewood Drive, River Ridge Boulevard, and Town Center Road. Improvements and upgrades will be based on future traffic volumes generated from a traffic study and traffic counts obtained under this project.

Extension of Asbel Road from US 41 to Pasco County Utilities Driveway, Land O' Lakes, FL: Traffic engineer. Extension of Asbel Road begins at US 41 and continues east for about 450 feet, then turns 90 degrees to follow a southerly alignment (parallel to US 41) and connect to Central Boulevard across from the Pasco County Utilities (PCU) driveway. First 450 feet of the extension was designed to mirror the current geometry of the existing Asbel Road west of US 41. Design accommodates future widening to four lanes in accordance with the Land O' Lakes Public Safety Campus Master Plan. FDOT coordination was required, as they provided interim and ultimate traffic signal design.

Doyle Carlton Drive and Laurel Street Roundabout Design, Tampa, FL: Traffic engineer/roundabout design. Project involves reconfiguring existing 4-way stop intersection with yield-controlled right turns into a single-lane roundabout intersection. Proposed improvements also include wider sidewalks, buffered bike lanes over the Laurel Street bridge, and shorter pedestrian crosswalks. Proposed roundabout improvement will reduce vehicle, cyclist, and pedestrian conflicts, providing a safer multi-modal intersection in line with the City's Vision Zero initiative while maintaining the existing roadway's level of service. As a subconsultant to ADEAS-Q, services include roadway analysis and plans,



Matthew Ivie, PE

Infrastructure and Drainage Specialist

Matthew is highly experienced in utility relocations; potable water, wastewater, and pumping station facilities design; regulatory permitting; drainage and stormwater design; and plan preparation. He has served as a project manager, project engineer, designer, and inspector. As a member of Ayres' municipal engineering and CEI group, his design work includes sewer and water mains, roadways, and soft utilities. Matthew also provides field inspection and construction observation services. He was chairman of the Pinellas County Utility Group for 2019-2020. He is proficient in many programs including WaterCAD, AutoCAD, and ArcGIS.

Select Experience

City of Lakeland South Florida Avenue Strategic Master Plan: Project engineer. Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

Hopkins Park Concept Master Plan, St. Cloud, FL: Our master plan and design provides a comprehensive overhaul of the existing park, with a new recreation center, ball fields, courts, community gardens, plazas, and walkways to accommodate various user and age groups. Process involved robust engagement with the community and stakeholders to meet their aspirations. The final plan provides strategies for stormwater management, safety through CPTED, phased implementation, and potential funding through FRDAP, LWCF, and other grants.

St. Johns Avenue Reimagining, Palatka, FL: St. Johns Avenue (formally known as Lemon St.) has been a point of pride and an anchor of remembrance for the Palatka community. Ayres' proposed design draws inspiration from the rich history of Palatka, the unique ecology of the local St. Johns River, and the important community social structures many residents identify with. The streetscape will encourage pedestrians to travel east and west through a variety of changing experiences anchored in the design identity of each individual district. By working with local business owners and developing creative yet consistent design inspiration, we are able to give consistent streetscape language that is also identifiable to each district. Ayres' services include streetscape design, utility coordination, public engagement, community outreach, and visualization.

City of Port Richey Cotee River Landing: Project began with Cotee River Landing Feasibility Study based on objectives outlined in City's 2020 Comprehensive Plan. Among the goals are to provide safe, efficient multi-modal transportation; enhance retail/recreational components; preserve/emphasize historical character as Fisherman's Village; identify potential land development regulations and land uses; establish plan to procure funding. Improvements will enhance ease of mobility to the surrounding communities and public access within the area. Design and construction of the proposed infrastructure improvements are aimed to amplify and promote urbanization of the waterfront to create a vibrant destination for residents and visitors alike.

City of Tampa East Columbus Drive from North Nebraska Avenue (SR 45) to 14th Street (Tampa Walk-Bike LAP Project) (FPID 436639-1): Project engineer. Project involves developing conceptual plans and final design to alleviate unsafe and undesirable conditions while enhancing aesthetics and improving safety for bicyclists and pedestrians. Work is part of City of Tampa's Center City Plan that proposes roadway "right sizing" and traffic rebalancing. Services include analyzing roadway geometry and intersections to determine potential improvements to improve traffic, pedestrian, and bicyclist operations and safety; public involvement; permitting; and agency and utility coordination.

Total Experience

15 Years

Registrations

Registered Professional Engineer, FL

Certifications

Florida DOT Temporary Traffic Control – Advanced, 2019

Education

BS, Mechanical Engineering, Georgia Institute of Technology

Memberships

Pinellas County Utility Group, Former Chairman



Total Experience

26 years

Certifications

American Institute of Certified Planners

Education

MA, Urban and Regional Planning, University of New Orleans

BA, Landscape Architecture, Ball State University

Amanda Arnold, AICP

Urban Planner and Policy Specialist

Amanda has provided planning expertise as a consultant and from a variety of public sector positions, having worked for a regional planning commission, a transit authority, and jurisdictions of various sizes, including the City of Minneapolis. Her vast experience includes completing comprehensive plans, overseeing capital improvement projects, coordinating with neighborhood groups, and reviewing subdivision and site plans. In addition, her experience as a municipal administrator provides her with a solid understanding of all municipal operations.

Select Experience

City of Wildwood Downtown Planning: Project involves providing professional planning services for downtown Wildwood. Services include community assessment and engagement, plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, examining and suggesting improvements to parking availability, and identifying key sites that could be pivotal for long-term downtown redevelopment. Ayres is also assisting with funding options and grant services.

City of Lakeland South Florida Avenue Strategic Master Plan: Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

On-Call General Planning Services, St. Cloud, FL: Ayres is assisting the City of St. Cloud with general planning services on an as-needed basis to provide support for full plan review services such as master plans, planned unit developments, annexations, future land amendments and zoning map amendments, site development plans, preliminary subdivision and construction plans, building permits, preparation of staff reports, attendance at coordination/ comment resolution meetings (as necessary), field meetings, preparation of review comments and follow-up to any comment responses received. Work includes planning, landscape and transportation reviews for large site plan and construction development plan proposed in the City.

Hopkins Park Concept Master Plan, St. Cloud, FL: Our master plan and design provides a comprehensive overhaul of the existing park, with a new recreation center, ball fields, courts, community gardens, plazas, and walkways to accommodate various user and age groups. Process involved robust engagement with the community and stakeholders to meet their aspirations. The final plan provides strategies for stormwater management, safety through CPTED, phased implementation, and potential funding through FRDAP, LWCF, and other grants.

City of Port Richey Cotee River Landing: Project began with Cotee River Landing Feasibility Study based on objectives outlined in City's 2020 Comprehensive Plan. Among the goals are to provide safe, efficient multi-modal transportation; enhance retail/recreational components; preserve/emphasize historical character as Fisherman's Village; identify potential land development regulations and land uses; establish plan to procure funding. Improvements will enhance ease of mobility to the surrounding communities and public access within the area. Design and construction of the proposed infrastructure improvements are aimed to amplify and promote urbanization of the waterfront to create a vibrant destination for residents and visitors alike.



Don Spence, PhD

Landscape Designer / Board Certified Master Arborist

For the past 26 years, Don has worked with threatened and endangered species, conducted habitat assessments, and developed urban forestry management plans for both public and private entities. As a Board Certified Master Arborist with a PhD in Plant Pathology, Don is a plant ecologist and plant health specialist that has provided education seminars and health assessments across the State of Florida. Don has extensive experience with environmental resource permitting for activities associated with inland and coastal projects.

Select Experience

City of Wildwood Downtown Planning: Landscape designer. Project involves providing professional planning services for downtown Wildwood. Services include community assessment and engagement, plan creation based on stakeholder feedback, and implementation assistance. Work includes creating a future land-use map, evaluating the transportation system and examining multi-modal connections, identifying key improvements to public spaces, focusing on the railroad corridor and adjacent land uses, examining and suggesting improvements to parking availability, and identifying key sites that could be pivotal for long-term downtown redevelopment. Ayres is also assisting with funding options and grant services.

Hopkins Park Concept Master Plan, St. Cloud, FL: Landscape designer. The parks master planning process involves strategically examining the City's plans and engaging the community to enhance the vision for the future of the park and concept master plan. The process has evaluated existing community services, facilities, and resources to assess the future needs of Hopkins Park. The plan also made specific recommendations and a space planning analysis for the old recreation center within the park. The final plan provides strategies for stormwater management, safety through CPTED, and phased implementation through FRDAP and other grants.

City of Port Richey Cotee River Landing: Landscape designer. Project began with Cotee River Landing Feasibility Study based on objectives outlined in City's 2020 Comprehensive Plan. Among the goals are to provide safe, efficient multi-modal transportation; enhance retail/recreational components; preserve/emphasize historical character as Fisherman's Village; identify potential land development regulations and land uses; establish plan to procure funding. Improvements will enhance ease of mobility to the surrounding communities and public access within the area. Design and construction of the proposed infrastructure improvements are aimed to amplify and promote urbanization of the waterfront to create a vibrant destination for residents and visitors alike.

Mandala Village Mixed Use Development, Vero Beach, FL: Provided original research outlining original site ecosystems and soil types, provided plant palette and landscape design for multi-family, single family, high-rise condominium area, commercial center, office and wellness park, and 10-acre resort hotel area. Provided lagoon design and emergent/submergent landscape design.

Total Experience

26 Years

Certifications

ISA Board Certified Master Arborist

Commercial Landscape Maintenance License

FDACS/DPI Nursery Stock Dealer

Education

PhD, Plant Pathology, University of Florida, Gainesville

MS, Biology, University of Central Florida, Orlando

BS, Biology, Stetson University

Memberships

International Society of Arboriculture

Awards

Florida Native Plant Silver Palmetto Award

Bethune-Cookman University Research Award



Kristen Taylor, CPSM

Public Engagement

Kristen is a marketing professional with over seven years of experience in diverse industries. She has a proven track record of success in branding and public engagement strategies and platforms. Working in Ayres' Southeast Division, Kristen focuses on helping clients achieve their public engagement objectives and connecting to communities in a meaningful way.

Kristen has a personal touch when working with clients that exceeds professional expectations and ensures clients' needs are top priority. She works with partners to develop best in class solutions for current and emerging public involvement and branding needs.

Total Experience

7

Education

Master of Business
Administration, University of
West Florida

Bachelor of Business
Administration, Marketing,
University of Georgia

Certification

Certified Professional Services
Marketer

Select Experience

City of Lakeland South Florida Avenue Strategic Master Plan: Public engagement specialist. Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

Hopkins Park Concept Master Plan, St. Cloud, FL: Public engagement specialist. The parks master planning process involves strategically examining the City's plans and engaging the community to enhance the vision for the future of the park and concept master plan. The process has evaluated existing community services, facilities, and resources to assess the future needs of Hopkins Park. The plan also made specific recommendations and a space planning analysis for the old recreation center within the park. The final plan provides strategies for stormwater management, safety through CPTED, and phased implementation through FRDAP and other grants.

Citrus County CR 486 Interchange Management Area (IMA), Citrus County, FL: Public engagement specialist. Ayres is partnered with CHW to develop comprehensive plan amendments and land development code updates for the County Road 486 Interchange Management Area in Citrus County. Ayres has participated in all stakeholder meetings and open house workshops. In addition, Ayres has provided input and support for the preparation of alternatives for the CR 486 IMA boundary based on the data analysis and public input. The team will provide a final CR 486 IMA boundary, Comprehensive Plan text amendments, FLUM amendment, LDC updates, and Land Use Atlas Map updates and present it to the Citrus County BOCC.



Keely Campbell, PG

Grants and Funding

As a business development strategist, Keely focuses on grant writing; identifying opportunities for Ayres' landscape architecture, urban planning, and brownfield redevelopment experts; and finding new markets for those experts to serve.

In the critical realm of funding, Keely has obtained and managed millions of grant dollars over the space of just three years to fuel a range of development-focused projects.

Select Experience

City of Wildwood Brownfield Assessment Grant: Project manager. Ayres was retained to prepare an EPA Assessment Grant application and assist with submission. Tasks included preparing a formal City description, its urban corridors, and re-utilization objectives through Main Street project and other initiatives. We provided detailed descriptions of how sites and areas will be selected for assessment, including access issues for private landowners, site inventory, and prioritization efforts by the City or other end users. Ayres identified community needs and sustainable reuse of potential redevelopment areas. We also coordinated community involvement practices and prepared an estimated project budget..

City of Lakeland South Florida Avenue Strategic Master Plan: Project focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.

EPA Brownfield Services, Palatka, FL: Responsible environmental site assessment. Project involves conducting outreach services, grant management, environmental site assessment, and redevelopment services. Purpose of project is to proactively manage brownfield redevelopment planning and efforts, investigate soil and groundwater impacts in project areas, evaluate remedial options, and contribute to community involvement/outreach activities. Services include site inventory, selection, and planning; progress reports; project work plans; data evaluation; site investigation reports; remedial action planning and report; programmatic reports; and analysis of brownfield cleanup objectives. Sites include Cypress Mills, Florida Furniture, and 11th Street Corridor.

Brillion Iron Works Redevelopment, Brillion, WI: Responsible for grant application services and environmental site assessment. Project involves developing plans and specifications for demolition of Brillion Iron Works foundry, along with providing bidding assistance and submittal of permitting applications, as part of proposed redevelopment of 145-acre brownfield property. Re-purposed, re-imagined foundry site may include new residential and mixed-use commercial offerings, innovation center and maker's space, daycare facility, STEM park encouraging kids to explore nature and interactive installations that demonstrate science and technology principals, as well as daylighted streambed, walking paths, playground, and recreation fields. Ayres is working with City of Brillion, Ariens Company, and Brillion Works LLC on redevelopment efforts.

Total Experience

12 Years

Registrations

Registered Professional Geologist, WI

Education

BS, Geological Sciences, Florida State University

Expertise

Funding strategy, grant procurement/implementation, NEPA policy, business development, marketing material design

Memberships

National Ground Water Association



Aaron O'Keefe

GIS Specialist

Aaron provides mapping and GIS support to our engineers and planners. His experience includes the coordination of mapping efforts for projects such as outdoor recreation plans, bicycle and pedestrian plans, wayfinding signage plans, and traffic studies. Aaron develops GIS maps and databases that enable clients to layer different types of data on a geographic area. He strives to develop compelling and concise visualizations that enable clients to quickly and effectively discern complex information. Aaron is proficient in ArcGIS with Spatial Analyst, AutoCAD, M-Color, and Adobe products. Aaron also has prior experience in civil engineering and surveying and is proficient at preparing engineering and survey drawings, including site maps, profile drawings, and plat maps.

Total Experience

18 Years

Education

BA, Cartography/GIS, University of Wisconsin-Madison

AS, Civil Engineering Technology, Madison Area Technical College

Memberships

North American Cartographic Information Society

Wisconsin Land Information Association

Awards

Wisconsin Land Information Association Best Brochure/Small Format Map

Select Experience

Hopkins Park Concept Master Plan, St. Cloud, FL: Our master plan and design provides a comprehensive overhaul of the existing park, with a new recreation center, ball fields, courts, community gardens, plazas, and walkways to accommodate various user and age groups. Process involved robust engagement with the community and stakeholders to meet their aspirations. The final plan provides strategies for stormwater management, safety through CPTED, phased implementation, and potential funding through FRDAP, LWCF, and other grants.

St. Johns Avenue Reimagining, Palatka, FL: St. Johns Avenue (formally known as Lemon St.) has been a point of pride and an anchor of remembrance for the Palatka community. Ayres' proposed design draws inspiration from the rich history of Palatka, the unique ecology of the local St. Johns River, and the important community social structures many residents identify with. The streetscape will encourage pedestrians to travel east and west through a variety of changing experiences anchored in the design identity of each individual district. By working with local business owners and developing creative yet consistent design inspiration, we are able to give consistent streetscape language that is also identifiable to each district. Ayres' services include streetscape design, utility coordination, public engagement, community outreach, and visualization.

Spruce Street Linear Park Ditch Enclosure, Tampa, FL: Project involved comprehensive study and evaluation services for Spruce Street and adjacent drainage facility consisting of large open ditch and multiple side drain structures. Area surrounding Spruce Street had experienced – and is still experiencing – extensive redevelopment of commercial, restaurant, and residential facilities and drastic change in land use and surrounding cultural activity. Concept developed by Ayres was to use low-impact design elements for enclosing the ditch while maintaining flow and treatment requirements. The newly available area would then support a linear park and trail that would accommodate high demand for new residents to walk and recreate in their neighborhood.

Pasco County US 19 Roadside Beautification: Project involved providing engineering and landscape architecture design services for landscape beautification of US 19 in unincorporated Pasco County from Pinellas County line to Hernando County line, approximately 20 miles. Services included landscape analysis and plans development, utility coordination, 3D visualizations, and details of primary and secondary gateways. Project includes significant local input, permitting, and coordination with Florida Department of Transportation (FDOT). FDOT provided grant to Pasco County over three-year period to fund project.



Jay Molokwu

Urban Designer and Plan Graphics

Jay is a recent graduate of Florida International University with master's degrees in architecture and urban design. Her passion lies in designing for equity and inclusion by improving the quality of life and health of communities through sustainable approaches. Jay combines her design skills with her expertise in analyzing and visualizing complex data to create graphics and illustrations that communicate complex planning concepts and ideas in a visually engaging way. As a member of the Ayres Development Services team, Jay assists with public engagement efforts, planning reports, and presentations.

Select Experience

Hopkins Park Concept Master Plan, St. Cloud, FL: Planner. Our master plan and design provides a comprehensive overhaul of the existing park, with a new recreation center, ball fields, courts, community gardens, plazas, and walkways to accommodate various user and age groups. Process involved robust engagement with the community and stakeholders to meet their aspirations. The final plan provides strategies for stormwater management, safety through CPTED, phased implementation, and potential funding through FRDAP, LWCF, and other grants.

King's Bay River Walk Permitting, Grant Support, and Construction

Services, Crystal River, FL: Planner. Project involves the waterward portion of the King's Bay River Walk Phase II project, a pedestrian-only water access project intended to bring tourists, general foot traffic, and events to the waterfront downtown commercial area of Crystal River. Ayres' team is providing design and permit application support for individually owned dock replacement as they are in conflict with the proposed alignment of the River Walk. Ayres is also providing grant administration services in support of the Florida Department of Economic Opportunity (DEO) and Gulf Consortium funding sources. Ayres will also provide bid phase support and construction observation.

On-Call General Planning Services, St. Cloud, FL: Planner. Ayres is assisting the City of St. Cloud with general planning services on an as-needed basis to provide support for full plan review services such as master plans, planned unit developments, annexations, future land amendments and zoning map amendments, site development plans, preliminary subdivision and construction plans, building permits, preparation of staff reports, attendance at coordination/comment resolution meetings (as necessary), field meetings, preparation of review comments and follow-up to any comment responses received. Work includes planning, landscape and transportation reviews for large site plan and construction development plan proposed in the City.

Select Experience Prior to Ayres

Subconsultant, Geo Urban Consulting, Miami, FL: Created outreach materials; created the website Miami-Dade County would use for the historical survey; created a catalog of resources; archived artifacts, oral histories, and culturally significant landmarks dating back to the 1940s.

Urban Planner Intern, UN-Habitat (United Nations Human Settlements Programme), Nairobi County, Kenya

Focused on topics related to urban and territorial planning, ecological planning, participatory planning, and devoting time to actions on public space, urban regeneration, and climate adaptation.

Total Experience

1 Year

Education

MA, Urban Design, Florida International University

MArch, Architecture, Florida International University

AA, Architecture, Hillsborough Community College

Skills/Expertise

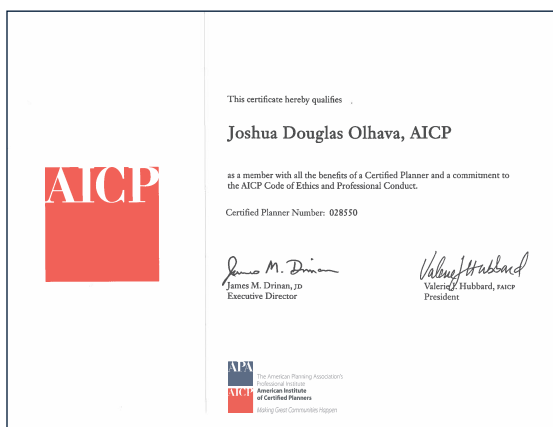
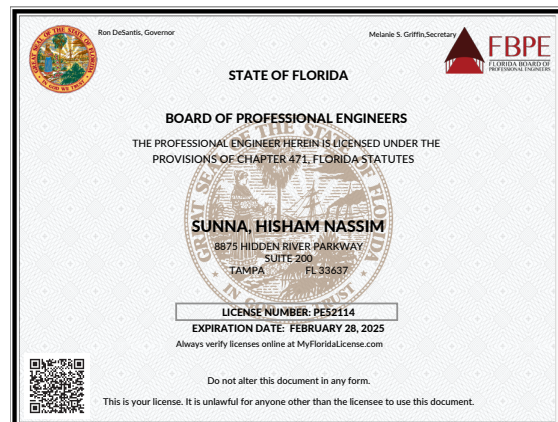
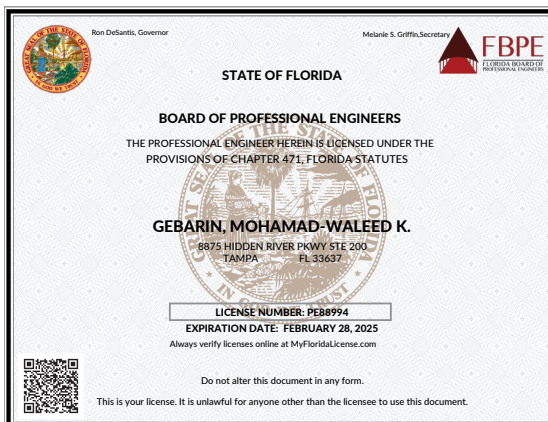
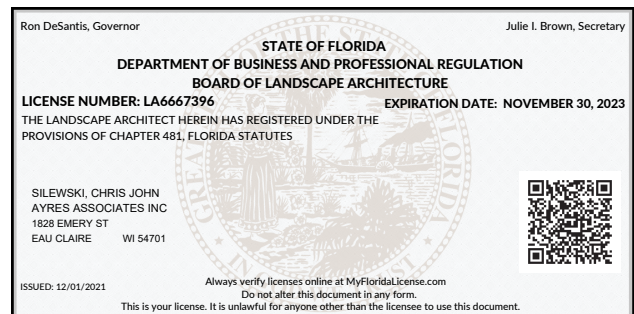
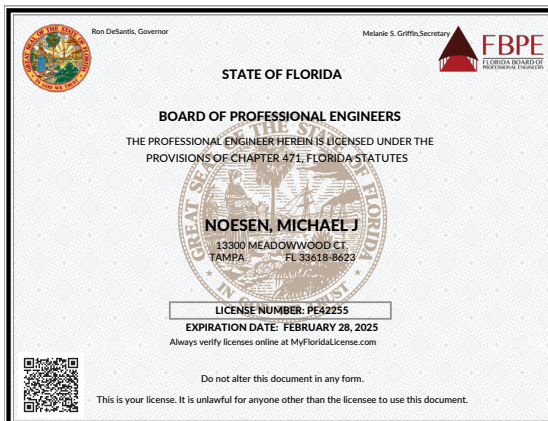
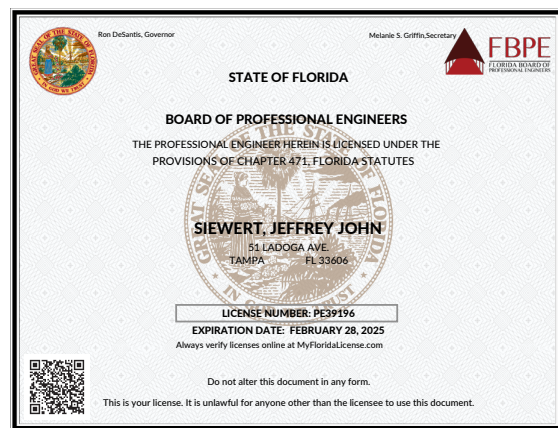
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- » Sketchup
- » Rhinoceros 3D
- » ArcGIS Pro
- » Adobe InDesign
- » Adobe Illustrator
- » Adobe Photoshop
- » Twinmotion
- » Lumion
- » Drafting
- » Illustration
- » Graphic Design
- » Urban Design

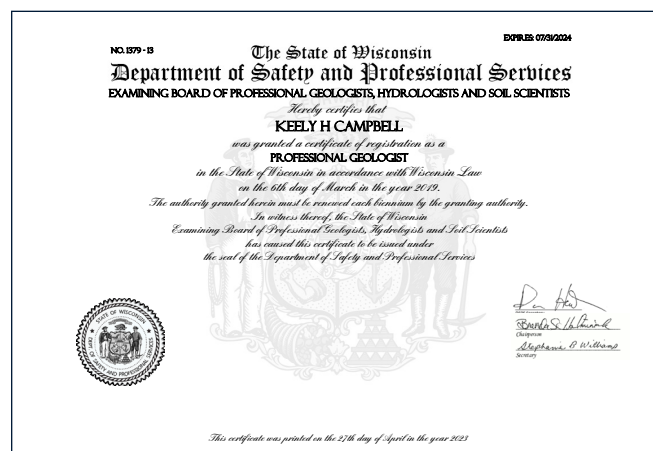
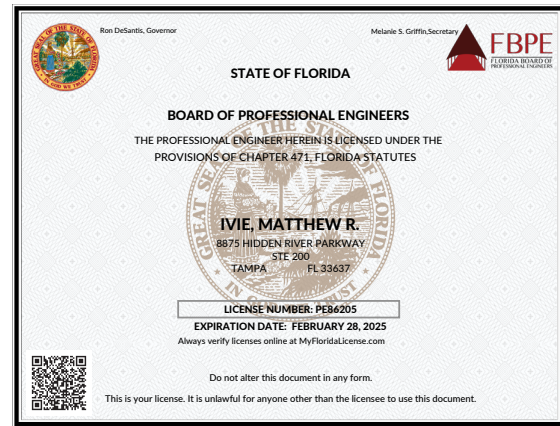
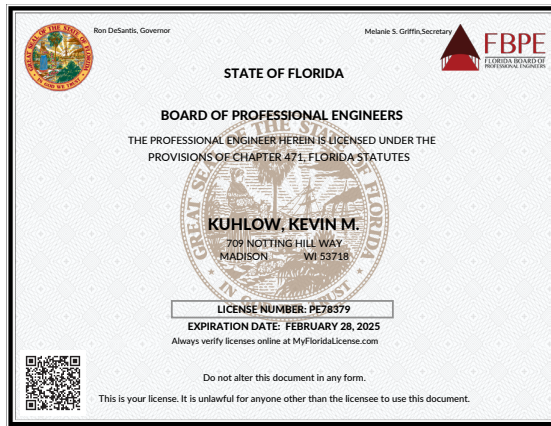
Memberships

American Institute of Architects

American Planning Association, Florida Chapter

National Organization of Minority Architects





Tab D: Outside Key Consultants

FORM 2

OUTSIDE KEY CONSULTANTS N/A - No outside subconsultants will be utilized on this project.

If respondent is not a joint venture, list outside key consultants/associates that shall be used for the proposed project. (Form may be reproduced if additional space is necessary.) Include resume of all individuals assigned to this project including projects they have worked on and contact names for each.

Company Name:**Address of office proposed:**

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)

Attach resume and projects.

Company Name:**Address of office proposed:**

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)

Attach resume and projects.

Company Name:**Address of office proposed:**

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)

Attach resume and projects.

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? ____ yes ____ no

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.

Tab E: Location



FORM 3

LOCATION

1. Specify address of Prime Consultant's designated office where the majority of work will be performed:

Ayres - Tampa
8875 Hidden River Pkwy., Suite 200
Tampa, FL 33637

3. Indicate percentage of total overall project fees projected to be performed by the Prime Consultant's office specified above.

75 %

3. Specify address of Prime Consultant's other office(s) where any part of the work will be performed (if applicable):

Ayres - Eau Claire
3433 Oakwood Hills Pkwy.
Eau Claire, WI 54701

Ayres - Waukesha
20975 Swenson Dr., Suite 200
Waukesha, WI 53186

Ayres - Madison
5201 E. Terrae Dr., Suite 200
Madison, WI 53718

Ayres - Colorado
3665 JFK Pkwy., Bldg. 2, Suite 100
Fort Collins, CO 80525

4. Indicate percentage of total overall fees projected to be performed by the office specified above.

25 %

Tab F: Illustrative Work





Through the completion of thousands of projects nationwide, we've not only gained a **thorough understanding of the communities in which we work**, we've also developed the knowledge necessary to solve common challenges in new and creative ways, always with a **keen and resourceful eye toward timeline and budget.**

Illustrative Work

Our team has a wealth of significant project experience in transportation, urban, and and community planning. Our award-winning work has been recognized nationally for being visionary and outside the box. **The communities we work in benefit from us being available to support their requirements at short notice.** Over the years, we have built a reputation of being responsive and nimble.

Our plans and designs are anchored with in-house multidisciplinary inputs from economists, environmentalists, transportation planners, and utilities engineers. This ensures **our planning is well-rounded and oriented toward implementation.** We are also supported by in-house geospatial services and 3-D visualization specialists who illustrate our ideas and plans well. Additionally, **we have been very successful in identifying and finding grant funding from multiple agencies** for the communities we work in across several states. We believe in collaboration and have frequently partnered with specialists in visioning, branding, and design as per project requirements.

We pride ourselves on providing state-of-the-art planning and design thinking and innovative solutions in a timely, responsive, and cost-effective manner. The following pages showcase some of our recent work.



SOUTH FLORIDA AVENUE
LAKELAND, FL



FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> CR 486 Interchange Management Area, Citrus County, FL <u>Project Manager:</u> Binoy Panicker, AICP		Client's Name & Address Citrus County BOCC 110 N Apopka Ave Inverness, FL 34450
Completion Date (Actual or Estimated): December 2023		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 180,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Craig Brashier, AICP CHW, Director of Urban Planning craigb@chw-inc.com 386.518.5113
Work for which firm was/is responsible: \$ 44,850 (to date)		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Ayres is partnered with CHW to develop comprehensive plan amendments and land development code updates for the County Road 486 Interchange Management Area in Citrus County. Ayres has participated in all stakeholder meetings and open house workshops. In addition, Ayres has provided input and support for the preparation of alternatives for the CR 486 IMA boundary based on the data analysis and public input. The team will provide a final CR 486 IMA boundary, Comprehensive Plan text amendments, FLUM amendment, LDC updates, and Land Use Atlas Map updates and present it to the Citrus County BOCC.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres is a subconsultant to CHW on this project. Ayres has participated in all stakeholder meetings and workshops. In addition, Ayres has provided input and support for the preparation of alternatives for the CR 486 IMA boundary based on the data analysis and public input. Ayres also lead all activity with the the public engagement website.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Binoy Panicker, AICP - Project Manager Kristen Taylor, CPSM - Public Engagement Specialist		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Complete Streets Projects, Tampa, FL <u>Project Manager:</u> Jeffrey Siewert, PE		<u>Client's Name & Address</u> City of Tampa 306 E. Jackson Street Tampa, FL 33602
<u>Completion Date (Actual or Estimated):</u> 2022		
<u>Consultant Fees (In Thousands)</u>		<u>Client Contact Name, Title, Email Address and Telephone Number:</u>
<u>Entire Project:</u> \$ Columbus Dr: \$170,543 Bermuda Blvd: \$25,968	<u>Work for which firm was/is responsible:</u> \$ Columbus Dr: \$23,399 Bermuda Blvd: \$25,968	Nina Mabilieu, EI Project Manager 813.274.8542 nina.mabilieu@tampagov.net
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Columbus Drive: This contract involves providing engineering services for the City of Tampa through the Florida Department of Transportation Local Agency Program-funded walk-bike projects. Ayres is providing the design for a reconfiguration of the 0.4-mile segment of Columbus Drive, which is an existing two-lane undivided arterial roadway. The reconfiguration provided on-street parking on both sides of the roadway along with the addition of multiple "bulb outs" to accommodate shorter pedestrian crossings, aesthetic pavers, and street trees. Share-the-road pavement markings, wider sidewalks (8-foot), and several rectangular rapid flashing beacons (RRFBs) at the bulb-out locations are included to enhance safety for bicyclists and pedestrians. Bermuda Boulevard Concept Assessment: This project involved developing conceptual plans to alleviate unsafe and undesirable conditions along Bermuda Boulevard in the City of Tampa while enhancing the transportation facility to include safety features for bicyclists and pedestrians as well as aesthetic attributes. The concrete pile cap for the seawall along Bermuda Boulevard is failing in multiple locations, causing hazardous and unsafe conditions. Additionally, the pavement of Bermuda Boulevard has aged, shows signs of fatigue, and has many patched sections. The curbs and sidewalks have many cracks, voids, and areas that do not meet <u>Americans with Disabilities Act requirements. Ayres' concept assessment provided solutions for these concerns.</u>		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres was the prime consultant for these projects. Services for Columbus Dr. included public involvement, surveying, subsurface utilities engineering, traffic and safety analysis, roadway and drainage design, utilities coordination, environmental permitting, miscellaneous structures, signing and pavement markings, signalization, lighting analysis, landscaping, cost estimating, and specifications. Ayres also provided construction assistance, plan revisions, shop drawing reviews, and bid assistance. Services for Bermuda Blvd. services included: analyzing the roadway geometry and intersections to determine potential improvements as necessary to improve traffic, pedestrian, and bicyclist operations and safety; public involvement; permitting; and agency and utility coordination. Ayres also performed a structural evaluation to determine required seawall repairs or replacement.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Jeffrey Siewert, PE - Project Manager Hisham Sunna, PE - Structural Engineer Chris Silewski, PLA - Landscape Architect Mohamad Gebarin, PE - Transportation Engineer		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> DeFuniak Springs Main Street Master Plan DeFuniak Springs, FL <u>Project Manager:</u> Binoy Panicker, AICP		<u>Client's Name & Address</u> City of DeFuniak Springs, Florida 71 US Highway 90 W DeFuniak Springs, FL 32433
Completion Date (Actual or Estimated): March 17, 2023		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Ben Levenger President, Downtown Redevelopment Services 330.607.1810 ben@dtredevelopment.com
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 100,000	Work for which firm was/is responsible: \$ 33,120	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Ayres is supporting Downtown Redevelopment Services to provide main street and downtown planning services for Walton County. For the DeFuniak Springs Main Street Plan, Ayres is tasked with numerous urban design strategies, including streetscape improvement recommendations; open space/park recommendations and connectivity; gateway and corridor enhancements; redevelopment strategies for key development sites; identification of future land use sites for industry; transportation and travel pathway recommendations; identification of future housing locations; recommendations on mixed-use facilities downtown; and providing supplemental graphics, sketches, or cross sections to illustrate priority recommendations.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres is a subconsultant to Downtown Redevelopment Services for this project. Ayres tasks include: numerous urban design strategies, including streetscape improvement recommendations, open space/park recommendations and connectivity, gateway and corridor enhancements, redevelopment strategies for key development sites, identification of future land use sites for industry, transportation and travel pathway recommendations, identification of future housing locations; recommendations on mixed-use facilities downtown; and providing supplemental graphics, sketches, or cross sections to illustrate priority recommendations.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Binoy Panicker, AICP - Project Manager Chris Silewski, LA - Landscape Architect Mohamad Gebarin, PE - Transportation Engineer Amanda Arnold, AICP - Urban Planner Paige Bernhardt - Landscape Designer		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Jacksonville Beach Urban Trails Plan Jacksonville Beach, FL <u>Project Manager:</u> Binoy Panicker, AICP		<u>Client's Name & Address</u> City of Jacksonville Beach, FL 2508 South Beach Pkwy., Jacksonville Beach, FL 32250
Completion Date (Actual or Estimated): January 26, 2023		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 194,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Jason Phitides, Director of Parks and Recreation 904.319.4657 jphitides@jaxbchfl.net
Work for which firm was/is responsible: \$ 39,170		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Ayres is assisting the City of Jacksonville Beach through prime consultant CHW in the preparation of a comprehensive urban trail network connecting the City's neighborhoods to the beach. The City of Jacksonville Beach seeks to provide its residents and visitors an urban trails network, usable for all ages and abilities of pedestrians and bicyclists. The ultimate goal is a citywide network that provides a safe multi-modal infrastructure for recreation and transportation. The City envisions the Urban Trails Master Plan to identify and provide recommendations for improving transportation connectivity and mobility. Throughout the process the design team will engage the community in a dynamic public facilitation process, analyze the various corridors, and develop an overall master plan to accomplish the community's goals. This includes reviewing existing infrastructure, identifying possible cross-sections, and developing design/construction costs for planning purposes. The team is also working with the City to develop an implementation strategy for the network that will identify grant and funding opportunities, policy changes, design and wayfinding guidelines, and phased budgeting to be incorporated into the City's Capital Improvement Plan.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres is a subconsultant to CHW on this project. Ayres is assisting in all aspects of the project, specifically the dynamic public engagement plan including public workshops, stakeholder meetings, open houses, and presentations to the City Council.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Binoy Panicker, AICP - Project Manager Keely Campbell, PG - Grant Specialist		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> South Florida Avenue Master Plan, Lakeland, FL <u>Project Manager:</u> Binoy Panicker, AICP		Client's Name & Address City of Lakeland, Florida 228 S. Massachusetts Ave., Lakeland, FL 33801												
Completion Date (Actual or Estimated): December 10, 2022														
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 57,700		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Brian Rewis Community & Economic Development Director 863.834.6258 brian.rewis@lakelandgov.net												
Work for which firm was/is responsible: \$ 57,700														
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) The South Florida Avenue Strategic Master Plan in the City of Lakeland focuses on the opportunities and challenges for the future development of the corridor. Innovative street configurations, integration with land use redevelopment, and urban character branding while being supported by local community activities are recommended in this multidisciplinary master plan.														
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres was the prime and only consultant on this project and performed all services within the scope.														
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u>														
<table border="0"> <tr> <td>Binoy Panicker, AICP - Project Manager</td> <td>Keely Campbell, PG - Grant Specialist</td> </tr> <tr> <td>Chris Silewski, LA - Landscape Architect</td> <td>Matthew Ivie, PE - Civil Engineer</td> </tr> <tr> <td>Aaron O'Keefe - GIS Specialist</td> <td>Mike Scholl - Planning & Economic Development Specialist</td> </tr> <tr> <td>Jeffrey Siewert - Transportation Engineer</td> <td>Amanda Arnold, AICP - Urban Planner</td> </tr> <tr> <td>Mohamad Gebarin, PE - Transportation Engineer</td> <td>Paige Bernhardt - Landscape Designer</td> </tr> <tr> <td>Michael Noesen, PE - Transportation Engineer</td> <td>Kristen Taylor, CPSM - Public Involvement Specialist</td> </tr> </table>			Binoy Panicker, AICP - Project Manager	Keely Campbell, PG - Grant Specialist	Chris Silewski, LA - Landscape Architect	Matthew Ivie, PE - Civil Engineer	Aaron O'Keefe - GIS Specialist	Mike Scholl - Planning & Economic Development Specialist	Jeffrey Siewert - Transportation Engineer	Amanda Arnold, AICP - Urban Planner	Mohamad Gebarin, PE - Transportation Engineer	Paige Bernhardt - Landscape Designer	Michael Noesen, PE - Transportation Engineer	Kristen Taylor, CPSM - Public Involvement Specialist
Binoy Panicker, AICP - Project Manager	Keely Campbell, PG - Grant Specialist													
Chris Silewski, LA - Landscape Architect	Matthew Ivie, PE - Civil Engineer													
Aaron O'Keefe - GIS Specialist	Mike Scholl - Planning & Economic Development Specialist													
Jeffrey Siewert - Transportation Engineer	Amanda Arnold, AICP - Urban Planner													
Mohamad Gebarin, PE - Transportation Engineer	Paige Bernhardt - Landscape Designer													
Michael Noesen, PE - Transportation Engineer	Kristen Taylor, CPSM - Public Involvement Specialist													

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Main Street Housing Development, Laramie, WY <u>Project Manager:</u> Michael Scholl - Project Manager		<u>Client's Name & Address</u> Laramie Main Street Alliance 115 Invinson Ave. Laramie, WY
Completion Date (Actual or Estimated): April 3, 2023		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$45,615		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Trey Sherwood Director, Laramie Main Street 307.760.3355 downtownlaramie@gmail.com
Work for which firm was/is responsible: \$45,615		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) The Laramie Main Street Alliance hired Ayres to act as their developer and project manage this upper floor redevelopment. Acting on behalf of the Alliance, Ayres brought together the team including the designer, and general contractor. We worked through project estimating and secured financing from a local bank. The project led to three market rate upper floor residential units that are transforming the housing market in downtown Laramie. The Ayres team worked with the Main Street Alliance to develop a creative solution to this public/private development project. Ayres put together a development plan to complete the renovation, including a financial analysis to help address key questions from the Board. The result was an easy-to-use spreadsheet that the community can use for future projects. The report led to the board adopting the recommendations and hiring Ayres for project management through completion. The units were completed in September 2022.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres was the prime consultant for this project. Ayres created a solution from concept development through completion for this public/private development project.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Michael Scholl - Project Manager Aaron O'Keefe - GIS Specialist		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> City of Palatka Downtown / Community Planning, Palatka, FL <u>Project Manager:</u> Chris Silewski, PLA		<u>Client's Name & Address</u> City of Palatka, FL 201 N. Second Street Palatka, FL 32177
<u>Completion Date (Actual or Estimated):</u> Ongoing		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$123,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Jonathan Griffith General Services Director jgriffith@palatka-fl.gov 386.329.0100
Work for which firm was/is responsible: \$123,000		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) The planning process for St. Johns Avenue kicked off with an interactive community engagement session at the local craft beer festival. Ayres used a tactical urbanism approach to demonstrate and explore streetscape principles. We were able to gain an amazing amount of feedback specific to the unique opportunities and constraints that identify St. Johns Avenue. The proposed streetscape design will encourage pedestrians to travel east and west through a variety of changing experiences. The entire streetscape is anchored in a consistent language of site amenities, which create a shared identity unifying the entire streetscape. The comprehensive plan for the Cypress Mills Development on the south side of Palatka is going to be a game changer. This mixed-density development will bring commercial space right to the river with a variety of opportunities for interaction. High-density residential mixed with offices, hospitality, and events will create a space where something is always happening. All come together at the historic train depot. By converting the single-use train stop into a transportation hub, we can provide a launching pad for both visitors and locals to experience authentic downtown Palatka.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres was the prime consultant for this project. Ayres' services include grant writing, streetscape design, utility coordination, public engagement, community outreach, and visualization.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Chris Silewski, LA - Project Manager Aaron O'Keefe - GIS Specialist Jeffrey Siewert, PE - Transportataion Engineer Mohamad Gebarin, PE - Transportation Engineer Michael Noesen, PE - Transportataion Engineer		
Matthew Ivie, PE - Civil Engineer Paige Bernhardt - Landscape Designer		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Plan Hillsborough Strategic Plan Update <u>Project Manager:</u> Binoy Panicker, AICP		Client's Name & Address Plan Hillsborough 601 E Kennedy Blvd., 18th Floor Tampa, FL 33602
Completion Date (Actual or Estimated): September 2023		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 25,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Melissa Dickens, AICP Strategic Planning and Policy Manager dickensm@plancom.org 813.756.0355
Work for which firm was/is responsible: \$25,000		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Hillsborough County's City-County Planning Commission (HCCCPC), the consolidated planning agency serving Tampa, Temple Terrace, Plant City, and Unincorporated Hillsborough County, contracted Ayres to help facilitate and streamline key strategic priorities for their upcoming 2023-2028 Plan Hillsborough Strategic Plan. The strategic plan's purpose is to prioritize and align land use, transportation, natural resources, sustainability, and organization goals, objectives, and projects for this rapidly growing County over the next five years. For this project, Ayres will conduct facilitated workshops and presentations with Board Members and Staff to better understand the agency's priorities and projects. The process will also include a series of surveys for internal staff and board members' feedback. The survey information, feedback from Board Members, Staff, and constituents will then be woven together to craft the Strategic Plan for HCCCPC.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres is the prime consultant on this project. Services include facilitating workshops, presentations, and feedback to help the client prioritize their goals, objectives, and projects in their upcoming strategic plan for years 2023 - 2028.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Binoy Panicker, AICP - Project Manager Aaron O'Keefe - GIS Specialist Kristen Taylor, CPSM - Public Engagement Specialist Jay Molokwu - Planner		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> On-Call General Planning Services, City of St. Cloud <u>Project Manager:</u> Binoy Panicker, AICP		Client's Name & Address City of St. Cloud 1300 9th Street St. Cloud, FL 34769
Completion Date (Actual or Estimated): Ongoing		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 50,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Dagmarie Segarra Planning Manager, Community Development Department 407.957.7134 dagmarie.segarra@stcloudfl.gov
Work for which firm was/is responsible: \$ 50,000		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Ayres is assisting the City of St. Cloud with general planning services on an as-needed basis to provide support for full plan review services such as master plans, planned unit developments, annexations, future land amendments and zoning map amendments, site development plans, preliminary subdivision and construction plans, building permits, preparation of staff reports, attendance at coordination/ comment resolution meetings (as necessary), field meetings, preparation of review comments and follow-up to any comment responses received. Work includes planning, landscape and transportation reviews for large site plan and construction development plan proposed in the City.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres is the prime consultant on this contract. Services from this contract can include all services listed above in the scope.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Binoy Panicker, AICP - Project Manager Chris Silewski, PLA - Landscape Architect Aaron O'Keefe - GIS Specialist Michael Noesen, PE - Transportation Engineer Amanda Arnold, AICP - Urban Planner Don Spence - Landscape Designer/Arborist		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Downtown Master Plan, Wildwood, FL <u>Project Manager:</u> Binoy Panicker, AICP		<u>Client's Name & Address</u> City of Wildwood, FL 100 N. Main Street Wildwood, FL 34785
Completion Date (Actual or Estimated): February 22, 2022		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Jason McHugh City Administrator 352.330.1332 jmchugh@wildwood-fl.gov
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 48,000	Work for which firm was/is responsible: \$ 40,500	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Wildwood is a community of 25,000 residents in the crossroads of Florida. Downtown Master Plan focuses on redevelopment and infrastructure upgrades in the core area. Services included community assessment and engagement, vision and plan creation based on stakeholder feedback, and implementation assistance. Our planning activities focused on creating a robust future development scenarios plan; evaluating the transportation system; multi-modal connections; improvements to public spaces while focusing on the railroad corridor and adjacent land uses that could be pivotal for a resilient downtown redevelopment.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Ayres was the prime consultant for this project. Services included project manager, downtown planning, transportation engineering, and landscape architecture services.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> Chris Silewski, LA - Project Manager Aaron O'Keefe - GIS Specialist Jeffrey Siewert, PE - Transportation Engineer Mohamad Gebarin, PE - Transportation Engineer Mike Noesen, PE - Transportation Engineer Binoy Panicker, AICP - Urban Planner Amanda Arnold, AICP - Urban Planner Paige Bernhardt - Landscape Designer		

Tab G: References



From the first handshake forward, we invest as much time into the **strength and stability of our client relationships** as we do into the projects themselves. Our partners know they can count on us to roll up our sleeves with them, year after year; **provide clear, consistent communication;** involve them in the decision-making process for the length of their project; and **deliver a quick, intelligent resolution** for any concern or challenge.

References

Ayres is recognized nationally for our planning and engineering expertise. The references listed below can provide firsthand accounts of our work – much of it award-winning.

City of Lakeland

Brian Rewis, Community and Economic Development Department Director
228 S. Massachusetts Avenue
Lakeland, FL 33801
brian.rewis@lakelandgov.net
863.834.6258

City of St. Cloud

Stephanie Holtkamp, CPRE, CPSI, AFO, Director of Parks and Recreation
3001 17th Street
St. Cloud, FL 34769
stephanie.holtkamp@stcloudfl.gov
407.908.9625

City of Palatka

Jonathan Griffith, City Manager
201 N. Second Street
Palatka, FL 32177
jcgriffith@palatka-fl.gov
386.329.0100

City of DeFuniak Springs

Kim Wennerberg, Tree Board & Parks and Recreation Steering Committee Chair
23 7th Street
DeFuniak Springs, FL 32433
kim.wennerberg@gmail.com
850.635.1801

City of Jacksonville Beach

Jason Phitides, Director of Parks and Recreation
2508 South Beach Parkway
Jacksonville Beach, FL 32250
jphitides@jaxbchfl.net
904.319.4657



Tab H: Additional Information



Over the years,
we've been
honored to
welcome some
of the **most
talented minds
in the industry**
to our team –
and our partners
benefit from
their knowledge,
guidance, and
expertise.
Our project
managers serve
as the **confident,
communicative
navigator** at
the helm of each
project, ensuring
everyone on the
team stays in the
know.

Firm Profile

Company Establishment & History

By the very nature of his work, our founder Owen Ayres was dedicated to the details. A structural engineer, Owen knew anything he set out to build was only as sturdy and reliable as its foundation – and that, combined with ingenuity, integrity, and intelligence, is what made the difference between a structure destined to fail and a structure sure to last.

In 1959, Owen founded Ayres Associates atop a steadfast foundation of honesty, innovation, and good old-fashioned hard work – and a vision for a firm that revolved around strong, reliable partnerships. Decades (and thousands of rewarding partnerships) later, Ayres has grown to become a nationwide team of industry experts, representing some of the most inventive problem-solvers, thought leaders and visionaries in the country.

That team, in turn, has since planned, designed, and facilitated the creation of thousands of projects that keep our nation's communities and businesses revitalized and our infrastructure reliable and responsive. From strong, thoughtful design comes lasting structure – and with our unshakable foundation of ingenuity, integrity, and intelligence, we're built to continue Owen's legacy for decades to come.

Ayres At Your Service

With a team of 350+ innovative problem-solvers nationwide, we stand with integrity behind thousands of projects that strengthen communities and our country's infrastructure, economy, and environment. Clients notice our project managers' ability to translate and transform every detail into actionable, understandable, smoothly coordinated pieces of a successful project. Side-by-side with our client partners, our project managers serve as the confident, communicative navigators at the helm of each project.

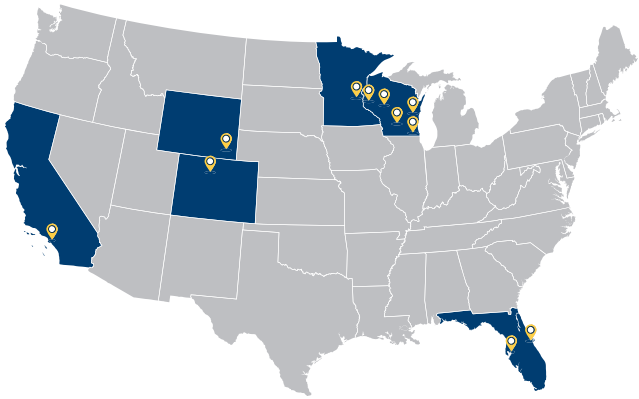
We live by the following core values:

- We provide smart, creative solutions.
- We work with clients as partners.
- We do business with integrity.
- We challenge, support, and recognize our employee owners.
- We have commitment to community.

For more than 64 years, Ayres has provided services to a variety of clients and has established a professional reputation for integrity and competence in community visioning, planning and development, landscape architecture, transportation/traffic, structures, environmental, civil, hydrologic analyses and design, and applied geospatial fields.

We have learned that to provide the best service possible, we need to work as an extension of your team. Being a true business partner to our clients is not a catchphrase – it's how we conduct business every day. We will listen to understand your goals, constraints, and needs. We will combine that information with our experience to serve as a trusted adviser.

With 11 offices strategically located across the U.S., Ayres serves clients around the nation. Video conference equipment and document sharing tools make it easy for us to put a diverse team of specialists around the table to push projects forward.



Our Florida operations were established in 1986 and today include offices in Tampa in Hillsborough County and Titusville in Brevard County. Services for this contract, should any projects arise, will be provided primarily from our Tampa office on Hidden River Parkway.



Tampa, Florida Office: 8875 Hidden River Parkway,
Suite 200, Tampa, FL 33634

Titusville, Florida Office: 4322 S. Hopkins Avenue, Titusville, FL 32780

Community Planning + Urban Design

The Ayres Community Planning and Urban Design team is a group of over 35 planners, designers, and environmental specialists in Florida, Wisconsin, Wyoming, and Colorado. Our team has a wealth of significant project experience in most aspects of planning and design. Our award-winning work with comprehensive plans and small area plans has been recognized nationally for being visionary and outside the box. The communities we work in benefit from us being available to support their requirements at short notice. Over the years, we have built a reputation of being responsive and nimble.

Our planning services include: Corridor & District Plans; Downtown Master Plans & Urban Design; Strategic & Vision Master Plans; Multi-modal Trail Planning & Design; Graphics & Illustrations for A&E; Park Planning & Design; Comprehensive Outdoor Recreation Planning; Public Engagement Strategies; Playground Design & Assessments; Grant Assistance; Comprehensive Plans; 3D Computer Visualization & Animation; ADA Assessment; Wayfinding; Zoning & Design Standards

Our planning team is working on community planning and urban design projects throughout Florida. Our engineers are also involved in built environment engineering design works across the state. We have established a dedicated Community Planning and Urban Design team out of our Tampa office led by **Binoy Panicker, AICP**, who has extensive project experience in Florida.

Our plans and designs are anchored with **in-house multidisciplinary inputs from economists, environmentalists, transportation planners, and utilities engineers**. This ensures our planning is well-rounded and **oriented toward implementation**. We are also supported by **in-house geospatial services** and **3-D visualization specialists** who illustrate our ideas and plans well. Additionally, we have been very successful in **identifying and finding grant funding** from multiple agencies for the communities we work in across several states. We believe in collaboration and have frequently partnered with specialists in visioning, branding, and design as per project requirements.



Complete Streets & Communities

Complete streets have morphed over the last two decades from a checklist of items to understanding the priority mode for each corridor and creating the safest and most accessible design for that modal priority in conjunction with land use, economic development, and community activities. With a goal of zero fatalities, project leadership must understand the values and priorities and evaluate design opportunities based on the hierarchy of values.

The process should prioritize meeting multiple times with stakeholders to hear the issues/concerns, present opportunities for improvements, and then get feedback on proposed layouts and designs before going into final engineering design. When all factors of the transportation network are vetted through the public process, project support and buy-in continue through construction, creating opportunities to advance projects quickly, and efficiently.

Proper street design is based on the land-use context. The uses, context, and activities in the public spaces will be



assessed thoroughly to propose the most appropriate design that meets the community aspiration.

The goal is to provide the right roadway in the right location, enhancing safety and function for all users. We initially evaluate the appropriate transect and establish suitable design factors. These may include transportation modes, lane or sidewalk widths, bike lane requirements, parking configuration, roadway/pedestrian lighting, access restrictions, and others.

Sustainable Landscape Design

Ayres knows the site surrounding a facility, streetscape, or park must not be an afterthought. Besides meeting code and providing an aesthetically pleasing complement to the buildings and roadways on a site, our landscape architecture expertise enhances the local ecology brings new vitality to businesses.

The design of the landscape reflects the quality and character of an area and creates a “sense of place.” We work with clients to understand the desired “feel” of the facilities and apply that to the site. Careful consideration is given to the sustainability of our landscape architecture designs to minimize the effects on the environment. Our goal is to provide beautiful, functional, sustainable spaces that build a sense of community and provide accessibility for all.

Our team specializes in native plants, and low-impact designs that greatly reduce maintenance costs while conserving water, and biodiversity. Ecological and native landscapes will be integrated with the hard street design



elements to create a sense of place and add value to the community. Once established they are ideally configured to maximize user function and safety within the allotted right-of-way. Design features not meeting criteria will be evaluated, and a design memo, variation, or exception will be provided if safety is not compromised.

Comprehensive Services / Expertise

The following list summarizes the primary services and discipline expertise provided by the Ayres team and demonstrates our comprehensive qualifications and capability to provide the professional services needed for this contract.

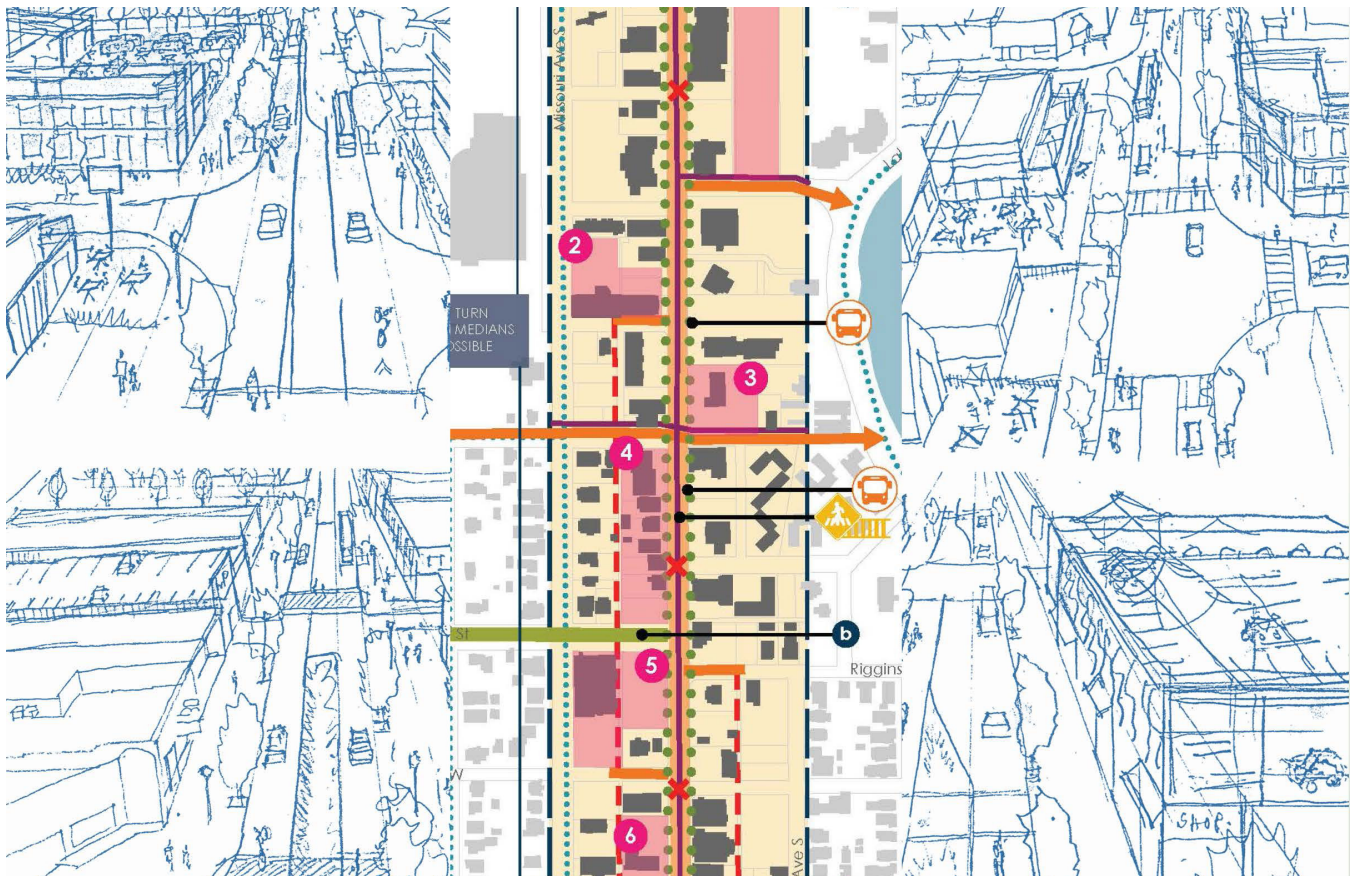
Development Services (Planning/Landscape Architecture)

- Corridor & District Plans
- Downtown Master Plans & Urban Design
- Strategic & Vision Master Plans
- Multi-modal Trail Planning & Design
- Graphics & Illustrations for A&E
- Park Planning & Design
- Comprehensive Outdoor Recreation Planning
- Public Engagement Strategies
- Playground Design & Assessments
- Grant Assistance
- Comprehensive Plans
- 3D Computer Visualization & Animation

- ADA Assessment
- Wayfinding
- Zoning & Design Standards

Transportation/Traffic Engineering

- Roadways – freeways, expressways, highways, parkways, rural roads, recreation trails, and urban streets
- Intersections and safety – roundabouts, road safety audits, intersection crash studies, signing, and pavement marking
- Planning and environmental services – location studies and route analysis, corridor management studies, and environmental documents
- Traffic engineering – traffic counting and classification, demand and capacity analysis, traffic impact assessment, traffic signal layout and design, and traffic modeling
- Project coordination – public involvement and meetings; utility, railroad, and public agency coordination
- Right-of-way services – right-of-way plats and property descriptions





Civil Engineering

- Water quality
- Stormwater permitting and management, drainage, storage, and quality
- Site development and master planning
- Recreational planning and park design
- Sidewalks, multi-use paths, and other pedestrian and bicycle facilities
- New and reconstructed streets and utilities
- Landscape architecture

Environmental Management

- Permitting
- Grant writing and reimbursement requests
- Phase 1 and 2 environmental site assessments
- Environmental impact statements and assessments
- Environmental compliance audits
- Wetland delineation and mitigation
- Groundwater hydrology and modeling

Geospatial

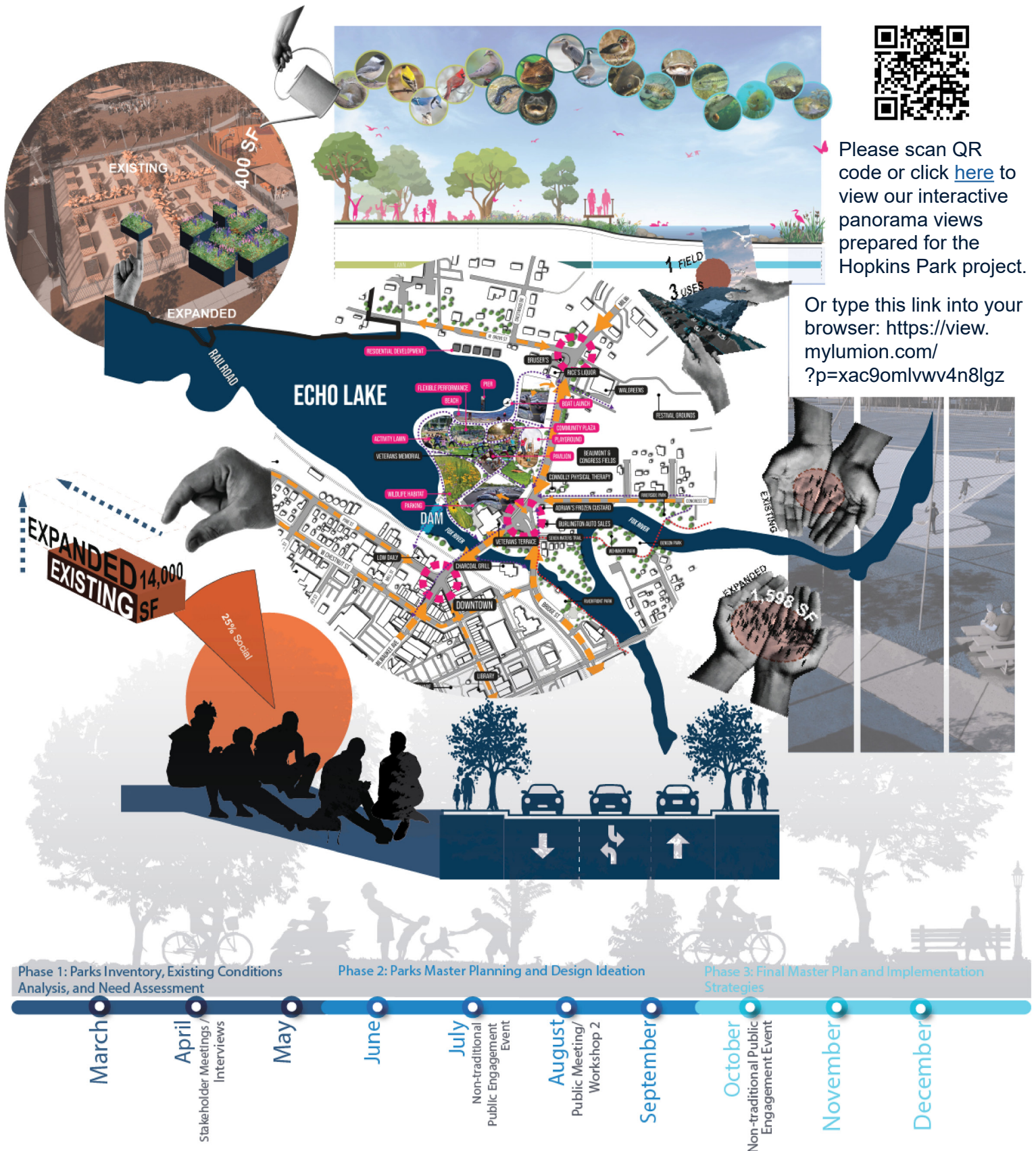
- Aerial Imaging
- Aerial & Mobile Lidar
- As-Built Survey
- Asset Management
- Boundary Survey
- Construction Staking
- Digital Orthoimagery
- Land Surveying
- Photogrammetric Mapping
- Remote Sensing
- Right-of-Way Plats
- Topographic & Site Survey
- Unmanned Aerial Systems

Construction Services

- Construction administration
- Materials testing
- Project layout
- Construction observation
- Traffic control

Plan Graphics, Illustrations, and 3D Visualizations

Ayres' designers are well versed in creating clear, informative, and appealing planning graphics, diagrams, and renders that best communicate the project ideas and details.



Public Engagement

Connecting with communities is our passion. Hearing the stories of our stakeholders and documenting their hopes and desires are a crucial part of engagement. But equally important is demonstrating the impact of their participation in shaping the final direction of a plan. For that reason, we'll also build on work done in previous engagement processes, so past participants see their voices still being heard.

Our approach to public outreach is centered on connecting with people when and where it's comfortable for them. Through this process framework, the greatest opportunities for public engagement are focused on **THE STORY** and **THE PLACE**. Ayres thrives in creating innovative engagement opportunities that leave people with a spark of excitement, enthused by the prospect of the future. Our approach to public engagement is one of tailoring to local conditions – finding the right places and times to connect with your stakeholders on their terms.

For each planning process we tackle, Ayres will map out a Public Engagement Strategy with staff during **THE SPARK** phase to identify key questions we need explored and the best methods to achieve feedback. During this discussion, we'll reference a variety of engagement types that can be deployed to create a customized approach.

Here are just a few of the engagement strategies Ayres has used in recent projects: [Video Storytelling](#), [Chalkboard Testimonials](#), [Social Media Stations](#), [Community Tours](#), [Events People Enjoy](#), and [Engaging All Ages activities](#). The activities described on the following pages are part of Ayres' engagement wheelhouse. We would welcome the addition of a [Bang the Table site](#), but we would depend on County staff to initiate the site.



“(Binoy) just has been what I would consider a real partner. We met several times, we talked by phone pretty often, and every time I knew that Binoy would be receptive. But also he knows what he’s doing, so his input was very valuable, and it was truly collaborative on all parts. We hired Ayres to do a thing. We got that thing and then some.”

Brian Rewis

Director of Community and Economic Development, City of Lakeland, Florida

Ayres Multidisciplinary Planning and Design Approach

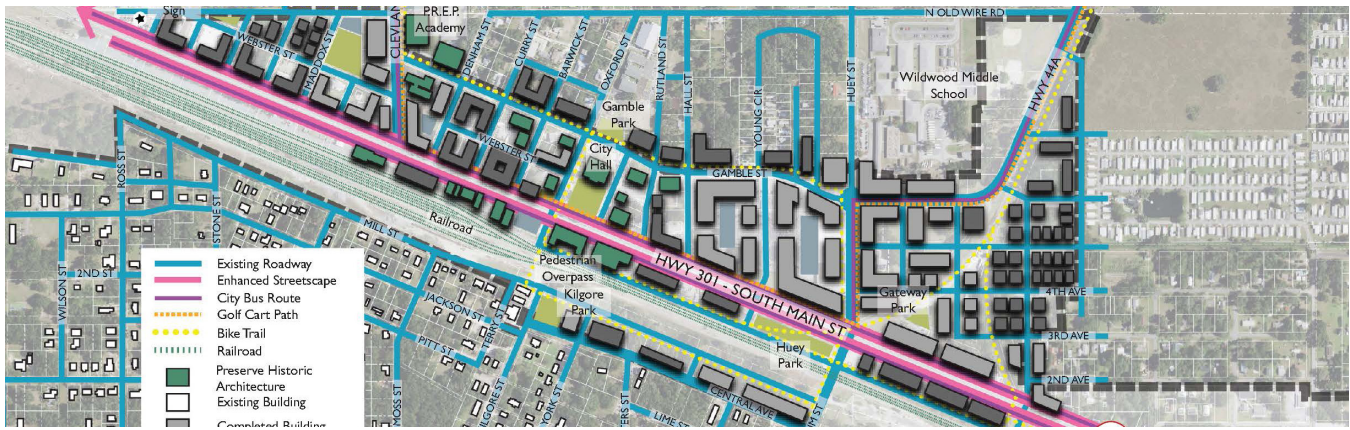
The Ayres team is well-versed with understanding the current rules and regulations of local, state, and federal agencies regulating land use, community planning, and building code provisions. As we work across the state and the nation, we are abreast of the current best practices and constantly find new and innovative planning and design solutions. We endeavor to bring this knowledge and understanding and work within the parameters of the City's planning framework, context, and vision.

Our planners work in a multidisciplinary environment closely with designers, engineers, and other built-environment specialists. We thoroughly understand the nuances of preparing plans that are viable and implementable as program policies or designs for construction. Being a full-service company, we are experienced with project phases including studies and assessment, visioning and scenario planning, concept/preliminary design, detailed/final design, and bid packages.

The Ayres Community Planning and Landscape Architecture teams believe in creating sustainable, resilient, and viable plans and designs that meet the community's aspirations in a timely manner.

Our approach to specific planning and design tasks focuses on the individual project and its context. In general, we employ a rigorous research and analysis process to generate a strong vision that is translated into a robust plan with tangible actions. We also fundamentally believe that every plan and recommendation must align with our client's strategic outcomes and vision. Our knowledge of the processes and systems including how projects are conceived and funded will align the larger City, County, and State objectives. Our methodology and approach will be outlined and detailed to meet the task requirements at hand, minimizing resources and maximizing outputs.





Planning and Design Task Order Approach

The Ayres team's approach emphasizes clear, concise, and open communication to understand the County's needs and objectives while integrating creative thinking and innovative ideas to efficiently develop optimal outcomes. Simply put, we will **LISTEN, COLLABORATE, and DELIVER.**

Scoping. Individual task orders begin with scoping the project. We will work with the City to develop the scope and determine the essential components and goals and review accessible information such as current plans, reports, and local neighborhood planning efforts and commitments. This effort will include a site visit with plans. Our team has a comprehensive checklist for planning projects to develop a clear understanding of the project scope requirements.

Project Plan. Once the task order is scoped, the project manager will assign the most suitable team members and undertake research. A kickoff meeting for each task order is held to discuss key project issues, schedule, submittal dates, and team members' contributions, all documented in the task order project plan. The project plan includes public engagement and approval processes.

Staged Plan Preparation. These collaborative efforts are where our creativity, innovation, and value-added efforts create a viable plan that can be implemented in a timely manner. In addition to our focus on context-sensitive planning and design, we closely track time and costs throughout the project and will keep the City aware of any impacts. Our planning project methodology will be executed typically in three to five stages considering the scope and context, and could include the following steps.



UNDERSTAND (engage, immerse, connect): Seeking to first understand before being heard, we consistently ask: What are the real problems you are trying to solve? Through thoughtful engagements, we begin to form a genuine understanding of the project and context.



DEFINE (spark inspiration): Through innovative approaches to public engagement and storytelling, we explore your community's values. Together, we begin to craft place-specific goals, mission statements, and techniques. We work with you to shape the public participation strategy so that all voices are heard.



IDEATE (establishing the framework): Tailoring solutions requires exploring existing assets, understanding the context, leveraging opportunities, and addressing constraints, coupled with out-of-the-box thinking. By engaging all project advocates, we help generate new ideas, brainstorm solutions, and ultimately decide on a direction. We will bring our best practice knowledge to the table to explore options through sound planning principles and aligned with community aspirations.



SCENARIOS (exploring options): Using a variety of technology and formats, we explore planning and design solutions. The options and impacts are vetted with the County and community in a format everyone is sure to understand. The plans and design options are iteratively tested and discussed to decide on an optimum way forward.



FORMULATION (approval through interaction): Learning from what we have heard and moving toward implementable solutions, we engage with project proponents to help to decide which of these proposed solutions are most desirable and prioritized. Funding sources and responsible parties are assigned. We finalize the plan accordingly and include tracking to measure success.

Project Management. Ayres will coordinate monthly with the appointed PM, providing progress reports, schedule updates, and invoicing. We use our integrated management software to track task orders to evaluate budgets and progress, which allows for schedule and submittal compliance.



Understanding of the City of Wildwood's Needs

Through our continued working relationship with the City on several fronts, we understand Wildwood's built environment and challenges as it prepares for the next stages of growth and evolution in its history.

New Development and Redevelopment

Sumter County is one of the fastest growing counties in Florida and the United States. The City is the recipient of numerous development applications in recent years. Balancing growth, economic development, and quality of life is key. The City's recent Comprehensive Plan and Land Development Code updates including residential design standards continue to ensure the quality of development is maintained.

Balancing growth, economic development, and quality of life is key.

Design standards and revised development standards for the downtown area are needed to allow the vision for downtown to be implemented.

Transportation Improvements

The new and proposed development within the City will require upgrades to existing corridors and intersections. The aging downtown streets, sidewalk system, and parking areas will need to be improved as the redevelopment of

key parcels within the downtown area comes on board. Bike and pedestrian connectivity from downtown and the City's parks and other public facilities (assets) to the neighborhoods are critical infrastructure upgrades that the City will seek to undertake in a phased manner.

Bike and pedestrian connectivity are critical infrastructure upgrades.

Traffic congestion around the schools and other active areas will need attention and solutions. Upgrades to Main Street, as a Complete Street, as envisioned by the City, MPO and FDOT, further updates to Cleveland Avenue, Gamble Street, Huey Street, CR 44A, and Powell Road are anticipated. Public transportation connecting downtown to the residential neighborhoods and employment centers in the area are other components of the transportation picture in Wildwood.





Public Institutions – Schools, Facilities, and Parks

As Wildwood positions itself for the proposed new development, the City's public facilities including schools, library, and City Hall will need to be expanded and upgraded. Enrollment in Sumter Prep School and Wildwood Middle and High Schools is expected to increase, and facilities improved. An opportunity to link new public parks

An opportunity to link new public parks and trails to these City assets and maximize use is envisioned.

and trails to these City assets and maximize use is envisioned. Parks and open spaces in

under served areas and upgrades to Martin Luther King Jr. Park on the west side are the City's priorities.

Downtown Redevelopment

The redevelopment of downtown is one of the key aspirations of the City. The Downtown Master Plan captures some of the ideas including the integration of the east and west sides of downtown across the CSX Rail line and Highway 301. The vacated CSX Y area is identified as a key downtown redevelopment site that would result in a significant increase in the City's tax base as redevelopment of these areas occurs in the future. The older strip mall, Mall of Wildwood, is another prime privately owned redevelopment site identified and focused on the City's plans.

Quality Affordable Housing

Quality affordable housing is an issue in Wildwood and a general challenge. The quality of the housing stock within downtown is identified for improvement and the City's intention is to optimize development densities within these areas to meet this requirement.

The quality of the housing stock within downtown is identified for improvement

The newer apartment communities along Powell Road are intended to serve this function. A key aspiration will be to link these areas by a non-vehicular mode of transportation.

Funding and Plan Implementation

Funding and plan implementation remain a key aspect of moving the City's aspirations forward. The favorable movements in the TPO, FDOT set to prioritize the Main Street project, and other possible actions by the City and CSX on the rail line and vacated spur are anticipated to be

Funding and plan implementation remain a key aspect of moving the City's aspirations forward.

game changers in the City. Stormwater and utilities infrastructure

upgrades in alignment with the recent Utilities Master Plan and in partnership with Sumter County are expected to add additional capacities to accommodate the planned future growth.



Employment

The City envisions a robust employment strategy above and beyond the retail employment provided by The Villages. Capitalizing on the City's location as the center of

Capitalizing on the City's location as the center of Florida and arguably the most connected town in the state, the City seeks to attract resilient job opportunities for its residents.

the Strategic Plan and Comprehensive Plan are expected to change the employment outlook in Wildwood.

Florida and arguably the most connected town in the state, the City seeks to attract resilient job opportunities for its residents. The new City policies and strategies outlined in

Regional Integration and Identity

Highway 301 and the CSX rail line have historically been the City's defining features. The City's image and heritage as a turn of the 19th century "Old Florida Railroad" town still exists. The focus of the City is to leverage the opportunities offered by these regional assets although they may be considered liabilities

in some cases. The improvements along the Highway 301 corridor and the vicinity of the CSX Railroad in tandem with the City initiatives is the challenge and the opportunity. The aspirations of the community are to retain its small-town charm and heritage whilst improving its resilience for its future generations.

The aspirations of the community are to retain its small-town charm and heritage whilst improving its resilience for its future generations.



Project Management, Innovation, and Creativity

Ayres is committed to meeting the City's goals, including schedules and budget requirements. As outlined in this proposal, Ayres has an experienced team with multiple qualified staff in all aspects of the potential planning subcategories to provide timely, effective services to the City.

Innovation and Resilience



Innovation is key in this time of technological and social disruption. Ayres helps our clients to explore, navigate, and shape an increasingly complex future by contextualizing change. We constantly examine how trends will impact the future of the built environment. Our multidisciplinary team

of planners and designers works across a broad range of planning and design aspects for the built environment. We contextualize the impact of global, national, and state trends and propose innovative solutions that help create contextually sensitive, sustainable, and resilient communities of the future.



Quality Assurance / Quality Control

Ayres' project delivery and quality assurance/quality control (QA/QC) success to meet schedule and budget requirements on projects begins with our internal project work plan system, which our project managers follow for every task of each project. This system provides a framework for internal, subconsultant, and client communication interactions and is key to project success.

The overall objective of the work plan policy and guidelines is to keep plan requirements flexible to fit a wide range of client needs, yet be defined enough to ensure it covers all aspects of a good plan. Our requirements allow flexibility to use many formats of scope, work tasks, scheduling, and reporting procedures used by our clients without modification.

AYRES

Quality Assurance/Quality Control



This includes:

1. Understanding the project's objectives.
2. Identifying the project's issues.
3. Developing a well-planned approach.

A work plan loses its usefulness if it is not monitored closely. As each measurable part of a project is completed, Ayres' project managers measure progress vs. budget, quality, and client satisfaction. A good monitoring system lets the project manager know if the project is falling behind schedule or exceeding the budget early on. The project manager then can take pre-emptive action to correct the problem within available time and budget. Our work plans are shared with our clients to facilitate understanding of overall expectations and milestone measurement.

Consistent Project Management

Ayres offers strong project management services with centralized authority vested in project manager Binoy Panicker, AICP. He will help task leaders maintain administrative, staffing/equipment, financial, and contract-related activities and resources; provide overall tracking of task orders that may arise, giving the City up-to-date status; be proactive in evaluating issues, offering resolutions that are the most effective for the City; and ensure deadlines are met. Our contract/project management will focus on:

- **Project objective:** Project goals are clearly identified to avoid unnecessary scope items and to ensure the project goals are achieved.
- **Scope development:** The initial project description, schedule, and cost are developed, and the work effort is divided into clearly defined, manageable tasks.
- **Project execution:** Project performance is maximized through effective cost control, schedule control, and effective use of resources.
- **Schedule control:** Weekly progress meetings are held with each task leader with work summaries that detail percent toward deliverable dates, issues, and resolutions.
- **Budget control:** Cost control for labor is monitored through our accounting software, Deltek Vision, which provides up-to-date actual vs. budget comparisons. This allows the task leader to gauge project progress vs. budget. For example, it will enable us to review when an open Plans Review purchase order is about to be exhausted so a new one can be procured in a timely manner.

Constant Communication

We believe the success of a project ultimately depends on communication – in-house, between project team members and task managers, and most importantly between the Ayres team and the City. A communication plan will be developed at the onset that will determine points of contact, communication style, frequency, and format. We will keep the City informed of project status through emails/telephone calls, monthly status reports, promptly providing meeting minutes, promptly returning telephone calls, and promptly providing copies of correspondence.

Budget/Schedule Control



continuity and consistency of staff and expertise.

Ayres' QA/QC methods will help us to deliver quality services in a timely manner. We use state-of-the-art project control and delivery methods to meet schedules and budgets. Our team is staffed with professionals whose skills match any potential planning-related tasks, and we will do everything possible to provide



Tab I: MBE Preferences

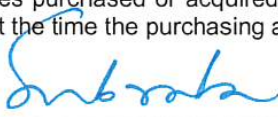
Disadvantaged and Minority-owned Business Preferences

Ayres is not a disadvantaged or minority-owned business enterprises, but we are committed to including them on our teams when relevant opportunities are available. We recognize the importance of minority business enterprise/disadvantaged business enterprise (MBE/DBE) programs, and we work cooperatively to promote the success of such programs with entities nationwide.

We continually evaluate opportunities to add MBE/DBE firms to our project teams. Our philosophy is to team with the appropriate DBE firms that can provide the right work in the right geographic location and thereby minimize costs for our clients. We offer training on small business and MBE/DBE subcontracting, maintain a client relationship management database to provide current information on DBEs nationwide, and work with state programs that help develop opportunities to work with small businesses and disadvantaged business enterprises.

Tab J: Additional Required Documents

PROPOSER'S CERTIFICATION

Submit To: City of Wildwood 100 N Main Street Wildwood, FL 34785 352-330-1330 352-330-1338 (fax)		CITY OF WILDWOOD REQUEST FOR QUALIFICATION (RFQ) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT	
DUE DATE: May 4, 2023	DUE TIME: 11:00 am	RFQ # 2023 - 11	
TITLE: Urban Planning Services			
VENDOR NAME: Ayres Associates Inc		PHONE NUMBER: 813.978.8688	
VENDOR MAILING ADDRESS: 8875 Hidden River Pkwy., Suite 200		FAX NUMBER: 813.978.9369	
CITY/STATE/ZIP: Tampa, FL 33637		E-MAIL ADDRESS: BandyS@AyresAssociates.com	
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFQ and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFQ requirements. I, the undersigned, declare that I have carefully examined the RFQ, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFQ with any other Offeror and have not colluded with any Offerors or parties to an RFQ whatsoever for any fraudulent purpose."			
<u>1</u> Addendum #	Addendum #	Addendum #	Addendum #
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFQ for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFQ, including but not limited to certification requirements. In conducting offers with an agency for CITY OF WILDWOOD, respondent agrees that if this RFQ is accepted, the respondent will convey, sell, assign, or transfer to the City of Wildwood all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the City of Wildwood discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."			
<u>Subrata Bandy, PE - Vice President</u> Authorized Agent Name, Title (Print)		 Authorized Signature	<u>May 1, 2023</u> Date
<i>This form must be completed and returned with your Submittal</i>			

QUALIFICATIONS FORM FOR CITY OF WILDWOOD



Name of Firm Submitting Qualifications Ayres Associates Inc

Name of Person Submitting Qualifications Subrata Bandy, PE - Vice President

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFQ and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the City of Wildwood to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFQ and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

Subrata

Signature

May 1, 2023

Date

RFQ # 2023-11

RFQ Number

[☐] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Statement of Terms and Conditions For RFPs, RFQs, and Bid

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a qualifications/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Qualifications/Bids on leases of real property to a public entity, may not be awarded or perform work as a Consultant, supplier, subconsultant, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The consultant shall indemnify and hold harmless the City of Wildwood and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses, (including legal costs), or liabilities based on third party claims of injury to persons or damage to property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of consultant or its employees, Subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the City awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than Cassandra Smith in writing via email to csmith@wildwood-fl.gov. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFQ) or Invitation to Bid (BID) must be submitted in writing to the contact listed in the solicitation or the City Clerk.

ANTI TRUST LAWS: By submission of a signed RFQ or BID, the successful vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the City's at the time of the RFP, RFQ or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFQ/BID Contract Documents. Any inquiry or request for interpretation received by Cassandra Smith via email to csmith@wildwood-fl.gov before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFQ/BID opening date. Each respondent shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFQ/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFQ's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/RFQ/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/RFQ's/BID's received. The City and/or its consultant do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/RFQ's/BID's, will be available for public inspection ten days after opening of the RFQ's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. All RFP's/RFQ's/Bids submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/RFQ/BID, in its best interest.

TAXES: The City of Wildwood is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFQ/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/RFQ/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/RFQ/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFQ/BID price or the RFP/RFQ/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the City's to vendors is based on the recipient's specific request or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

CITYSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFQ/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/RFQ/BID will not relieve the Bidder from including any required documents with this RFP/RFQ/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/RFQ/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the FIRM will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The City of Wildwood will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

THE CITY OF WILDWOOD, is a political subdivision of the State of Florida, and reserves the right to cancel an RFQ and to reject any and/or all submittals, reserve the right to waive any and all informalities or irregularities, to re-advertise with either the identical or revised specifications, and reserve the right to award contracts and/or in the best interest of the City. Submittals not meeting stated minimum terms and qualifications may be rejected by the City as non-responsive. The City reserves the right to reject any or all submittals without cause. The City reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the City, or who has failed to perform faithfully any previous contract with the City's or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFQ/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Verizon time is hereby established as the Official Time of the City's.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFQ/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFQ/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFQ/BID must be submitted. The Proposer/Bidder shall state in the RFQ/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/RFQ/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/RFQ/BID FORM. If there is a discrepancy on the RFP/RFQ/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/RFQ/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFQ identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/RFQ/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the City's intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Proposals/Qualifications/Bids. However, Proposals/Qualifications/Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP/RFQ/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the City may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The City shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/RFQ/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the City's representative. All work will proceed in a timely manner without delays. The Consultant shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED) and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency can Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the City Clerk. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposers/Bidders are required to use the official RFP/RFQ/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFQ/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFQ/BID FORM documents for this project are free of charge and are available on-line and are downloadable.

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/RFQ/BID specification for any item(s). If RFQ's/BID's are based on equivalent products, indicate on the RFP/RFQ/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/RFQ/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP/RFQ's/BID's which do not comply with these requirements are subject to rejection. RFP/RFQ's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFQ/BID FORM. The City is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the City unless evidenced by a Change Notice issued and signed by the City or designated representative.

QUANTITIES: The quantities as specified in this RFP/RFQ/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/RFQ/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the City within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation but must do so at his own risk. All required information in the original City format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:


(Signature and Date)

May 1, 2023

*This document must be completed and returned
with your Submittal*

HOLD HARMLESS AGREEMENT

The Consultant agrees to hold the City of Wildwood harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Consultant.

The Consultant shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

The Consultant shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the City representative requesting the service.

By signature upon this form the Consultant stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Ayres Associates Inc

Consultant-Print Name



Signature

Urban Planning Continuing Services Contract

Project Name

May 1, 2023

Date

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Ayres Associates Inc

(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFQ or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFQ or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Subrata

Authorized Signature

May 1, 2023

Date Signed

State of: Florida

County of: Hillsborough

Sworn to and subscribed before me this 1st day of May, 2023

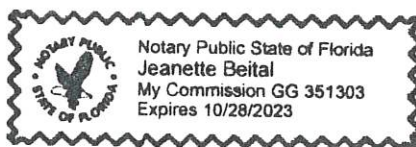
Personally known ☒ or Produced Identification _____
(Specify Type of Identification)

Jeanette Beital

Signature of Notary

My Commission Expires 10/28/2023

(seal)



This document must be completed and returned with your Submittal

**SWORN STATEMENT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Wildwood

By Subrata Bandy, PE - Vice President

{print individual's name and title}

for Ayres Associates Inc

{print name of entity submitting sworn statement}

whose business address is 8875 Hidden River Pkwy., Suite 200, Tampa, FL 33637

and (if applicable) its Federal Employer Identification Number (FEIN) is 39-0965082 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
 - d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. {indicate which statement applies.}



Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners,

shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

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

Subrata

{signature}

May 1, 2023

{date}

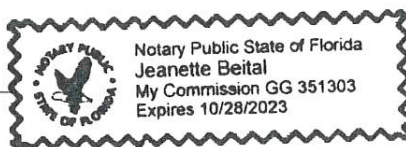
State of Florida

County of Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Subrata Bandy, who after first being sworn by me, affixed his/her signature in the space provided above on this 1st day of May, 2023

Attest: Jeanette Beital
Notary Public
My commission expires: 10/28/2023

(Notary Seal)



This document must be completed and returned with your Submittal

Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (printed name) Subrata Bandy, PE am the
 (title) Vice President - Southeast Operations and the duly authorized representative of the firm of (Firm Name)
Ayres Associates Inc whose address is
8875 Hidden River Pkwy., Suite 200, Tampa, FL 33637
 _____, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I
 am acting; and,

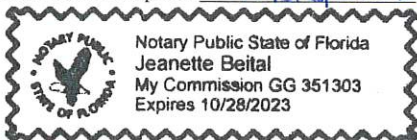
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid qualification is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid qualification for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: SubrataPrinted Name: Subrata Bandy, PE - Vice PresidentFirm Name: Ayres Associates IncDate: May 1, 2023State of FloridaCounty of HillsboroughSworn to and subscribed before me this 1st day of May 2023Personally Known ✓

OR Produced Identification _____, Type of Identification _____

My Commission Expires 10/28/2023Jeanette Beital

(Printed, typed or stamped commissioned name of notary)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATIONS PACKAGE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2022

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 245 South Executive Drive, Suite 200 Brookfield WI 53005		CONTACT NAME: Sharon Bannach PHONE (A/C, No, Ext): 262-792-2214 FAX (A/C, No): 262-792-1712 E-MAIL ADDRESS: Sharon_Bannach@ajg.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Zurich American Insurance Company	16535
		INSURER B : American Guarantee and Liability Ins Co	26247
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED
 AYRES ASSOCIATES INC
 3433 Oakwood Hills Parkway
 Eau Claire WI 54701-7698

AYREASS-02

COVERAGES

CERTIFICATE NUMBER: 2023399656

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC OTHER:			GLO429634701	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	Y	Y	BAP429634801	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			SXS426197901	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 Products/Comp Ops Agg \$ 8,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC429634601	1/1/2023	1/1/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Blanket Additional Insured and Waiver of Subrogation when required by written contract or agreement.

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF COVERAGE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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AYREASS-01

CANDERSO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2022

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

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

PRODUCER Johnson Insurance Madison 525 Junction Road Madison, WI 53717	CONTACT NAME: Mary Jo Nowak, AU, CIC, ARM, RPLU	
	PHONE (A/C, No, Ext): (608) 203-3893	FAX (A/C, No): (877) 254-8586
E-MAIL ADDRESS: mnowak@johnsonfinancialgroup.com		
INSURED Ayres Associates Inc 3433 Oakwood Hills Pkwy Eau Claire, WI 54701	INSURER(S) AFFORDING COVERAGE	
	INSURER A : RLI Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		
NAIC # 13056		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab			RDP0047501	6/30/2022	6/30/2023	Each Claim 5,000,000
A	Professional Liab			RDP0047501	6/30/2022	6/30/2023	Aggregate 10,000,000

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

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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RFQ COVER PAGE

Name of Firm, Entity or Organization:

Inspire Placemaking Collective, Inc.

Federal Employer Identification Number (FEIN): 92-1495717

State of Florida License Number (If Applicable): P22000094175

Name of Contact Person: George Kramer

Title: President

E-Mail Address: Gkramer@inspireplacemaking.com

Mailing Address: 4767 New Broad Street

Street Address (if different): Same as above

City, State, Zip: Orlando, FL 32814

Telephone: 407.202.8387

Fax: N/A

Organizational Structure – Please Check One:

Corporation ☒ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐

If Corporation:

Date of Incorporation: 12/2022

State of Incorporation: Florida

States Registered in as Foreign Corporation: North Carolina, Tennessee

Authorized Signature:

Print Name: George Kramer

Signature: 

Title: President

Phone: 407.202.8387

This document must be completed and returned with your Submittal.



Inspire

PLACEMAKING COLLECTIVE



City of
WILDWOOD

Urban Planning Continuing
Professional Services | RFQ #2023-11

May 4, 2023

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***Not included in page limit**

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***Not included in page limit**



A

Statement of Interest



May 4, 2023
Attn: Cassandra Smith, Assistant City Manager/CFO
100 North Main Street
Wildwood, FL 34785

Re: RFQ 2023-11 Urban Planning Continuing Professional Services

Dear Members of the Selection Committee,

The expansion of the Villages into Wildwood places the City at an important juncture in its history. This growth provides significant opportunity for economic advancement while at the same time, if left unchecked, it could diminish the historic character of Wildwood. Having recently completed Comprehensive Plan updates for the City of Wildwood and Sumter County, we possess a unique understanding of this dynamic. Thoughtful city planning will help strike the balance between economic opportunity and the retention of community character.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions that have been in operation for more than 20 years. With a team of thirteen planners who possess more than 200 years of collective experience, Inspire offers a traditional city planning practice with depth and breadth that is unique within today's marketplace. The size and experience of our team provides us with the opportunity to serve as an extension of staff for local governments across Florida including Lake County, Minneola, Winter Park, Kissimmee, and West Park.

Our team possesses deep experience in comprehensive planning, land development code updates, form-based codes, design guidelines, development review, redevelopment, economic development, small area studies, historic preservation, urban design, transportation analyses, graphic design, GIS/Mapping, and complete streets.

We are pleased to supplement of skills and experience with **eda**, a Minority Business Enterprise based in Gainesville, Florida specializing in Planning, Civil Engineering and Survey. Inspire and eda are frequently collaborators and share an ethos for thoughtful community building through planning.

Thank you for this opportunity to present our qualifications for your consideration.

Sincerely,
Inspire Placemaking Collective, Inc.



Eric Raasch, Jr., AICP
Project Manager
Eraasch@inspireplacemaking.com



George Kramer, AICP
President/Authorized Representative
Gkramer@inspireplacemaking.com



Form 1 - Firm Profile



FIRM PROFILE

State of FL License

State of Florida Department of State

I certify from the records of this office that INSPIRE PLACEMAKING COLLECTIVE, INC. is a corporation organized under the laws of the State of Florida, filed on December 27, 2022, effective October 27, 2022.

The document number of this corporation is P22000094175.

I further certify that said corporation has paid all fees due this office through December 31, 2023 and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirteenth day of January,
2023*


Secretary of State

Tracking Number: 2162179579CU

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

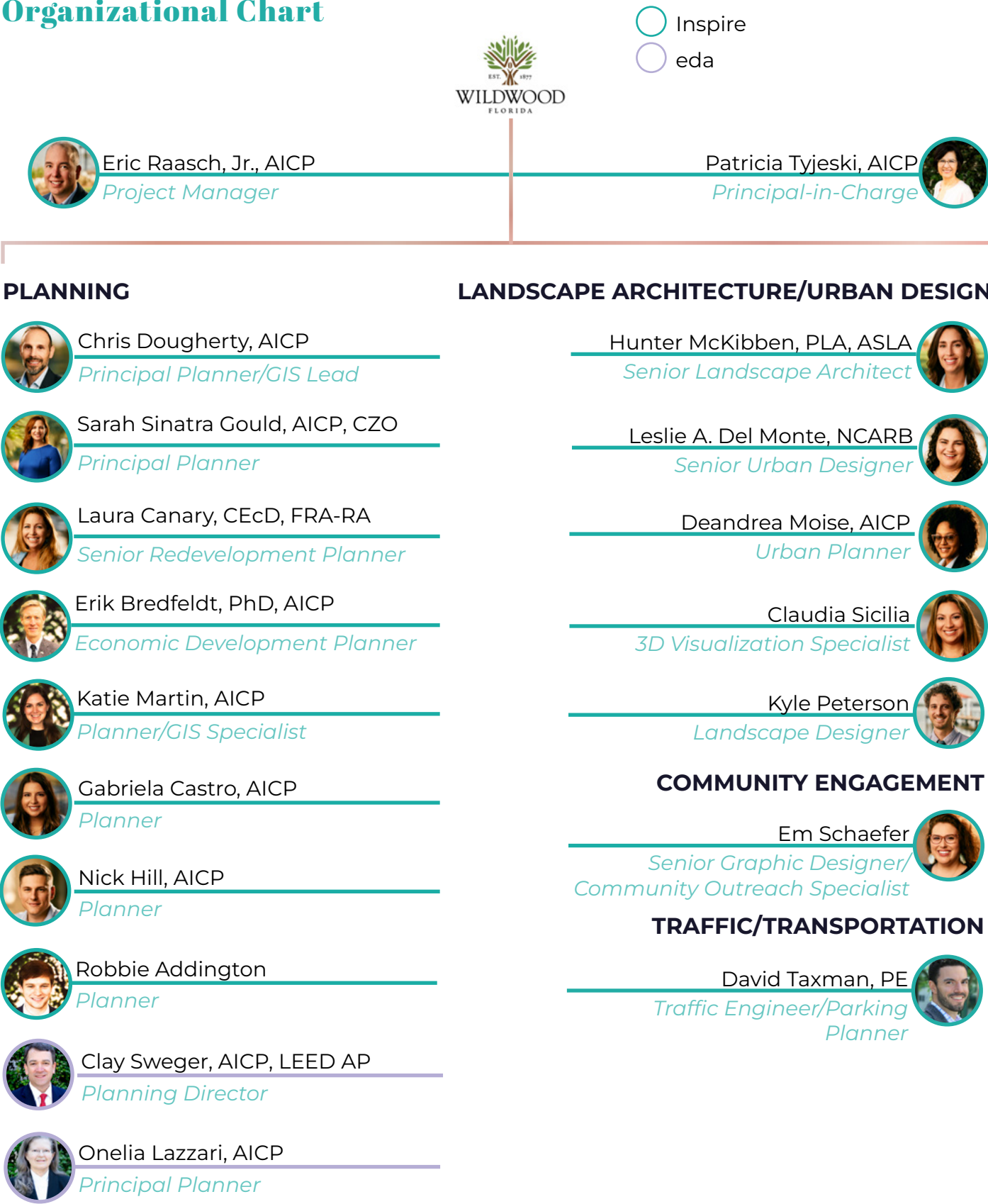
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Team Composition & Resumes



Organizational Chart



Eric Raasch, Jr.

AICP

PROJECT MANAGER



14 Years of Experience



AICP #026377



Orlando, FL



PROFILE

Eric is a professional planner with more than 14 years of experience. Having spent the last 12 years in the public sector, including the last 2 years as Orange County's Planning Administrator, he possesses extensive management/development review experience. Eric's experience also includes comprehensive planning, LDC writing, GIS analyses, and public engagement.

EDUCATION

- Master of Real Estate Development, University of Maryland, College Park, MD, 2008
- Bachelor of Science in Business Administration, Economics, University of Central Florida, Orlando, FL, 2005

SKILLS

- Comprehensive Planning
- Land Use Entitlements
- Development Review
- Geographic Information Systems
- Community Engagement

EXPERIENCE

Development Review

Principal Planner | Minneola, FL

Currently co-managing an On-Call Planning Consulting Services Agreement with the City of Minneola. The contract calls for assistance with the review of land development applications and other general planning and zoning matters.

- Review preliminary subdivision plats, site plans, construction plans, final plats, as built drawings, and lot splits for consistency with adopted regulations and prior approvals
- Attend development review committee meetings on behalf of the City

Development Review

Principal Planner | Kissimmee, FL

On a recurring as-needed basis, review development applications according to the City's Land Development Code and Comprehensive Plan as part of our continuing services agreement with the City.

- Review site plans, preliminary subdivision plats, final plats, and PUDs
- Prepare comment report memorandums for each review

Development Review Services

Project Manager | Lake County, FL

Currently managing an On-Call Planning Consulting Services Agreement with Lake County. The contract calls for assistance with the review of development applications for consistency with the Land Development Code and Comprehensive Plan..

- Review site plans, preliminary subdivision plats, final plats, and PUDs
- Prepare comment report memorandums for each review

Eric Raasch, Jr.

AICP

EXPERIENCE CONTINUED

Planning Commission Commercial Locational Criteria (CLC)

Principal Planner | Hillsborough County, FL

Participated in the assessment of the County's Commercial Locational Criteria (Objective 22), which identifies the potential location and maximum size of neighborhood-serving commercial uses permitted.

- Reviewed existing regulations
- Provided recommendations on how to improve the CLC

Community Redevelopment Plan Update (Downtown)

Principal Planner | St. Augustine, FL

Updating the Historic Area Community Redevelopment Plan and extending the operational timeframe of the Agency.

- Collaborated on policy development and strategy
- Oversaw scheduling and provided assistance on QA/QC

Finding of Necessity Study and Community Redevelopment Plan Update (Downtown North)

Principal Planner | Panama City, FL

A Finding of Necessity Report to expand the CRA boundaries and updated plan to memorialize boundary changes.

- Provided Senior Review of the Finding of Necessity Study and Blight Matrix
- Oversaw scheduling and QA/QC of all deliverables

Finding of Necessity Study

Principal Planner | Lake Wales, FL

A Finding of Necessity Study for potential expansion of the CRA boundary and Redevelopment Plan Update.

- Provided Senior Review of the FON Study and Blight Matrix

Finding of Necessity Study

Principal Planner | Lake Wales, FL

A Finding of Necessity Study for potential expansion of the CRA boundary.

- Provided Senior Review of the Finding of Necessity Study and Blight Matrix
- Oversaw scheduling and QA/QC of all deliverables

Agritourism Land Development Code Amendments

Principal Planner | Manatee County, FL

Update to the County's LDC to define agritourism and provide additional regulations and processes for large-scale agritourism operations with substantial offsite impacts.

Patricia Tyjeski

AICP

PRINCIPAL-IN-CHARGE



35 Years of Experience



AICP #069120



Orlando, FL



PROFILE

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 30 jurisdictions on numerous comprehensive planning projects.

EDUCATION

- Master of Regional Planning, Cornell University, Ithaca, NY, 1988
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia, 1985

SKILLS

- Comprehensive Planning
- Land Development Regulations
- Historic Preservation
- Development Review
- Community Engagement

EXPERIENCE

Comprehensive Plan Update

Project Manager | Wildwood, FL

A Plan Update to document a new community vision and address the impacts of rapid population growth and the expansion of The Villages®.

- Managed the update of eight elements, including data and analysis, goals, objectives, and policies, and map series
- Utilized Social Pinpoint, a web-based community engagement tool, to facilitate public input through a survey, an idea wall, and a virtual meeting portal
- Facilitated public workshops and presented the update at adoption hearings

Development Review

Project Manager | Minneola, FL

Currently managing an On-Call Planning Consulting Services Agreement with the City of Minneola.

- Manage the reviews of preliminary subdivision plans, final plats, site plans, variances, annexations, Future Land Use Map amendments, rezonings, and lot splits
- Responsible for assigning attendance at pre-application meetings and Development Review Committee

Community Redevelopment Plan Update

Principal-in-Charge | Fort Pierce, FL

A redevelopment strategy that focuses on neighborhood revitalization, mobility, and place-based economic development.

- Oversaw the completion of the project within schedule and budget
- Provided Senior Review of deliverables

Patricia Tyjeski

AICP

EXPERIENCE CONTINUED

Land Development Code Update & Form-Based Code

Project Manager | Kissimmee, FL

A comprehensive evaluation and assessment of the adopted Code followed by a full rewrite to provide clarity and consistency, and the development of a form-based code for Downtown and the US 92 corridor to foster redevelopment and infill.

- Performed a complete reorganization of the code, created tables of uses and dimensional standards, eliminated internal inconsistencies
- Incorporated form-based code regulations for the downtown and Vine Street corridor
- Facilitated public workshops and presented the project at public hearings

Historic Preservation Officer

Project Manager | Melbourne, FL

Serve as the Historic Preservation Officer for the City. Responsibilities include:

- Managing the preparation of Florida Master Site File surveys and updates
- Assisting with the designation of local historic structures and historic districts
- Reviewing of certificates of appropriateness for designated historic properties
- Conducting educational activities and producing educational materials

Continuing Planning Services

Project Manager | Melbourne, FL

Have managed a Continuing Services Agreement with the City of Melbourne since 2006. Successful projects completed under this agreement include:

- A vision plan and comprehensive plan updates every seven years
- Zoning code rewrite/Mobility plan
- Serving as the City's Historic Preservation Officer since 2008

Continuing Planning Services

Project Manager | Manatee County, FL

Managing a Continuing Services Agreement with Manatee County since 2011. Successful projects completed under this agreement include:

- Comprehensive plan updates/rewrite of the County's Land Development Code
- Preparation of a Development Review Manual
- Urban corridors assessment and associated comprehensive plan and LDC amendments to incentivize infill and redevelopment (award-winning project)

Comprehensive Plan Update

Project Manager | Green Cove Springs, FL

A Plan Update to document a new community vision and address the impacts of the new First Coast Expressway and substantial recent annexations.

- Managed the preparation of the future land use and transportation elements

Chris Dougherty

AICP

**PRINCIPAL PLANNER/GIS
LEAD**



17 Years of Experience



AICP #026356



Orlando, FL



PROFILE

With experience in providing private and public sector planning services, Chris's career has been focused on helping clients create unique places. Chris has a passion for developing community-driven plans and excels at comprehensive planning, land development code writing, visioning/public engagement, parks and recreation planning, GIS, and entitlements.

EDUCATION

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2006
- Bachelor of Arts in Criminology, University of Florida, Gainesville, FL, 2001

SKILLS

- Comprehensive Planning
- Land Development Code Writing
- Development Review
- Redevelopment Planning
- GIS Analysis
- Parks and Recreation System Planning
- Public Engagement
- Visioning
- Land Use Entitlements
- Grant Writing

EXPERIENCE

Comprehensive Plan Update

Project Manager | Lake Wales, FL

A Plan Update to document a new community vision and address the impacts of a municipal population that had increased 50% since the last update in 2000.

- Managed the project delivery and schedule
- Prepared and/or reviewed each element's data and analysis and goals, objectives, and policies
- Facilitated three virtual public workshops

Comprehensive Plan Amendment Reviews

Project Manager | Volusia County Growth Management Commission, FL

Reviewed proposed local comprehensive plan amendments throughout the County to foster intergovernmental coordination and consistency with criteria established by this charter-enabled commission.

- Manage the scheduling, QC, and delivery of each review/planning report
- Attend meetings, present at hearings, and coordinate with planning staff as needed
- Participated in the charter review commission/VGMC rules update

Land Development Code Update & Form-Based Code

Project Planner | Kissimmee, FL

A comprehensive evaluation and assessment of the adopted Code followed by a full rewrite to provide clarity and consistency, and the development of a form-based code for Downtown and the US 92 corridor to foster redevelopment and infill.

- Assisted with public engagement

Sarah Sinatra Gould

AICP, CZO

PRINCIPAL PLANNER



18 Years of Experience



AICP #021553



Raleigh, NC



PROFILE

Sarah has served as a planning director for numerous jurisdictions throughout her career. She understands the need to actively engage the public through a variety of platforms to truly gauge a community's needs. Sarah's work products include innovative plans that result from community feedback and collaboration.

EDUCATION

- Master of Urban & Regional Planning, Florida Atlantic University, Fort Lauderdale, FL, 2003
- Bachelor of Arts, Political Science, Florida Atlantic University, Boca Raton, FL, 2001

SKILLS

- Land Development Codes
- Comprehensive Planning
- Public Involvement
- Corridor Analyses
- Development Review
- Sign Codes
- Supplemental Planning Support

EXPERIENCE

Comprehensive Plan & Update

Project Manager | West Park, FL

Prepared the City's first Comprehensive Plan and provided a subsequent update of the goals, objectives, and policies.

- Crafted the initial Comprehensive Plan after the City's incorporation with a focus on redevelopment
- Moderated public engagement sessions
- Updated the goals, objectives, and policies to be consistent with state statutes and local changes since the initial adoption of the Plan

Town Planner

Town Planner | Surfside, FL

Provided day-to-day planning services as the Town Planner.

- Reviewed all development applications including coordinating the development review process and meetings
- Presented items to the Planning & Zoning Board, Design Review Board, and Town Commission

Director of Development Services

Director of Development Services | Weston, FL

Acted in the capacity of the Planning Director for the City.

- Carried out day-to-day planning and zoning activities, including managing associated staff
- Prepared and presented reports to the City Commission
- Completed development reviews including site plans, plats, variances, special exceptions, land use plan amendments, rezoning applications, and chaired the development review meetings

Laura Canary

CEcD, FRA-RA

SENIOR REDEVELOPMENT PLANNER



20 Years of Experience



CEcD #2828; FRA-RA



Tampa, FL



PROFILE

Laura has extensive experience working in local government and has a profound understanding of the inner workings of public organizations. Much of her career has been dedicated to economic development/redevelopment. She has excellent communication and collaboration skills which enable her to effectively build consensus and effectuate change.

EDUCATION

- Master of Public Administration, University of South Florida, Tampa, FL, 2015
- Bachelor of Arts, University of South Florida, Tampa, FL, 2003

SKILLS

- Community Engagement
- Collecting, Synthesizing, and Presenting Public Information
- Economic Development/Redevelopment Planning

EXPERIENCE

Forward Pinellas Urban Design Services Pilot Program

Project Manager | Pinellas County, FL

The pilot program aims to assist communities in realizing local goals and objectives by offering a suite of urban design services, .

- Worked with County and City officials to host workshops/charrettes to visualize change and develop a common understanding for potential development projects
- Assisted with the development of maps, diagrams, and other graphic information to support the intent

Community Redevelopment Plan Update

Project Manager | Pinellas Park, FL

An extension of the operational timeframe through coordination with a Charter County and developed a redevelopment strategy focused on the creation of a new City Center.

- Coordinated with Pinellas County administration to identify an appropriate expansion area of the CRA
- Oversaw the update to the Community Redevelopment Plan, expansion of the CRA boundary and extension of the operational timeframe of the CRA

City Center Plan

Project Manager | Pinellas Park, FL

A community vision, master plan, and phased implementation strategy for the Park Station District; Centered on the creation of Davis Commons, a new signature public space.

- Worked with administration and elected officials and stakeholders to ensure the City Center Plan was a community driven plan

Erik Bredfeldt

PhD, AICP

ECONOMIC DEVELOPMENT PLANNER



30 Years of Experience



AICP #011971



Gainesville, FL



PROFILE

Erik has 30 years of experience employed in the implementation of community planning and economic development activities and projects in a local government context. Activities include those related to urban planning and development services, community and economic development, and project management.

EDUCATION

- Doctor of Philosophy, University of Florida, Gainesville, FL, 2009
- Master of Arts, University Florida, Gainesville, FL, 1993
- Bachelor of Arts, Muhlenberg College, Allentown, PA, 1988

SKILLS

- Project Management
- Facilitative Approach
- Economic Development
- Business/Real Estate Development
- Urban Planning

EXPERIENCE

West Bay Drive/Clearwater-Largo Road CRA Redevelopment Plans

Project Co-Lead | Largo, FL

Managed the City of Largo West Bay Drive CRP and support on Clearwater-Largo Road CRA Redevelopment Plan.

- Worked on developing the Redevelopment Plan and worked with multiple stakeholders in Plan development

Comprehensive Plan & Land Development Code

Planning Director | Gainesville, FL

Served as Planning Director during last update/adoption of City Comprehensive Plan and various updated to Land Development Code.

- Worked with staff and various stakeholders on updates inclusive of Plan Board and City Commission on final adoption

Downtown Strategic Plan

Project Co-Lead | Gainesville, FL

City Project Co-Lead on GCRA/UF jointly funded Downtown Strategic Plan.

- Managed the Downtown Strategic Plan and worked with multiple parties in Plan development

Multiple Economic Development Projects/Butler Plaza/Plum Creek

Economic Development/Planning Director | Gainesville, FL

Facilitated numerous private development projects either from the project development/management or regulatory administration perspective.

Katie Martin

AICP

**PLANNER/GIS
SPECIALIST**



3 Years of Experience



AICP #34287



Raleigh, NC



PROFILE

Katie is passionate about sustainability, resiliency, walkability, and community development. She thrives working with data; much of her work revolves around geospatial analysis, report creation, writing, and editing. Her experience crafting comprehensive plans, adaptation action plans, and sustainability plans demonstrates her focus on the environmental well-being of communities.

EDUCATION

- Master of City & Regional Planning, Georgia Institute of Technology, Atlanta, GA, 2020
- Master of Science in Public Policy, Georgia Institute of Technology, Atlanta, GA 2020
- Bachelor of Science in Earth & Environmental Science, Mercer University, Macon, GA, 2012

SKILLS

- Community Engagement
- Geographic Information Systems (GIS)
- Data & Analysis
- Redevelopment Planning
- Resiliency & Adaptation Planning
- Adobe Creative Suite (InDesign, Illustrator)
- Writing & Editing

EXPERIENCE

Comprehensive Plan Update (Unincorporated)

Planner | Sumter County, FL

A Plan Update to document a new community vision that addresses the impacts from the rapid influx of retirees in one of the fastest-growing counties in the state.

- Created map series using ArcGIS Pro
- Assisted with the development of the Data & Analysis report

Comprehensive Plan Update

Planner | Lake Wales, FL

A Plan Update to document a new community vision and address the impacts of a municipal population that had increased 50% since the last update in 2000.

- Prepared final deliverable using Adobe InDesign

Comprehensive Plan Amendment Reviews

Planner | Volusia County Growth Management Commission, FL

Reviewed proposed local comprehensive plan amendments throughout the County to foster intergovernmental coordination and consistency with criteria established by this charter-enabled commission.

- Review Amendments for consistency with the VGMC's criteria
- Produce reports based upon the analysis/effects of proposed amendments

Community Redevelopment Plan Update (Channel District)

Planner | Tampa, FL

A redevelopment strategy that includes increased open space to advance the transition of this former industrial areas into a livable 21st century urban neighborhood/mixed-use district.

Gabriela Castro

AICP

PLANNER



7 Years of Experience



AICP #030965



Orlando, FL



PROFILE

Gabriela has experience in reviewing development applications for municipalities. In her professional experience she has reviewed various types of development applications from site work to entitlement work. She has had to create reports and explain these reports in front of various agencies and boards. Additionally, Gaby has experience in technical writing.

EDUCATION

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2015
- Bachelor of Science in Sustainability and the Built Environment, University of Florida, Gainesville, FL, 2014

SKILLS

- Development Review
- Community Engagement

EXPERIENCE

Comprehensive Plan Amendment Reviews

Planner | Volusia County Growth Management Commission, FL

Review proposed local comprehensive plan amendments throughout the County to foster intergovernmental coordination and consistency with criteria established by this charter-enabled commission.

- Review a diverse range of small-and-large-scale amendments from jurisdictions throughout Volusia County
- Draft staff reports for the VGMC

Greater Lacoochee Community Plan

Planner | Pasco County, FL

Prepared a community plan for the Lacoochee, Trilby, Trilacoochee and Northeast Rural communities to address housing needs, infrastructure, economic development, and preservation of the rural aesthetic.

- Assisted in the facilitation of various public engagement workshops
- Drafted the existing conditions report, which examined topics such as existing facilities, existing regulations and policies, and demographics of the area

Development Review

Project Planner | Minneola, FL

Currently assisting with an On-Call Planning Consulting Services Agreement with the City of Minneola.

- Review land development applications, including preliminary subdivision plats, site plans, construction plans, final plats, and variances for consistency with adopted regulations and prior approvals

Nick Hill

AICP

PLANNER



5 Years of Experience



AICP #33455



Orlando, FL



PROFILE

Nick is well-versed in the field of contemporary urban/regional planning. His professional experience includes updating comprehensive plans/community redevelopment plans, performing development review applications for municipalities, and facilitating entitlement research, land use/rezoning amendments, special use permits, and variance requests.

EDUCATION

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2019
- Bachelor of Science in Public Administration, University of Central Florida, Orlando, FL, 2015

SKILLS

- Comprehensive Planning
- Redevelopment Planning
- Master Planning
- Land Use Entitlements
- Development Review
- Geographic Information Systems
- Community Engagement

EXPERIENCE

Comprehensive Plan Update

Project Planner | Fort Pierce, FL

A Plan Update to address issues address statutory changes, such as Peril of Flood legislation, that were identified through an evaluation and appraisal of the plan.

- Drafted a matrix identifying how the Comprehensive Plan would need to be updated to be consistent with changes
- Amended the goals, objectives, and policies of various elements to ensure compliance with new Florida Statutes
- Led the GIS analysis, modeling, and mapping process

Downtown Master Plan

Deputy Project Manager | Green Cove Springs, FL

A community vision, master plan and phased implementation strategy for revitalization that is centered on the development of a waterfront catalyst-site.

- Planned, coordinated, and facilitated various public engagement events for the project
- Drafted the contents of the Plan
- Assisted in all branding efforts related to the project and the greater Downtown area
- Short bullet description of what YOU did on the project

FDOT District 1 US 27 Corridor Vision Plan

Project Planner | Clewiston, FL

An integrated land use and transportation vision plan for a 6.5-mile corridor.

- Assisted in the facilitation of public workshops and the onsite walkabout
- Provided GIS support for the existing conditions portion of the final report

Robbie Addington

PLANNER



<2 Years of Experience



ESRI Suite, OGIS, SketchUp



Raleigh, NC



PROFILE

Robbie is passionate about land use, resiliency, code development, and long-range planning. He has experience in development review, community engagement, ordinance development, and presenting research to planning boards. His background in research and community outreach helps integrate the needs of residents with the planning vision of municipalities.

EDUCATION

- Master of City and Community Planning, Specialization – Land Use & Environmental Planning, University of North Carolina at Chapel Hill, Chapel Hill, NC, 2023
- Bachelor of Arts in Political Science, University of North Carolina at Chapel Hill, Chapel Hill, NC, 2018

SKILLS

- Global Information System (ESRI Suite & QGIS)
- SketchUp
- Land Use Planning
- Ordinance Development
- Urban Planning

EXPERIENCE

Town of Apex

Planning Intern | Apex, NC

Assisted the Town of Apex with various zoning activities:

- Proposed amendments to the Town's Development Ordinance to allow Missing Middle Housing
- Wrote research memos, staff reports, and legal notices for planning staff and the Town's planning board
- Amended the Town's development ordinance to include changes requested by residents, planning board, and the development community
- Monitored adoption rate of rezoning conditions offered by the Environmental Advisory Board

Highway Safety Research Center

Research Intern | Chapel Hill, NC

Developed research indicators to test the feasibility of a national crash data reporting standard.

- Collected, interpreted, and visualized pedestrian crash data
- Conducted key informant interviews for planning and public health studies
- Collaborated with team members to host conferences and seminars at the research center

Comprehensive Plan & Downtown Master Plan

Planner | Weddington, NC

An update to the Comprehensive Plan and the creation of a Downtown Master Plan with a focus on public engagement, character preservation, and managed growth.

- Hosted community engagement events and
- Developed plan updates and reports

Hunter McKibben

PLA, ASLA

SENIOR LANDSCAPE ARCHITECT



10 Years of Experience



FL PLA #6667370



Dunedin, FL



PROFILE

Hunter is a registered landscape architect with extensive experience in the landscape architecture and planning professions with an emphasis on complete streets and walkability through urban design interventions. She strives to synthesize and communicate broad-based planning ideas into compelling implementation guidelines and actions.

EDUCATION

- Bachelor of Landscape Architecture, University of Florida, Gainesville, FL, 2009

SKILLS

- Landscape Architecture
- Urban Design
- Site Plans
- Parks
- Landscape Design
- Urban Planning
- Sustainability
- Comprehensive Planning
- Adobe InDesign
- Sustainable Design
- Land Use Planning
- Streetscape Planning

EXPERIENCE

FDOT District 1 Planning Studio

Landscape Architect | Bartow, FL

Through the Planning Studio contract, the team provided a planning framework to develop safe multi-modal transportation strategies that aligned with corridor and area visions in communities throughout the District.

- Provided foundational information to identify trends and conditions
- Provided technical and graphic support to US 17, US 17/92, and SR70

Innovation District 42nd/46th Street Subarea Study

Landscape Architect | Hillsborough County, FL

Worked with the County on a transportation analysis and subarea corridor planning study within the Innovation District.

- Identified a vision for a street typology to support future land uses
- Produced street sections, 3D SketchUp visualizations, and supporting graphics to communicate the vision graphically
- Developed technical memo report layouts and the final vision plan

Virginia/Lake Highland Transportation & Land Use Study

Landscape Architect | Orlando, FL

Developed a framework for the integrated, comprehensive, and holistic planning approach required to enhance connections between people, place, and opportunity through a multi-modal transportation network.

- Identified strategies needed to implement the community's goals

Leslie A. Del Monte

NCARB

SENIOR URBAN DESIGNER



21 Years of Experience

NCARB #308593

Orlando, FL



PROFILE

Leslie Del Monte has extensive experience in both architectural and planning projects. Her planning experience includes small-and-large-scale master/comprehensive planning, urban design, downtown visioning, redevelopment planning, historic district inception/protection, analysis, development, and writing land use, zoning, architectural/design standards.

EDUCATION

- Master of Architecture, University of Florida, Gainesville FL, 2004
- Bachelor of Design in Architecture, University of Florida, Gainesville FL, 2002

SKILLS

- Comprehensive Planning
- Land Development Code Writing
- Development Review
- Redevelopment Planning
- GIS Analysis
- Visioning
- Land Use Entitlements
- Community Engagement

EXPERIENCE

Planning Services

Project Manager | West Park, FL

Currently serving as the City's in-house Planning and Zoning Department.

- Oversee and administered the Development Review Process, including plan and permit review and inspections
- Represented the City, disseminating information to the public on planning, zoning and development regulations to the general public, and development industry

Forward Pinellas Urban Design Services Pilot Program

Senior Planner | Pinellas County, FL

The pilot program aims to assist communities in realizing local goals and objectives by offering a suite of urban design services.

- Worked with County and City officials to host workshops/charrettes to visualize change and develop a common understanding for potential development projects
- Prepared maps, diagrams, and other graphic information to support the intent; and drafted the summary report

Vision Plan & Urban Design

Senior Urban Designer | Jacksonville, FL

The Vision encompasses 3 of Jacksonville's Planning Districts: Districts 1 - The Urban Core, 2 - Greater Arlington/Beaches, and 3 - the Southeast, and includes strategies for enhancing the quality of life by addressing neighborhood preservation, industrial preservation, and green infrastructure.

- Crafted the vision, establishing goals, objectives, and urban design strategies
- Prepared maps, diagrams, and other graphic information to support the vision

Deandrea Moise

AICP

URBAN PLANNER



8 Years of Experience



AICP #34500



Hollywood, FL



PROFILE

Deandrea is knowledgeable, dedicated, and a conscientious team member, who possesses strong analytical and problem-solving skills, with the ability to make ethical and thoughtful decisions. She specializes in comprehensive and long-range planning.

EDUCATION

- Bachelor of Urban and Regional Planning, Florida Atlantic University, Boca Raton, FL, 2014

SKILLS

- Comprehensive Planning
- Long-Range Planning
- Urban Planning
- Historic Preservation
- Development Review

EXPERIENCE

Comprehensive Plan

Project Manager | Hollywood, FL

Comprehensive Plan reflecting the City of Hollywood's unique character, addressing a wide range of issues including transportation, affordable housing, climate change, and economic development, while promoting equity, sustainability, resilience, encouraging healthier lifestyles, and supporting the protection of neighborhoods and natural resources.

- Acted as the point of contact with the consultant; and coordinated with Planning and pertinent City staff, and state and local agencies

Oakwood Land Use Plan Amendment

Project Manager | Hollywood, FL

Land Use Plan Amendment to the City of Hollywood's Comprehensive Plan changing the Future Land Use from Industrial to Activity Center to allow for the redevelopment of the existing shopping plaza.

- Reviewed application for consistency with City Comprehensive Plan, Master Plans, code regulations, and provided staff recommendation on the appropriateness of the request
- Coordinated adoption review and comment with State required agencies

Emerald Hills Golf Course Land Use Plan Amendment

Project Manager | Hollywood, FL

Land Use Plan Amendment to the City of Hollywood's Comprehensive Plan changing the Future Land Use from Open Space to Residential to allow for the redevelopment of the golf course.

Claudia Sicilia

3D VISUALIZATION SPECIALIST



17 Years of Experience

Lumion, Civil3D, SketchUp, ArcGIS

Orlando, FL



PROFILE

Claudia has experience helping Clients envision robust design projects as reality through technical drawings and detailed 3-D visualization renderings. She provides a creative perspective with a technical foundation and her extensive background in CAD aids in the implementation of the team's design concepts.

EDUCATION

- Bachelor of Architecture, Jose Maria Vargas University, Caracas, Venezuela, 2004
- Associate of Science Degree in Computer Drafting and Design, Florida Technical College, Orlando, FL, 2006

SKILLS

- AutoCAD Civil3D
- Lumion Mock-ups and Fly-through Videos
- SketchUp Community Engagement
- Bilingual (Spanish)
- ArcGIS
- Photoshop Rendering

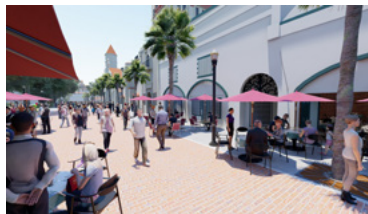
EXPERIENCE



Park Avenue Streetscape

Visualization Specialist | Lake Wales, FL

- Created Lumion modeling to exhibit the streetscape and pedestrian walkway improvements proposed along Park Avenue



Complete King Street Master Plan

Visualization Specialist | St. Augustine, FL

- Created Lumion model to showcase design details in 3D



Downtown Master Plan

Design & CADD Support | Fort Pierce, FL

- Assisted with concept development
- Assisted with construction documents preparation
- Created Lumion model to showcase design details in 3D



City Center Plan

Visualization Specialist | Pinellas Park, FL

- Created Lumion model to showcase design details in 3D



Downtown Master Plan

Visualization Specialist | Green Cove Springs, FL

- Created Lumion model to showcase design details in 3D

Kyle Peterson

LANDSCAPE DESIGNER



2 Years of Experience



Master of Landscape Architecture



Orlando, FL



PROFILE

Kyle's graduate study has expanded his experience in designing for regional and local impacts that are grounded in a foundation of thorough research and site analysis of cultural, environmental, and economic histories. He approaches new projects with intention and attention to serve the local communities who will be impacted.

EDUCATION

- Master of Landscape Architecture, University of Florida, Gainesville, FL, 2022
- Bachelor of Business Management, University of North Florida, Jacksonville, FL, 2015

SKILLS

- Translating Research into Design Framework
- Regional and Local Master Planning
- Multi-scaled Interventions
- Design Details

EXPERIENCE

Downtown Master Plan

Landscape Designer | Fort Pierce, FL

A community vision, master plan, and phased implementation strategy for revitalization centered on a re-imagined waterfront.

- Produced conceptual sketches for a downtown market park and a recreational park

Comprehensive Plan Visioning

Landscape Designer | Palm Bay, FL

Established Palm Bay Vision 2040 through a robust and inclusive public engagement process.

- Examined the existing streetscape conditions of multiple community identified roadways
- Organized a presentation graphic board for community members to identify and communicate preferences.

Trail System Master Plan Update

Graphic designer | Seminole County, FL

A plan for County-wide improvements; Validated previously proposed trails, identified new routes, and documented a hierarchy of park typologies.

- Assisted with graphic design to develop directory maps for signature trails and a usage guide

1st Street Streetscape

Planting Designer | Lake Wales, FL

Master planning and construction documents for a complete street conversion in Downtown.

Em Schaefer

**SENIOR GRAPHIC
DESIGNER/COMMUNITY
OUTREACH SPECIALIST**



11 Years of Experience

AIGA Board Member

Orlando, FL



PROFILE

Em adds creative insight to projects through branding, visual communications, marketing, community engagement, wayfinding, and illustration. Her vast experience using various media to tell compelling brand stories elevates client work across private/public sectors. She provides direction on the creative process of municipal branding to engage with the communities.

EDUCATION

- Master of Science in Digital Marketing, University College Dublin Michael Smurfit Business School, Dublin, Ireland, 2019
- Bachelor of Arts in Visual Communications, Ball State University, Muncie, IN, 2012

SKILLS

- Brand Positioning
- Community Engagement
- Website Design
- Logos/Branding
- Marketing Collateral
- Social Media Design & Strategy
- Infographics
- Video/Motion Graphics
- Adobe Create Suite (Illustrator, Photoshop, InDesign, After Effects, Premiere Pro)
- Signage/Wayfinding/Environmental Graphics

EXPERIENCE



Comprehensive Plan Update

Senior Graphic Designer | Green Cove Springs, FL

- Designed presentation templates for workshops
- Created interactive project website

Comprehensive Plan Update

Senior Graphic Designer | Wildwood, FL

- Designed presentation templates for workshops and promotional marketing materials
- Created report featuring unique branding

Comprehensive Plan Visioning

Senior Graphic Designer | Palm Bay, FL

- Designed unique project logo/branding
- Created interactive project website
- Formatted Vision Plan brochure and marketing collateral throughout project

City Center Plan

Senior Graphic Designer | Pinellas Park, FL

- Managed and designed unique project logo/branding for the City Center
- Created interactive project website

David Taxman

PE

**TRAFFIC ENGINEER/
PARKING PLANNER**



15 Years of Experience



FL PE#85552



Miami, FL



PROFILE

David has more than 15 years of parking planning and transportation engineering experience. He has been a passionate advocate for reform in parking planning practices, spearheading efforts to include Transportation Demand Management (TMD) and Mobility Best Practices (MBP). He has led parking studies for universities, municipalities, hospitals, private development, and other institutions across the national and internationally.

EDUCATION

- Master of Arts, Real Estate, University of Illinois, 2010
- Bachelor of Science, Civil Engineering, University of Wisconsin, 2004

SKILLS

- Parking Planning
- Transportation Engineering
- Supply/Demand Studies
- Parking Privatization
- Functional Design of Parking Facilities

EXPERIENCE

Mobility Plan Roadmap

Project Manager | Hallandale Beach, FL

Electric Bus Implementation

Project Manager | Hallandale Beach, FL

East-West Street Traffic Analysis

Project Manager | Hollywood Beach CRA, FL

University of Tampa Traffic & Parking Study

Traffic Engineer/Parking Planner | Tampa, FL

Morton Plan Hospital Parking & Traffic Study

Project Manager | Clearwater, FL

MSC Peoria Cruise Terminal Parking & Transportation Planning

Traffic Engineer/Parking Planner | Miami, FL

Parking Study

Project Manager | Vero Beach, FL

Parking Study

Traffic Engineer/Parking Planner | Clearwater, FL

Sunseeker Resort Parking & Transportation Improvements

Traffic Engineer/Parking Planner | Charlotte, FL

Bayfront Master Plan

Traffic Engineer/Parking Planner | Sarasota, FL

Clay Sweger

AICP, LEED AP

PLANNING DIRECTOR



22 Years of Experience



AICP #21983



Gainesville, FL



PROFILE

Since 2005, Mr. Sweger has served as the Director of Planning at eda, providing full-service land planning functions to the firm and its clients. His education training, professional certification, and prior experience as a municipal and county planner, gives him a broad range of abilities in the field of urban planning.

EDUCATION

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL
- Bachelor of Arts in Political Science, University of Florida, Gainesville, FL

SKILLS

- Urban Planning
- Master Planning
- Land Use Change Applications
- Land Development Code
- Comprehensive Planning

EXPERIENCE

Columbia County Bell Road Corridor Large Scale Comprehensive Plan Amendment

Planning Consultant | Columbia County, FL

Major economic development initiative which included Comprehensive Plan map amendments on approximately 4,000 acres near the interchange of Interstate 10 and State Road 41 in Columbia County.

- Provided a professional planning analysis and justification report for a county-initiated Large Scale Comprehensive Plan amendment

On-Call Planning Services

Planning Consultant | Waldo, Hawthorne, Fort White, FL

On-call current planning services to several municipalities.

- Conduct site plan review, zoning analysis, preparation of planning reports, and other related tasks

Wildwood Cottages

Land Planner | Wildwood, FL

A private development within the City of Wildwood that proposes a cottage neighborhood.

- Provided a host of land planning services and applications, including but not limited to: annexation, land use map change, rezoning, and site plan approvals.
- Represented client at public hearings and worked closely with city staff throughout the review process.

Onelia Lazzari

AICP

PRINCIPAL PLANNER



38 Years of Experience



AICP #008323



Gainesville, FL



PROFILE

Ms. Lazzari has extensive experience in planning services. Her educational training, professional certifications, and her prior experience as a municipal planner, give her a broad range of abilities in the field of urban planning. Recent project experience includes land use amendments, zoning changes, due diligence reports, site planning, and comprehensive plan text amendments.

EDUCATION

- Master of Science in Urban & Regional Planning, Florida State University
- Bachelor of Arts in Political Science, Florida State University

SKILLS

- Municipal Planning
- Urban Planning
- Land Use Amendments
- Rezoning Changes
- Due Diligence Reports
- Site Planning
- Comprehensive Plan Text Amendments

EXPERIENCE

Comprehensive Plan Update

Supervision | Gainesville, FL

Updated the Plan to reinforce the City's efforts for redevelopment, environmental protection, transportation. Assisted with community meetings and input, coordination with City and outside agency departments, and public hearings.

Land Development Code Update & Comprehensive Plan Amendments

Planner | Gainesville, FL

Proposed revisions to implement a form-based Code for major portions of the City of Gainesville.

- Created new zoning districts and land use categories and regulations to reflect the desired urban form and design for redevelopment and new development in the community

Comprehensive Plan Evaluation & Appraisal Submittal Process

Planner | Alachua County, FL

Supervised a team of Planners who reviewed each element of the Comprehensive Plan for the need for new policies to reflect community goals and consistency with State requirements.

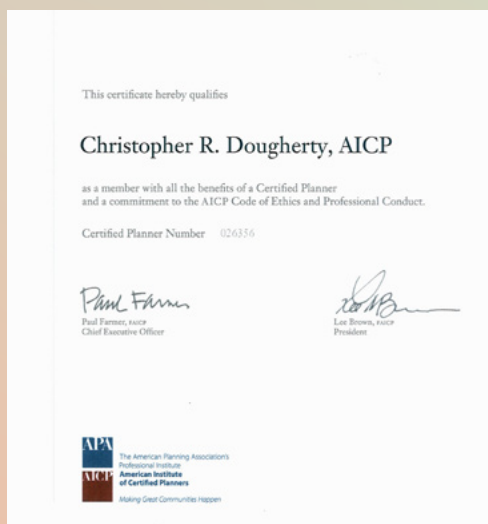
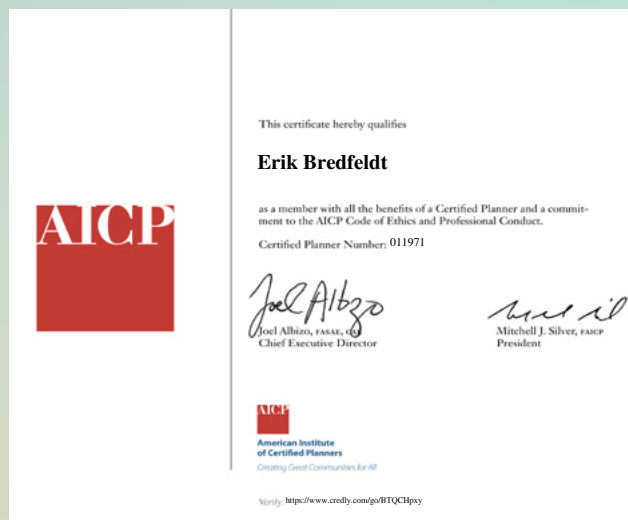
Comprehensive Plan Update

Planner | Levy County, FL

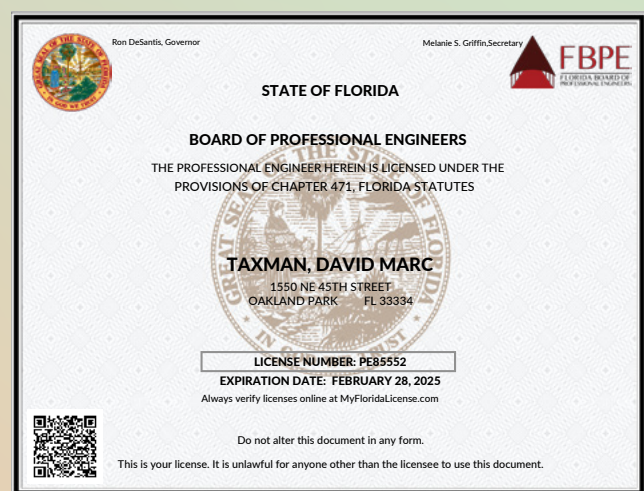
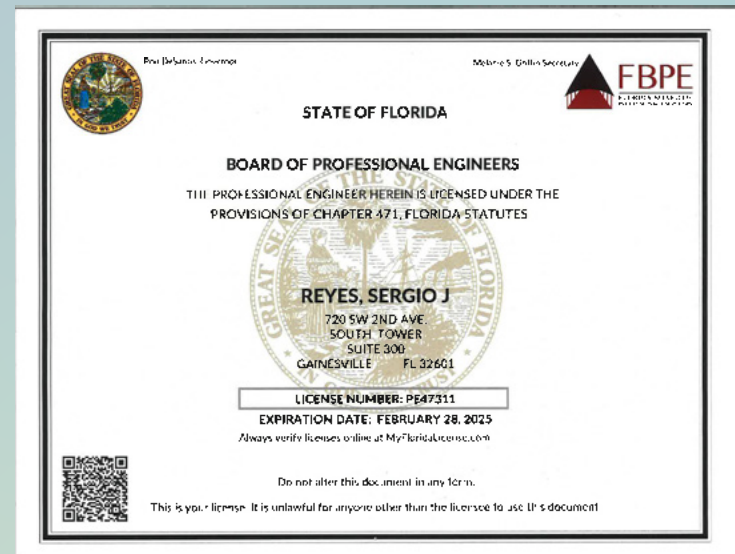
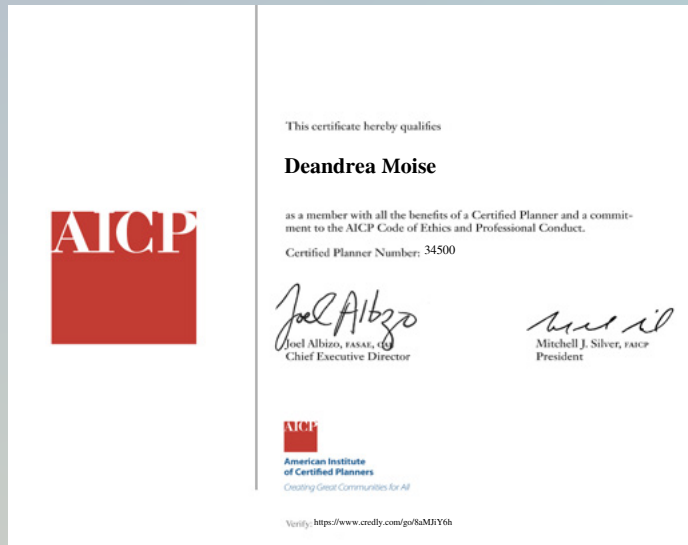
Provided technical planning services to Levy County for their most recent Comprehensive Plan Evaluation and Appraisal Report process.

- Reviewed entire Comprehensive Plan for compliance with Florida Statutes
- Drafted updated policy language for compliance

Team Licenses









Form 2 - Outside Key Consultants



FORM 2

OUTSIDE KEY CONSULTANTS

If respondent is not a joint venture, list outside key consultants/associates that shall be used for the proposed project. (Form may be reproduced if additional space is necessary.) Include resume of all individuals assigned to this project including projects they have worked on and contact names for each.

Company Name: eda consultants, inc.

Address of office proposed: 720 SW 2nd Avenue South Tower, Suite 300, Gainesville, FL 32601

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)
Planning	10%	Clay Sweger, AICP, LEED AP; Onelia Lazzari, AICP	Yes

Attach resume and projects. Resumes attached on pages 23-26
Projects attached on pages 43-45

Company Name:

Address of office proposed:

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)

Attach resume and projects.

Company Name:

Address of office proposed:

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work	Name of Individual Assigned	Firm Worked with prime before (Yes or No)

Attach resume and projects.

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? ☒ yes ☐ no

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.

Inspire is a subconsultant to eda to provide Landscape Architecture Services for the project below. Approx. \$5,000 in fees.

Agreement Terms and Conditions

Date: January 24, 2023	Job Number: TBD
Inspire Placemaking Collective, Inc. (hereafter Consultant)	Client Name: EDA Consultants, Inc. (hereafter Client)
Address: 4767 New Broad Street	Address: 720 SW 2 nd Avenue, Ste 300
City: Orlando	City: Gainesville
State: FL Zip: 32814	State: FL Zip: 32601
Telephone: 407-683-6939	Telephone: 352-373-3541
Fax: NA	Fax: NA
PROJECT	
Project Name: Newberry Storage Facility	
Project location: 22115 W Newberry Road	
City: Newberry	State: FL Zip: 32269
SERVICES TO BE RENDERED	
Proposal Number: _____ dated: January 24, 2023 is incorporated into this Agreement For Services.	
This Agreement For Services is incorporated into the above Proposal.	

Client desires to contract with Consultant for the Services to be Rendered ("Services") on Client's Project, as contained in Consultant's Proposal. The Proposal and Client's Project are referenced immediately above.

THEREFORE, in consideration of the Mutual Covenants and Promises included herein, Client and Consultant agree as follows:

- 1. ACCEPTANCE:** Client hereby accepts this offer by Consultant to provide the Services as contained in Consultant's Proposal and agrees that such Services and any additional Services performed by Consultant shall be governed by this Agreement. If Client directs that Services commence prior to execution of this Agreement, Client agrees that commencement of Services by Consultant is in reliance on Client having accepted the terms of this Agreement and acknowledgment that Client will execute this Agreement, forthwith. **CLIENT MAY ACCEPT THIS AGREEMENT FOR SERVICES THROUGH THE USE OF CLIENT'S PURCHASE ORDER, HOWEVER ALL PREPRINTED TERMS AND CONDITIONS ON CLIENT'S PURCHASE ORDER ARE INAPPLICABLE AND THE TERMS OF THIS AGREEMENT SHALL GOVERN.** Unless this offer is previously accepted, it will be withdrawn automatically at 5:00 pm EST, ninety (90) days from the date of issue.
- 2. CONTRACT DOCUMENTS:** "Contract Documents" shall mean this Agreement for Services, the Proposal identified under "SERVICES TO BE RENDERED."
- 3. SCOPE OF SERVICES:** Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services included in Consultant's proposal received by Client are adequate and sufficient for Client's intended purpose. Client shall communicate the provisions of this Agreement for Services to each and every third party to whom Client transmits any part of Consultant's work. Consultant shall have no duty or obligation to any third party greater than that set forth in Consultant's proposal, Client's acceptance thereof and this Agreement for Services. The ordering of work from Consultant, or the reliance on any of Consultant's work, shall constitute acceptance of the terms of Consultant's proposal and this Agreement for Services, regardless of the terms of any subsequently issued document.

4. **CHANGE ORDERS:** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
5. **PAYMENT:** Client will pay Consultant for Services and expenses in accordance with the Contract Documents. If prices for Services are not specified in the Contract Documents, Consultant's current fee schedule in effect for the type of services performed shall control. Consultant will submit progress invoices to Client monthly and a final invoice upon completion of Services. Payment is due upon receipt of the invoice unless otherwise agreed to in writing prior to the submittal of the invoice. Invoices are past due 30 calendar days after the date of the invoice. Past due amounts are subject to a late fee of one and one-half percent per month (18 percent per annum) or the highest amount allowed by applicable law on the outstanding balance, whichever is less. Attorney's fees and other costs incurred in collecting past due amounts shall be paid by Client. The Client's obligation to pay under this Agreement is in no way dependent upon the Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or Client's successful completion of the Project. In addition, CONSULTANT reserves the right to suspend the performance of all services in any case where invoices remain unpaid more than sixty (60) days from the invoice date.
6. **STANDARD OF CARE:** Consultant and its agents, employees and subcontractors shall endeavor to perform the Services for Client with that degree of care and skill ordinarily exercised, under similar circumstances, by consultants practicing in the same discipline at the same time and location. In the event any portion of the Services fails to substantially comply with this standard of care obligation and Consultant is promptly notified in writing prior to one year after completion of such portion of the Services, Consultant will re-perform such portion of the Services, or if re-performance is impractical, Consultant will refund the amount of compensation paid to Consultant for such portion of the Services. CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
7. **LIMITATION OF LIABILITY:** Client agrees that Consultant's services will not subject Consultant's individual employees, officers or directors to any personal liability, and that notwithstanding any other provision of this agreement, Client agrees that its sole and exclusive remedy shall be to direct or assert any claim, demand, or suit only against Consultant. Statements made in Consultant's reports are opinions based upon engineering judgment and are not to be construed as representations of fact. Client and Consultant have evaluated the risks and rewards associated with this project, including Consultant's fee relative to the risks assumed, and agree to allocate certain of the associated risks. To the fullest extent permitted by law, Consultant's aggregate liability to Client, including that of Consultant's officers, directors, employees and agents, is limited to \$100,000, hereinafter referred to as LIMITATION OF LIABILITY. This LIMITATION OF LIABILITY applies to all lawsuits, claims or actions, whether identified as arising in tort, INCLUDING NEGLIGENCE (WHETHER SOLE OR CONCURRENT), PROFESSIONAL ERROR OR OMISSIONS, BREACH OF WARRANTY (EXPRESS OR IMPLIED), NEGLIGENT MISREPRESENTATION, AND STRICT LIABILITY, contract, or other legal theory, including without limitation, Consultant's indemnity obligations to Client related to the Services provided in this Agreement and any continuation or extension of Consultant's Services.

By entering into this Agreement, Client acknowledges that this LIMITATION OF LIABILITY provision has been reviewed, understood and is a material part of this Agreement, and that Client has had an opportunity to seek legal advice regarding this provision.

8. **DISCLAIMER OF CONSEQUENTIAL DAMAGES:** In no event shall Consultant or Client be liable to the other for any special, indirect, incidental or consequential loss or damages, including, but not limited to, lost profits, damages for delay, or loss of use arising from or related to Services provided by Consultant.
9. **REPORTS:** In connection with the performance of the Services, Consultant shall deliver to Client reports, drawings, specifications, computer files, field data, notes, and other documents and instruments prepared by the Consultant reflecting Services provided and the results of such Services. All reports and written documents delivered to Client ("Instruments of Service") are instruments reflecting the Services provided by Consultant pursuant to this Agreement and are made available for Client's use subject to the limitations of this Agreement. Instruments of Service provided by Consultant to Client pursuant to this Agreement are provided for the exclusive use of Client, and with Client's permission, Client's contractors, designers and employees for the purpose and the Project described therein and are not to be used or relied upon by third parties or in connection with other projects. Subject to the permitted use of Client, and Client's agents, and employees, all Instruments of Service, other written documents, all original data gathered by Consultant and work papers produced by Consultant in the performance of or intrinsic to the Services included in the Services are, and shall remain, the sole and exclusive property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
10. **SAFETY:** Consultant is solely responsible for the safety and health of Consultant's employees. Consultant shall take necessary precautions for the safety of its employees. Consultant specifically disclaims any authority or responsibility for general job safety and for the safety of persons who are not employed by Consultant. Should Client, or third parties, be conducting activities on the Site, then each shall have responsibility for their own safety and compliance with applicable safety requirements.
11. **SAMPLES:** Unless otherwise requested, test specimens or samples will be disposed of immediately upon completion of tests and analysis. Upon written request, Consultant will retain samples for an agreed to duration and for a mutually acceptable storage charge. In the event that samples contain or may contain hazardous materials, Consultant shall, after completion of testing and at Client's expense, return such samples to Client or make samples available for disposal by Client's agent. Client recognizes and agrees that Consultant is acting as a bailee and at no time assumes title to said samples.
12. **HAZARDOUS MATERIALS:** Nothing contained within this agreement shall be construed or interpreted as requiring Consultant to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.
13. **CLIENT OBLIGATIONS:**
- (a) Client warrants that all information provided to Consultant regarding the Project and Project location are complete and accurate to the best of Client's knowledge.
 - (b) Client agrees to furnish Consultant, its agents, employees, and subcontractors a right-of-entry and any authorizations needed for Consultant to enter onto the project site to perform the Services included in this Agreement.
 - (c) Client recognizes that the performance of the Services included in this Agreement may cause alteration or damage to the Site. Client acknowledges that some site disturbance is inherent in the work for which Consultant will not be responsible. Should Client not be owner of the property, then Client agrees to notify the owner of the aforementioned possibility of unavoidable alteration and damage and arrange for the repair of any alteration and damage.
 - (d) Client agrees to disclose the identity of all utilities serving the Project Site, the presence and accurate location of hidden or obscured man-made objects known to Client that may be in Consultant's work area and the nature and location of any known or suspected hazardous materials that may exist on the property.

(e) Our job site activities do not change any agreement between Client and any other party. Only Client has the right to reject or stop work of its contractors or agents. Our presence on site does not in any way guarantee the completion, quality or performance of the work by any other party retained by Client to provide field or construction/remediation services. We are not responsible for, and do not have control or charge of, the specific means, methods, techniques, sequences or procedures of construction or remediation selected by any contractor or agent of Client.

(f) Provide prompt written notice to CONSULTANT if CLIENT becomes aware of any fault or problem in the PROJECT, including any errors or omissions in CONSULTANT'S work.

14. **CERTIFICATIONS:** Client agrees not to require that Consultant execute any certification with regard to work performed, tested or observed under this Agreement unless: 1) Consultant believes that it has performed sufficient work to provide a sufficient basis to issue the certification; 2) Consultant believes that the work performed, tested or observed meets the criteria of the certification; and 3) Consultant has reviewed and approved in writing the exact form of such certification prior to execution of this Agreement. Any certification by Consultant is limited to an expression of professional opinion based upon the Services performed by the Consultant, and does not constitute a warranty or guarantee, either expressed or implied.
15. **FAILURE TO FOLLOW RECOMMENDATIONS:** The Client agrees that it would be unfair to hold the Consultant liable for problems that may occur if the Consultant's recommendations are not followed. Accordingly, the Client waives any claim against the Consultant, and agrees to indemnify, and hold harmless the Consultant from any claim or liability for injury or loss that results from failure to implement the Consultant's recommendations or from implementation of the Consultant's recommendations in a manner that is not in strict accordance with them.
16. **TERMINATION:**

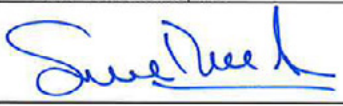
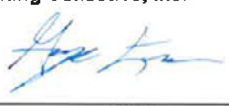
For Convenience - Upon written notice, Client or Consultant may terminate the performance of any further Services included in this Agreement if the terminating party determines termination is in the terminating party's interest. Upon receipt of a termination notice by either party, Consultant shall stop work on all Services included in this Agreement and deliver any Instruments of Service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the dispatch or receipt of the termination notice. Upon Termination for Convenience, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.

For Cause - In the event of material breach of this Agreement, the party not breaching the Agreement may terminate it upon five (5) business days written notice delivered or mailed to the other party, which notice must identify the material breach. The Agreement may not be terminated for cause if the breaching party cures the breach within five (5) business days of receipt of the written notice. Upon Termination for Cause, Consultant shall stop work on all Services included in this Agreement and deliver any instruments of service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the termination. Upon Termination for Cause, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.
17. **UNFORESEEN CONDITIONS OR OCCURRENCES:** If, during the performance of Services, any unforeseen hazardous substance, material, element or constituent or other unforeseen conditions or occurrences are encountered which, in Consultant's judgment, significantly affects or may affect the Services, the risk involved in providing the Services, or the recommended Scope of Services, Consultant will promptly notify Client. Subsequent to that notification, Consultant may: (a) If practicable, in Consultant's judgment and with approval of Client, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with Client to modify the Scope of Services and the estimate of charges to include the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated into this Agreement; or (c) Terminate the Services effective on the date of notification pursuant to the terms of TERMINATION FOR CONVENIENCE. Client is responsible for reporting any releases of hazardous substances to appropriate government agencies as required by law. Client acknowledges that Consultant also may have reporting obligations under controlling law and regulations. Client waives any claim against Consultant and will indemnify and hold Consultant harmless from any claim, injury or loss arising from the discovery of unforeseen hazardous substances.

18. **FORCE MAJEURE:** Consultant shall not be deemed to be in default of this Agreement to the extent that any delay or failure in the performance of the Scope of Work results from any causes beyond its reasonable control. For this purpose, such acts or events shall include, but are not limited to, storms, floods, unusually severe weather, epidemics, civil disturbances, war, riot, strikes, lockouts or other industrial disturbances, and the inability within reasonable diligence to supply personnel, equipment, information or material to the Project. In the event that such acts or events occur, it is agreed that Consultant shall attempt to overcome all difficulties arising and to resume as soon as reasonably possible the normal pursuit of the Services covered by this Agreement.
19. **INSURANCE:** Consultant shall maintain at its own expense, during the term of this Agreement, the following insurance: (1) Workers' Compensation providing statutory coverages required by the state where services are provided, (2) Employer's Liability with limits of \$1,000,000 each accident, (3) Commercial General Liability with limits of \$1,000,000 each occurrence / \$2,000,000 aggregate, (4) Commercial Automobile with limits of \$1,000,000 each accident, (5) Umbrella Excess Liability with limits of \$5,000,000 each occurrence and (6) Professional Liability with limits of \$5,000,000 each claim.
20. **INDEMNITY:** Client agrees to indemnify Consultant, its employees and subcontractors from and against any and all losses, liabilities, and costs and expenses of every kind (including cost of defense, investigation, settlement, and reasonable attorney's fees), which Consultant, its employees and subcontractors may incur, become responsible for, or pay out as a result of bodily injuries (including death) to any person, damage to any property, or both, to the extent caused by Client's negligence or willful misconduct. Consultant agrees to indemnify Client from and against any and all losses, liabilities, and costs and expenses of every kind (including cost of defense, investigation, settlement, and reasonable attorney's fees) which Client may incur, become responsible for, or pay out as a result of bodily injuries (including death) to any person, damage to any property, or both, to the extent caused by Consultant's negligence or willful misconduct. Client and Consultant shall, in the event of liability arising out of their joint negligence or willful misconduct indemnify each other in proportion to their relative degree of fault. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against Consultant, the Client and the party initiating such action shall pay to Consultant the costs and expenses incurred by Consultant to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that Consultant shall prevail in such suit.
21. **DISPUTE RESOLUTION:** Consultant may, in Consultant's sole discretion, pursue collection of past due invoices by litigation in a court of competent jurisdiction. Other than Consultant's collection of past due invoices, if a dispute arises out of or relates to this contract, or the breach thereof, the parties will attempt to settle the matter through amicable discussion. If no agreement can be reached, the parties agree to use non-binding mediation before resorting to a judicial forum. The cost of a third party mediator will be shared equally by the parties. In the event of litigation, reasonable costs and attorneys' fees will be awarded to the prevailing party. All questions as to the interpretation or enforceability of this Agreement shall be governed in accordance with the laws of the state where the project is located. In the event of any litigation involving this Agreement or the performance by the parties thereto, such actions shall be brought in a court of competent jurisdiction in the state where the project is located. Notwithstanding the foregoing, Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services.
22. **ASSIGNMENT AND SUBCONTRACTS:** Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party, except for an assignment of proceeds for financing purposes. Consultant may subcontract for the Services of others without obtaining Client's consent if Consultant deems it necessary or desirable to have others perform Services.
23. **NO WAIVER:** No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

24. **MISCELLANEOUS:** The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the state where project is located. This Agreement represents the entire understanding and agreement between the parties hereto relating to the Services and supersedes any and all prior negotiations, discussions, and Agreements, whether written or oral, between the parties regarding same. No amendment or modification to this Agreement or any waiver of any provisions hereof shall be effective unless in writing, signed by both Parties. If any part of this subcontract is found to be unenforceable, then the parties' intent is to have such part rewritten to attain as close as possible the original intent of the unenforceable provision.
25. **TIME BAR:** Notwithstanding any applicable state statute of repose or statute of limitation, the Parties agree that all legal actions by either party against the other concerning this Agreement or the work performed in relation to this Agreement, will become barred two (2) years from the time the party knew or should have known of the claim, or two (2) years after completion of Consultant's services, whichever occurs earlier.
26. **NO DISCRIMINATION:** To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a) and the posting requirement under 29 CFR Part 471, appendix A to subpart A. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

CONSULTANT HEREBY ADVISES CLIENT THAT ITS PERFORMANCE OF THIS AGREEMENT IS EXPRESSLY CONDITIONED ON CLIENT'S ASSENT TO THE TERMS AND CONDITIONS DETAILED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative.	
CLIENT: <u>EDA Consultants, Inc.</u>	Inspire Placemaking Collective, Inc.
BY:  (Signature)	BY:  (Signature)
<u>Sergio Reyes, President</u> (Print Name / Title)	<u>George Kramer, President</u> (Print Name / Title)
DATE: <u>2/15/2023</u>	DATE: _____
PROJECT NUMBER : _____	
<u>Client's FAXED or DIGITAL signature to be treated as original signature</u>	



Form 3 - Location





Form 3 - Location

FORM 3

LOCATION

1. Specify address of Prime Consultant’s designated office where the majority of work will be performed:

Orlando, FL Office:
4767 New Broad Street, Orlando, FL 32814

3. Indicate percentage of total overall project fees projected to be performed by the Prime Consultant’s office specified above.

75 %

3. Specify address of Prime Consultant’s other office(s) where any part of the work will be performed (if applicable):

Gainesville, FL Office:	Tampa, FL Office:	Ft. Lauderdale, FL Office:	Raleigh, NC Office:
747 SW 2nd Avenue, IMB 28, Suite 190, Gainesville, FL 32601	3001 North Rocky Point Drive East, Suite 200, Tampa, Florida 33607	401 E. Las Olas Blvd, Suite 1400, Ft Lauderdale, FL 33301	223 S. West Street, Suite 900, Raleigh, NC 27603

4. Indicate percentage of total overall fees projected to be performed by the office specified above.

25 %



Form 4 - Illustrative Work



Form 4 - Illustrative Work

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> On-Call Planning Consulting Services - Minneola, FL		<u>Client's Name & Address</u> City of Minneola 800 North US Highway 27, Minneola, FL 34715
<u>Project Manager:</u> Patricia Tyjeski, AICP		
<u>Completion Date (Actual or Estimated):</u> Oct. 2021 - Ongoing		
<u>Consultant Fees (In Thousands)</u>		<u>Client Contact Name, Title, Email Address and Telephone Number:</u>
Entire Project: \$ Varies per application type	Work for which firm was/is responsible: \$ 100% of the fees as we do not use subs for this project	Joyce Heffington, Planner, 352.394.3588 Ext. 171, jheffington@minneola.us
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) On a recurring, as-needed basis, Inspire provides development review services to the Minneola Planning & Zoning Department as part of our continuing services agreement with the City. Development applications reviewed by our staff as part of this contract include annexations, future land use map amendments, rezonings, site plans, subdivision plats, construction drawings, and variances, all of which are reviewed for compliance with the City's Land Development Code and Comprehensive Plan. Inspire also participates in pre-application meetings and Development Review Committee (DRC) meetings with applicants to review comments issued and address questions. Our team provides a memorandum for each development proposal reviewed that contains comments and recommendations according to the City's Land Development Code and Comprehensive Plan.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) We are specifically responsible for reviewing development applications for consistency with the Comprehensive Plan and Land Development Code. We maintain a case tracker to ensure deadlines are met and provide detailed invoices to allow the City to pass on the review costs to the applicants. Since the beginning of this contract in October 2021, we have reviewed 67 applications. Fees have ranged from \$300 for a sign permit, to \$8,000 for a Future Land Use/Zoning Map amendment application.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u>		
• Eric Raasch, AICP - Principal-in-Charge • Patricia Tyjeski, AICP - Project Manager • Gabriela Castro, AICP - Reviewer • Sara Sinatra Gould, AICP, CZO - Reviewer • Leslie A. Del Monte, NCARB - Reviewer		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Lake County Development Review Series - Tavares, FL <u>Project Manager:</u> Eric Raasch, AICP		<u>Client's Name & Address</u> Lake County 315 W. Main Street, Suite 510, Tavares, FL 32778
Completion Date (Actual or Estimated): 2022 - Ongoing		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Janie Barron, Chief Planner, Office of Planning & Zoning 352.343.9773 Jbarron@lakecountyfl.gov
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 60,000 Per Year	Work for which firm was/is responsible: \$ 60,000 Per Year	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) On a recurring, as-needed basis, Inspire provides development review services to the Lake County Planning & Zoning Department as part of our continuing services agreement with the County. Development applications reviewed by our staff as part of this contract include future land use map amendments, rezonings, site plans, and subdivision plats, all of which are reviewed for compliance with the County's Land Development Code and Comprehensive Plan. Inspire also participates in pre-application meetings and meetings with applicants to review comments issued to address questions. Our team provides a memorandum for each development proposal reviewed that contains comments and recommendations according to the County's Land Development Code and Comprehensive Plan.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Reviewed 44 applications and provided comments based on Comprehensive Plan and Land Development Code requirements. Plans reviewed include site plans, conditional use permits, preliminary subdivision plans, and rezonings. As part of this contract, Inspire staff also attended the County's Development Review Committee meetings held with applicant teams to provide direction on specific projects.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> • Eric Raasch, AICP - Project Manager • Patricia Tyjeski, AICP - Principal-in-Charge • Gabriela Castro, AICP- Planner		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Continuing Planning Services <u>Project Manager:</u> Patricia Tyjeski, AICP		<u>Client's Name & Address</u> City of Kissimmee 101 Church Street, Kissimmee, FL 34741		
<u>Completion Date (Actual or Estimated):</u> 2015 - Ongoing		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Craig Holland, AICP, Development Services Director 407.518.2148 Cholland@kissimmee.org		
<u>Consultant Fees (In Thousands)</u> Entire Project: Cost varies per project	Work for which firm was/is responsible: 99% (used sub on LDC project)			
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Projects completed include: • Downtown Community Redevelopment Plan Update • Land Development Code (LDC) Update • Form-Based Code (FBC) for Downtown and Vine Street Corridor • Vine Street Streetscape Plan • Beaumont Site master Plan and 3D fly-through • Conceptual Site Planning assistance for selected sites • Development Review services				
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Have successfully managed a variety of planning and urban design projects under a continuing services agreement. Project costs have varies from \$3,500 to develop a conceptual site plan to demonstrate how a developer can meet the requirements of the FBC to \$300,000 for the update of the LDC, which included a FBC for the Downtown and major transportation corridor. All of the projects listed above were completed by our Team, except for a minor portion of the LDC/FBC project which was completed by a sub (16% of that fee). The planning projects included substantial public engagement activities, all facilitated by our planners. The fact that the City continues to come to us for projects attests to our commitment, responsiveness, and quality of work.				
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> <table border="0" style="width: 100%;"> <tr> <td> • Patricia Tyjeski, AICP - Project Manager • Chris Dougherty, AICP - Senior Planner/GIS Lead • Nickolas Hill, AICP - Planner/GIS Specialist • Katie Martin, AICP - Planner </td> <td> • Claudia Sicilia - Visualization Specialis • Em Schaefer - Senior Graphic Designer </td> </tr> </table>			• Patricia Tyjeski, AICP - Project Manager • Chris Dougherty, AICP - Senior Planner/GIS Lead • Nickolas Hill, AICP - Planner/GIS Specialist • Katie Martin, AICP - Planner	• Claudia Sicilia - Visualization Specialis • Em Schaefer - Senior Graphic Designer
• Patricia Tyjeski, AICP - Project Manager • Chris Dougherty, AICP - Senior Planner/GIS Lead • Nickolas Hill, AICP - Planner/GIS Specialist • Katie Martin, AICP - Planner	• Claudia Sicilia - Visualization Specialis • Em Schaefer - Senior Graphic Designer			

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Comprehensive Plan Amendment Reviews - Volusia County Growth Management Commission (VGMC, FL) <u>Project Manager:</u> Chris Dougherty, AICP		Client's Name & Address VGMC 140 South Beach Street, Suite 305, Daytona Beach, FL 32114
Completion Date (Actual or Estimated): 2014 - Ongoing		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 65,000 Per Year		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Merry Chris Smith, Operations Manager 386.947.1875 VGMC@volusia.org
Work for which firm was/is responsible: \$ 65,000 Per Year		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Inspire has provided general planning services to the Volusia County Growth Management Commission (VGMC) since 2014. Inspire is responsible for conducting comprehensive plan amendment reviews on a continuing basis for all jurisdictions within Volusia County to ensure consistency with the VGMC's established rules and criteria. The VGMC is a unique intergovernmental coordination clearinghouse for all comprehensive plan amendments within Volusia County. The VGMC was established in 1986 with the purpose of providing an effective means for coordinating the plans of municipalities and the County, to provide a forum for all local governments in the County to cooperate with each other, to coordinate the provision of public services, and to foster intergovernmental cooperation and coordination.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Inspire has been responsible for reviewing large and small scale amendments prepared by the cities and Volusia County since 2014. On average, we review approximately 70 amendments a year. To avoid potential conflicts, another firm also provides review services, which mostly consists of small scale amendments. Additional responsibilities include preparing planning reports for each review, coordinating with jurisdictions on amendments, preparing requests for additional information, participating in regularly scheduled meetings, preparing staff reports, and presenting cases at public hearings, when necessary.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> - Chris Dougherty, AICP - Project Manager - Patricia Tyjeksi, AICP - Principal-in-Charge - Nick Hill, AICP - Planner - Katie Martin, AICP - Planner - Gabriela Castro, AICP - Planner		

FORM 4

ILLUSTRATIVE WORK

Work by firm best illustrates current qualifications relevant to the RFQ that have been/is being accomplished by personnel that shall be assigned to the City. List no more than ten (10) projects.

<u>Project Name & Location</u> Comprehensive Plan Update - Sumter County, FL <u>Project Manager:</u> Chris Dougherty, AICP		Client's Name & Address Sumter County 7375 Powell Road, Suite 115, Wildwood, FL 34785
Completion Date (Actual or Estimated): 2022		
<u>Consultant Fees (In Thousands)</u> Entire Project: \$ 103,410		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Patricia Burgos, Planning Manager 352.689.4400 Patricia.burgos@sumtercountyfl.gov
Work for which firm was/is responsible: \$ 103,410		
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Inspire is updated the County's Comprehensive Plan. As one of the fastest-growing counties in Florida, Sumter nearly tripled its population over the last 20 years. This growth is due to the development of the most successful active adult community in the United States, The Villages. Having only incrementally amended their Plan throughout the years, the Plan was overdue for a complete overhaul to ensure the future growth of the County was planned for. Phase 1 included preparing data and analysis, facilitating three live/simulcasted in Zoom public workshops, and coordinating with local agencies. Phase 2 included updating the goals, objectives, and policies.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible) Inspire was responsible for all of the public engagement activities as well as preparing the data and analysis for all of the elements in the Comprehensive Plan. Inspire reviewed and provided suggested amendments to the goals, objectives, and policies. Additionally, Inspire assisted County staff with preparing the transmittal and adoption hearing packages.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project</u> - Chris Dougherty, AICP - Project Manager - Patricia Tyjeski, AICP - Principal-in-Charge - Eric Raasch, AICP - Principal Planner - Nick Hill, AICP - Planner - Katie Martin, AICP - Planner - Em Schaefer - Senior Graphic Designer		



References



References



1

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Minneola

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Planner

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2

Lake
County

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3

City of
Kissimmee

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4

Volusia County
(VGMC)

Contact Name

Merry Chris
Smith,
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Manager

Address

140 South Beach
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Phone/Email

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E: VGMC@
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5

Sumter
County

Contact Name

Patricia Burgos,
Planning
Manager

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7375 Powell
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Wildwood, FL
34785

Phone/Email

T: 352.689.4400
E: Patricia.
burgos@
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gov

Development Review

📍 MINNEOLA, FL



DATES

2021 - Ongoing



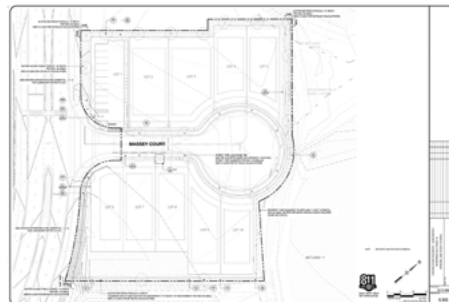
OWNER

City of Minneola, FL
 Joyce Heffington,
 Planner
 800 North US
 Highway 27, Minneola,
 FL34715
 T: 352.394.3588 Ext. 171
 E: Jheffington@
 minneola.us



KEY SERVICES

- Development Review
- Presentations



On a recurring, as-needed basis, Inspire provides development review services to the Minneola Planning & Zoning Department as part of our continuing services agreement with the City. Development applications reviewed by our staff as part of this contract include annexations, future land use map amendments, rezonings, site plans, and subdivision plats, all of which are reviewed for compliance with the City's Land Development Code and Comprehensive Plan. Inspire also participates in pre-application meetings and meetings with applicants to review comments issued to address questions. Our team provides a memorandum for each development proposal reviewed that contains comments and recommendations according to the City's Land Development Code and Comprehensive Plan.



OVERVIEW

- Review of site plans, plats, and PUDs for compliance with LDC and Comprehensive Plan
- Drafting comment reports
- Presentations of findings to the Planning and Zoning Commission and the City Council

Lake County Development Review Series

📍 TAVARES, FL



DATES

2022 - Ongoing



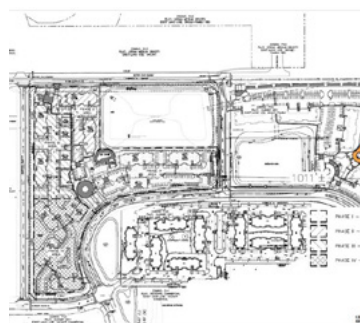
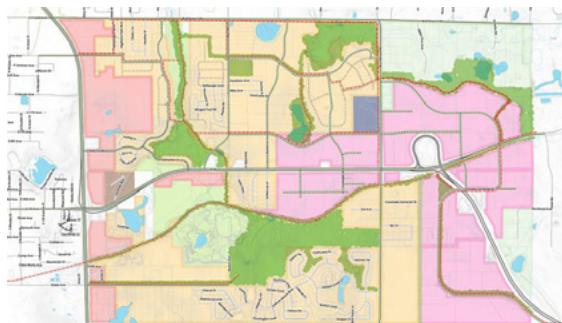
OWNER

Lake County Government
 Janie Barron, Chief Planner, Office of Planning & Zoning
 315 W. Main Street, Suite 510
 Tavares, FL 32778
 T: 352.343.9773
 E: Jbarron@lakecountyfl.gov



KEY SERVICES

- Development Review



On a recurring, as-needed basis, Inspire provides development review services to the Lake County Planning & Zoning Department as part of our continuing services agreement with the County. Development applications reviewed by our staff as part of this contract include future land use map amendments, rezonings, site plans, and subdivision plats, all of which are reviewed for compliance with the County's Land Development Code and Comprehensive Plan. Inspire also participates in pre-application meetings and meetings with applicants to review comments issued to address questions. Our team provides a memorandum for each development proposal reviewed that contains comments and recommendations according to the County's Land Development Code and Comprehensive Plan.



OVERVIEW

- Review of site plans, plats, and PUDs for compliance with LDC and Comprehensive Plan
- Drafting comment reports

Continuing Planning Services

 KISSIMMEE, FL



DATES

2015 - Ongoing



OWNER

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 kissimmee.org

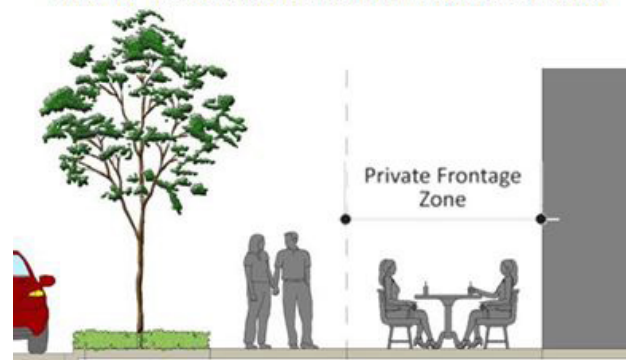


KEY SERVICES

- Planning
- Landscape Architecture



Figure V - 13: Examples of Private Frontage Zone Activity



Projects completed include:

- Downtown Community Redevelopment Plan Update
- Land Development Code (LDC) Update
- Form-Based Code (FBC) for Downtown and Vine Street Corridor
- Vine Street Streetscape Plan
- Beaumont Site master Plan and 3D fly-through
- Conceptual Site Planning assistance for selected sites
- Development Review services



OVERVIEW

- Long term professional relationship
- Assist with the implementation of the LDC and FBC through ongoing development review services

Comprehensive Plan Amendment Reviews

📍 VOLUSIA COUNTY GROWTH MANAGEMENT COMMISSION (VGMC), FL



DATES

2014 – Ongoing
(Continuing Services)



OWNER

Volusia County
Growth Management
Commission (VGMC),
Merry Smith,
Operations Manager
140 South Beach
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Daytona Beach, FL
32114
T: 386.947.1875
E: VGMC@volusia.org



KEY SERVICES

- Planning
- Comprehensive
Plan Amendment
Reviews
- Board Engagement

Inspire has provided general planning services to the Volusia Growth Management Commission (VGMC) since 2014. Inspire is responsible for conducting comprehensive plan amendment reviews on a continuing basis for all jurisdictions within Volusia County to ensure consistency with the VGMC's established rules and criteria. The VGMC is a unique intergovernmental coordination clearinghouse for all comprehensive plan amendments within Volusia County. The VGMC was established in 1986 with the purpose of providing an effective means for coordinating the plans of municipalities and the County, to provide a forum for all local governments in the County to cooperate with each other, to coordinate the provision of public services, and to foster intergovernmental cooperation and coordination.

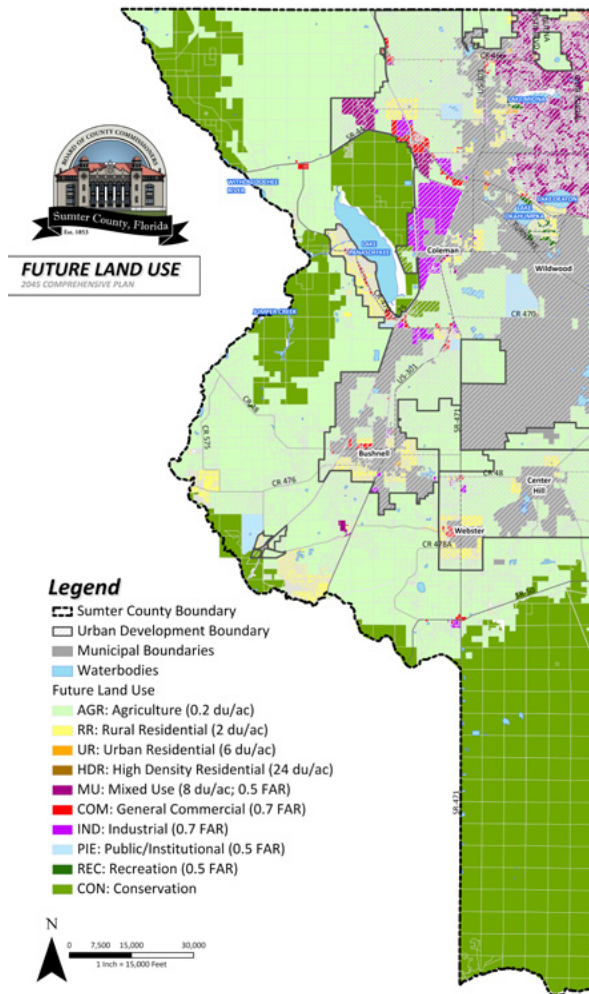


OVERVIEW

- Reviewing comprehensive plan amendments (large and small) for consistency with six criteria
- Coordinating with each jurisdictions' planners
- Drafting consistency certifications
- Achieving consensus among adjacent jurisdictions

Comprehensive Plan Update

 SUMTER COUNTY, FL



 **DATES**
2022

 **OWNER**
Sumter County, FL
Patricia Burgos,
Planning Manager
7375 Powell Road,
Suite 115, Wildwood, FL 34785
T: 352.689.4400
E: Patricia.burgos@sumtercountyfl.gov

 **KEY SERVICES**

- Comprehensive Planning
- Community Engagement
- Graphics
- GIS Mapping



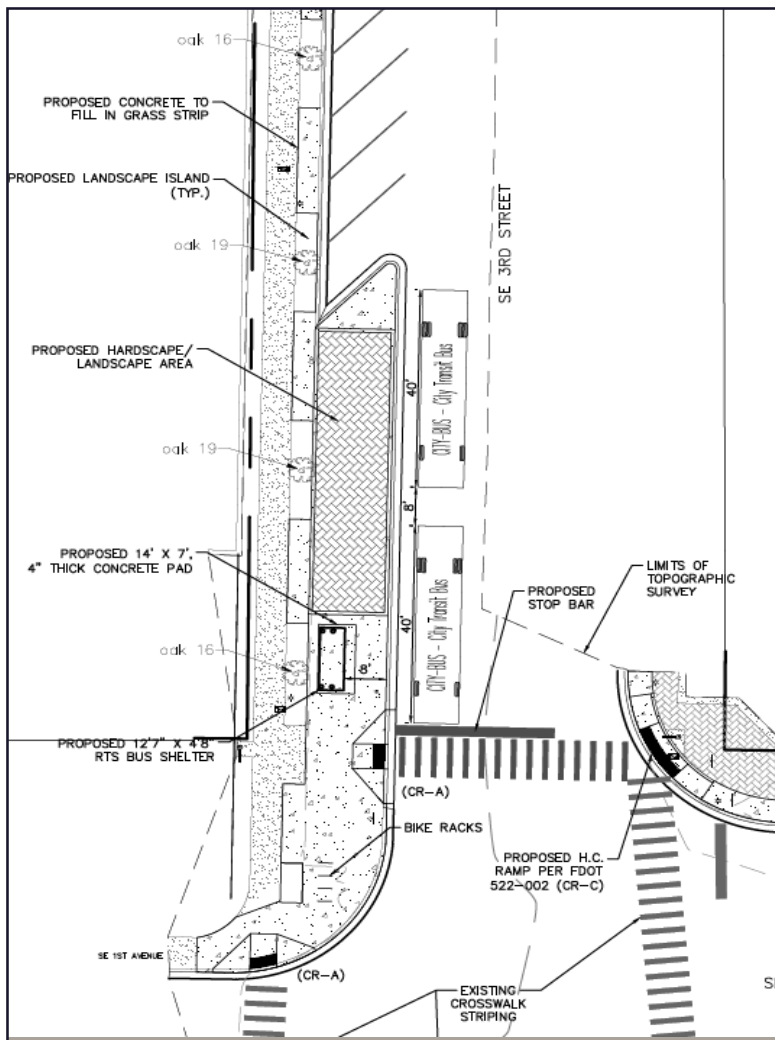
Inspire is updated the County's Comprehensive Plan. As one of the fastest-growing counties in Florida, Sumter nearly tripled its population over the last 20 years. This growth is due to the development of the most successful active adult community in the United States, The Villages. Having only incrementally amended their Plan throughout the years, the Plan was overdue for a complete overhaul to ensure the future growth of the County was planned for. Phase 1 included preparing data and analysis, facilitating three live/simulcasted in Zoom public workshops, and coordinating with local agencies. Phase 2 included updating the goals, objectives, and policies.

OVERVIEW

- Plan Update of one of the fastest-growing communities in Florida
- Tripled population growth in the past 20 years
- Focus on public engagement through hybrid tools

SE 3rd Street Mobility Hub

📍 GAINESVILLE, FL



DATES

2022 - Ongoing



CLIENT

City of Gainesville
Deborah Leistner
T: 352-393-8412
E: leistnerdl@cityofgainesville.org



KEY SERVICES

• Civil Engineering

City of
Gainesville

This project will include the reconfiguration of a downtown parking area with a volume of >4,500 VPD into an integrated mini mobility hub that will accommodate a bus stop to serve multiple routes, short-term pick-up/drop-off area, and bike/e-scooter parking. The final design includes amenities such as bus shelters, electronic kiosks, and EV charging. The project area will be upgraded/configured with ADA access and

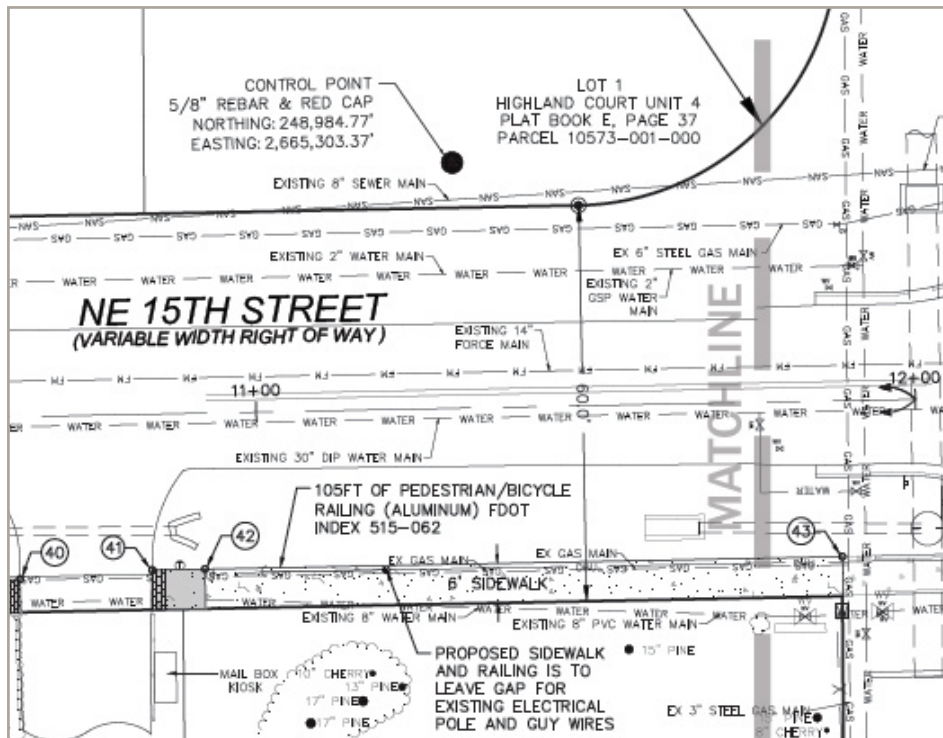


OVERVIEW

- Prepare construction plans including drainage design and utility coordination
- Set up and attend coordination meetings with city staff
- Apply for required permits
- Respond to City/GRU comments
- Prepare opinion of probable construction cost

NE 15th Street Sidewalk

 GAINESVILLE, FL



DATES

2022 - Ongoing



CLIENT

City of Gainesville
Scott Wright
T: 352-393-8423
E: WrightSA@cityofgainesville.org



KEY SERVICES

- Civil Engineering
- Surveying



City of
Gainesville

This project includes the design and permitting of a new 6-foot-wide sidewalk to connect NE 16th Avenue to an existing sidewalk serving Citizens Field, the Dwight H. Hunter "Northeast" pool complex, and the Martin Luther King Jr. Multipurpose Center, for the City of Gainesville Department of Transportation.

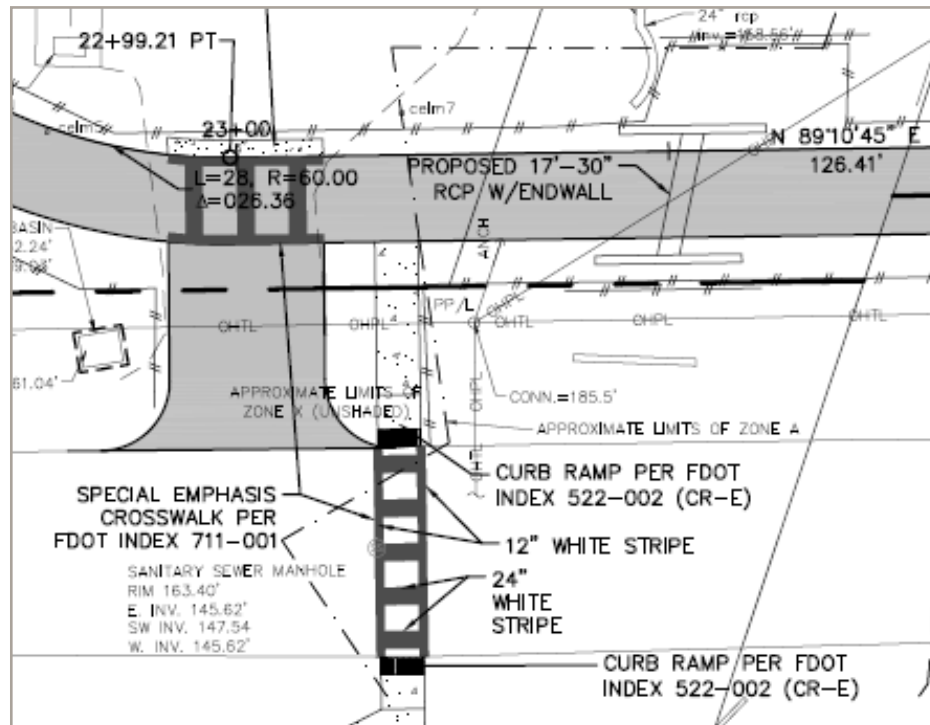


OVERVIEW

- Provide civil design services for sidewalk layout and alignment, grading, drainage design, utility layout
- Prepare construction plans, including cross-sections and paving, grading, drainage details
- Provide various surveying services (e.g., as-built, specific purpose, etc.)

NE 31st Avenue Trail

 GAINESVILLE, FL



DATES

2022 - Ongoing



CLIENT

City of Gainesville
Wild Spaces & Public
Places
Betsy Waite
T: 352-393-8187
E: waiteed@
cityofgainesville.org



KEY SERVICES

- Civil Engineering
- Surveying



City of
Gainesville

This project includes the design and permitting of a multi-use trail in the City of Gainesville as part of the Wild Spaces & Public Places program on the north side of NE 31st Avenue from NE 15th Street to NE Waldo Road. Improvements also included intersection enhancements to provide better connectivity to Unity Park and Waldo Road.



OVERVIEW

- Prepare construction plans including cross-sections, paving grading, and drainage
- Coordinate with Public Works & GRU regarding easements and utility locations
- Conduct a topographic survey including topographic survey including elevations, trees, and utilities
- Identify underground utility location



Additional Information



Approach

The RFQ lists several types of services and potential planning projects. Every project is unique and deserves a tailored approach. However, based on our experience working with public clients, we have developed the following generalized approach to communicate the various steps we would propose for undertaking future projects in Wildwood:

When the City requests a scope and fee for a specific project, Eric Raasch (Project Manager) will proceed to schedule a **scoping meeting** with City staff to discuss project objectives, desired tasks and schedule. He will then prepare a proposal identifying the detailed project **scope of work, fee, and schedule** for City staff review and approval.

SCOPING



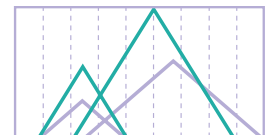
KICK-OFF MEETINGS



After receipt of the signed Work Assignment for a project, Mr. Raasch will facilitate a project **kick-off meeting** with City staff and Inspire's key team members. At this meeting, project roles and assignments will be discussed, and the project milestone dates will be clearly identified.

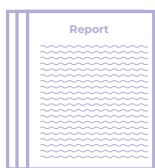
The next step for most projects, after the **kick-off meeting**, is the **acquisition of data** and information relative to the project. The Project Manager will coordinate with City staff to retrieve all available City information and documents and with other local and regional agencies to obtain the most current and accurate data available. We also utilize industry-standard sources including US Census Data, University of Florida-Bureau of Economic and Business Research (BEBR), United States Geological Survey (USGS), ESRI Business Analyst, IMPLAN, and American Community Survey.

DATA ACQUISITION



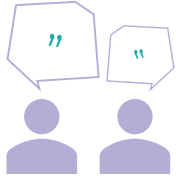
For some projects, we research similar communities around the state and, in some cases, the country and create a **best practices** matrix. We interview planning staff of those communities to understand how their adopted ordinances (policy/regulations) have worked. We also like to perform case studies. Case studies help identify obstacles or issues with current policy, regulations or procedures.

ASSESSMENT REPORT



As we move through the data gathering phase, we can begin reviewing and analyzing that data and preparing an **assessment report** with findings and general recommendations based on our professional expertise and best management practices.

PUBLIC INVOLVEMENT



The data collected is complemented by community input gathered via online surveys, in-person workshops and individual stakeholder interviews. Most planning projects will involve **public participation**. For certain types of projects, such as visioning or changes in local policy and regulations, early public participation is a key component as analyzing data without input from the local community may lead to results that are not specifically tailored to the community. The Inspire Team is accustomed to engaging the public in well-organized in-person, virtual or hybrid charrettes, workshops, stakeholder meetings, walkabouts, and public hearings. We have facilitated numerous workshops in the past for a variety of projects including forums intended to help the public communicate their vision to the jurisdiction, meetings designed to educate a certain population on new planning practices and technologies, and exercises intended to help groups brainstorm current practices and come up with proposed changes.

Once we have the assessment report completed, and the comments and desires from the community communicated to us, we then proceed to prepare the **primary deliverable** of the project, which may include a map or graphic, an assessment report, a recommendation, an ordinance, plan amendments, or any other planning material. When it comes to preparing a deliverable, Inspire remains at the forefront of planning technology and innovation. Our multidisciplinary professionals weave together graphic design, mapping services, clear and concise writing, community input and website development to create the most notable project results.

DELIVERABLES



APPROVAL



Once the deliverable is complete, we take it through the **approval process**, which can vary from administrative review to Commission final approval. In addition to our public participation experience we are skilled at developing easy to follow presentations that highlight the key project components for reviews or adoption. We like to take our projects all the way through the process to completion to ensure that our clients' goals and objectives are fully satisfied. We pride ourselves on making our clients happy, as evidenced by fact that we have been working for the same clients for many years.

The approach outlined above will be made more specific and tailored to meet the City's needs and objectives as projects are identified. We like to work closely with City staff to identify the best approach to each project.

The approach for on-call development review services will differ from the approach detailed above. In our past experience working as adjunct staff, we have learned that every community has different needs. Some communities have started using online application intake/review platforms, while others are still taking actual printed plans. We are willing to work with Staff closely to learn the specific needs and serve you with the most appropriate approach.

Project Management Techniques

Management Approach/Primary Contact

Eric Raasch will serve as the project manager for this effort and he will be designated as the City's primary point of contact. Mr. Raasch has extensive public and private sector planning experience and will be directly responsible for the day-to-day management of the work products and the associated administrative matters.



Phone: 407.683.6939

Email: Eraasch@inspireplacemaking.com

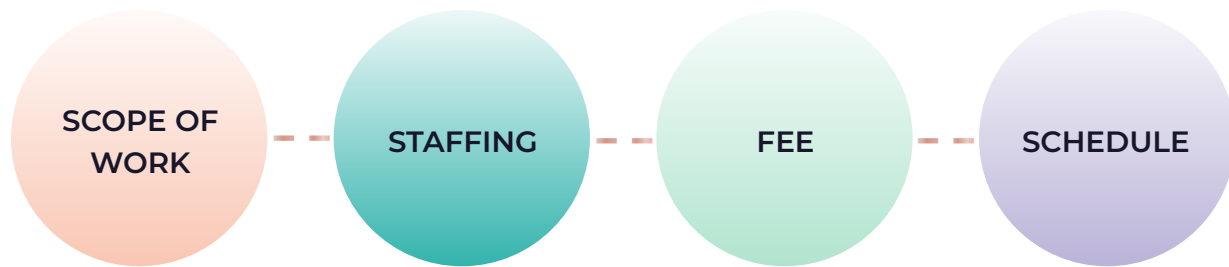
Office Location: Orlando, FL

We believe that for every project to be successful, it must start with a very detailed **scope of work, schedule, and budget**. These items, coupled with ongoing communication between Inspire and City Staff, are key to ensuring we will meet the needs of our clients.

- ▶ A thorough **scope of work** is a critical factor in the ability to meet a schedule and ensure cost control. Inspire believes in organizing project tasks into a logical sequence, providing consistent project direction, and utilizing standardized quality control procedures. Project teams, schedules and budgets will be established and managed by Mr. Raasch, who will be responsible for ensuring that all team members are performing their tasks on time and within budget.
- ▶ The project **schedule** will determine the time it will take Inspire to prepare and deliver products, the time that City staff will require to review work products, meeting dates, and deadlines for deliverables. Inspire places a high priority on incorporating realistic timeframes into the schedule. We identify any potential delays or roadblocks that may be encountered during the completion of the project so we can have a plan for those situations.
- ▶ We will ensure continuous **communication** with City staff and will schedule recurring progress meetings to address any questions or concerns that City or Inspire staff may have. We will also hold internal team meetings on a weekly basis to ensure the projects are running smoothly, Inspire staff resources are adequate, upcoming meetings are identified, and project charges are within the approved budget for each task.
- ▶ **Great customer service** is the lifeblood of our organization. Mr. Raasch will serve as our primary point of contact for the City. He is an accomplished planner and project manager who has a proven track record of quality service to our municipal clients, consistently providing projects deliverables on time and within budget.

Allocation of Staff Resources

Staff resources will vary based on project type and complexity. Inspire appreciates that Wildwood is funded by its taxpayers and is committed to delivering cost-effective planning solutions. The RFQ lists several types of services and potential planning projects. Every project is unique and deserves a tailored approach and staffing. When the City requests a scope and fee for a specific project, Mr. Raasch will proceed to schedule a scoping meeting with City staff to discuss the project. Based on that conversation, he will prepare a proposal identifying the detailed project scope of work, staffing, fee, and schedule for City staff review and approval.



The breakdown between managerial, technical, and administrative staff will depend on the type of project. While some projects will require the entire Inspire Team to be involved, other smaller projects may only require a few individuals. The individuals will be selected based on their expertise and availability, and the team selected will include a combination of seasoned and junior professionals. On larger, more complex projects, the project manager and senior staff will set up the work plan and typically assign junior staff to focus on doing the research, drafting reports, presentations, and preparing for and helping facilitate workshops. The Senior staff will always be the face of the project in front of the client and the public. For larger projects we typically average \$140 per hour (blended rate). For development review cases, we typically assign the reviews to junior staff members and the senior staff members review their work before submitting to the client. This internal collaboration ensures a diverse group of reviewers with different strengths will review each project. It also assists in cost control, as the reviewers with the highest billing rates aren't performing the bulk of the initial reviews.



Quality Assurance/Quality Control

Inspire uses a Senior Review process to ensure that all deliverables are internally reviewed for quality assurance and quality control prior to submittal to the City. Pat Tyjeski, Principal-in-Charge, will act as the Senior Reviewer for this contract. Pat has over 35 years of planning experience and is a detail-oriented planner with extensive experience in the production of thousands of high-quality deliverables over her career. It is estimated that approximately 10 to 20% of the contract cost will be dedicated toward quality control. We don't anticipate developing engineering plans for construction under this contract.

Problem Management

Errors & Omissions - While no firm is perfect, Inspire strives to produce high-quality deliverables free of errors and omissions. Should we produce a deliverable that does not meet the quality offered, we will correct the error immediately without any charge to the City. We have a strong track record of producing Comprehensive Plans that do not elicit objections or significant comments from the Department of Economic Opportunity (DEO) or the reviewing agencies. Our Land Development Codes require minimal glitch ordinances. We produce code-compliance reviews for a number of development review clients, which include Lake County, the City of Minneola, Manatee County, the City of Gulf Breeze, and the City of Kissimmee, and have not had any errors and omissions claims.

We have not had any claims filed against us in the past five years.

Design Concepts - Providing Value

Value of Design Concepts - The Inspire team is up to speed on best practices for planning projects on various topics including comprehensive planning, zoning codes, complete streets, and redevelopment planning. Any design work resulting from this contract will be consistent with State statutes, best practices, and the vision for the community as evidenced by the direction of the Commission. In terms of value, Inspire appreciates that Wildwood is a diverse community with a multitude of needs. While cost should not be the primary driver for decision making, Inspire prides itself on balancing the needs of the community with the cost of improvements. Inspire will work with City staff to determine the objectives for the project and then work through the scoping to ensure that the fees are commiserate with the value being added to the City.



Cost/Schedule/Budget

Inspire is committed to providing high-quality deliverables both on time and within budget. Our project manager, Eric Raasch, will be directly accountable for the schedule and budget for all tasks. Mr. Raasch has a track record of meeting project deadlines. This all starts with setting realistic timelines in the project schedule. Once the schedule is developed, Mr. Raasch will send calendar invites for deadlines to keep the team on schedule. While Inspire has active contracts with other municipalities, the team has the bandwidth to provide high-quality services to the City of Wildwood. Our goal is to form a long-term relationship with the City, which will not be possible without providing high-quality deliverables on time and within budget.



Understanding Needs of Wildwood



We understand that the City is seeking qualified urban planning professionals to provide ongoing services, including transportation analyses, housing needs studies, certified planner reviews of development applications, and comprehensive plan and land development regulation policies.

One of the key challenges facing the City of Wildwood is managing the impacts of growth on its infrastructure. With its location near major transportation thoroughfares and the success of The Villages® development, the City is experiencing an influx of residents and businesses that require new infrastructure and services. This growth is putting a strain on existing infrastructure, such as roads, utilities, and public facilities, and the City needs a comprehensive approach to managing and expanding its infrastructure to meet the needs of its growing population.

Another critical need for the City of Wildwood is to address housing affordability and accessibility. As the City grows, it needs to ensure that it is providing affordable and accessible housing options for all its residents, including seniors and low-income households. This may require a comprehensive housing needs study that can identify the specific needs of the City and develop strategies for addressing these needs, such as affordable housing development, rental assistance programs, and other housing-related policies.

The City of Wildwood also needs to review its land development regulations to ensure that they are aligned with the recently adopted Comprehensive Plan and the City's current needs and priorities. This may include updating its zoning regulations to encourage the development of mixed-use, walkable neighborhoods that support sustainable development and reduce dependence on cars. It may also require the implementation of recently adopted transportation policies to help reduce congestion and improve mobility, while also protecting the environment and promoting public health.

In conclusion, Wildwood faces a range of complex urban planning challenges that require additional planning support for City staff. Inspire has the depth and breadth of experience to support staff's efforts to promote sustainable growth and development, while also preserving the character and quality of life that make Wildwood a unique and vibrant community.

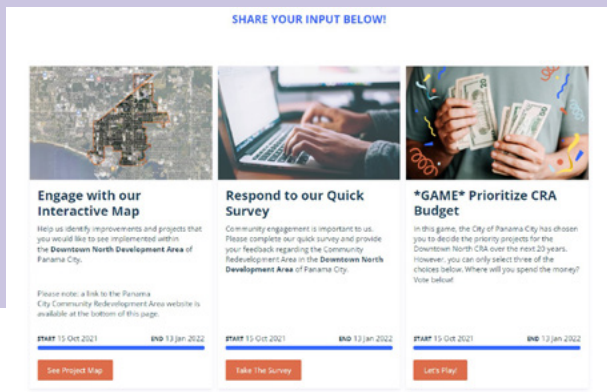
Innovation



Inspire utilizes the latest trends in technology to supplement traditional and time-tested planning techniques such as in-person workshops, design charrettes and stakeholder interviews. The following are examples of the technology that is utilized in Inspire's planning process.

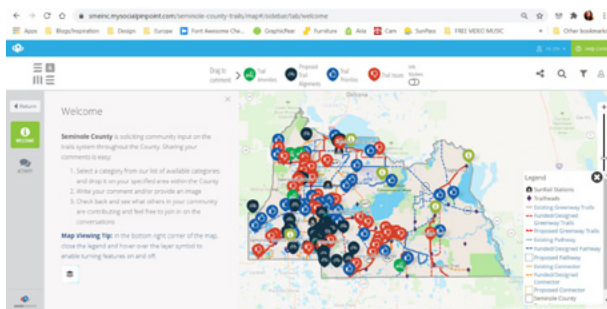
Interactive Project Websites

An interactive project website provides a platform where the community can receive information and updates as well as give feedback and input. While there are many different online platforms available in the marketplace, Inspire has forged a strong partnership with Social Pinpoint. Their platform includes over forty tools including interactive mapping, surveys, before/after visualization, and embedded video capabilities. In addition to these great features, which can be utilized throughout the community engagement process, this platform provides a powerful data summary tool. At the close of the engagement process, all the data gathered on the site can be neatly summarized and organized with the click of a button. This feature eliminates the wasting of precious project resources on time-consuming summary reports.



Comprehensive Plan Update Website, Trinity, NC:

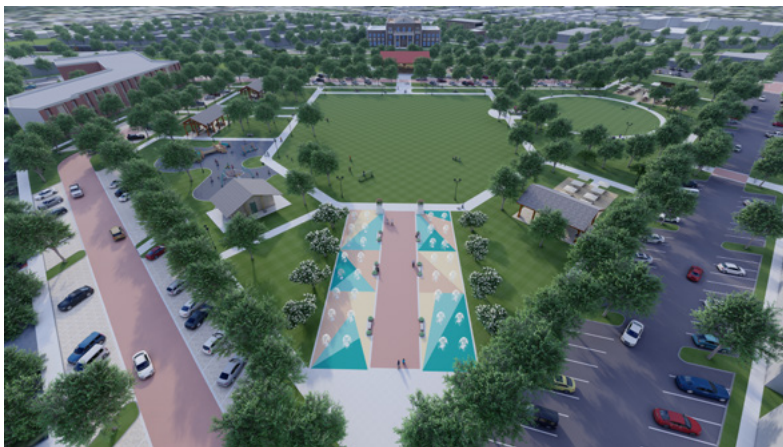
<https://smeinc.mysocialpinpoint.com/trinity-comp-plan>



Design & 3D Visualization

Historically, planning and community design efforts were advanced through two-dimensional site plans and renderings. Oftentimes these methods did not provide a clear picture of the design intent, especially to community members not familiar with how to read a site plan. Ten community members could look at the same plan and leave with ten different impressions.

The proliferation of three-dimensional design has been a game changer for community planning by providing a “common language” to communicate design ideas with residents and elected officials. Inspire is proud to be at the forefront of this technology with the ability to quickly advance two-dimensional sketches and plans into 3D using Google Sketch-up. Upon completion of the layout and massing in SketchUp, the model is imported into Lumion, where it comes to life utilizing color, lighting and realistic digital imagery. These finished Lumion models can be experienced through static perspective drawings, at any angle, as well as virtual reality goggles or fly-through videos.



City Center Plan - Pinellas Park, FL

Fly-Through Video: <https://youtu.be/6m9DgFLN0uc>

Virtual/Hybrid Workshops

While in-person outreach activities including, workshops, design charrettes and pop-up events are essential elements of an inclusive community engagement process, virtual workshops can serve as a powerful supplement that provides additional opportunities to participate in the process to those who are constrained by mobility or schedules.

Inspire is experienced in facilitating virtual workshops via Teams, Zoom and Webex. This experience has provided us with the ability to anticipate and technical issues as well as utilize tools such as virtual breakout rooms, white boards and real-time polling.



Social Media

Social media can be a powerful tool for community planning because it allows for easy and direct communication with community members.

We understand that different communities use different social media platforms, including Facebook, Twitter, and Instagram. It will be important to identify the ones that are most commonly used within Wildwood at the outset of the planning process.

We can create unique project accounts on each of these platforms or utilize existing County accounts. Once established, it will be important to include information about the Visioning effort in the profile and post regular updates.

Effective use of social media is a fundamental component of Inspire's planning process and the following are best practices that will be utilized to maximum community engagement on these platforms.

- **Engage with community members:** Use social media to engage with community members and solicit their feedback on community planning issues. Ask questions, conduct polls, and share information about community planning efforts. Respond to comments and feedback in a timely and respectful manner.
- **Share information about community meetings and events:** Use social media to share information about upcoming community meetings and events. This can help increase attendance and engagement.
- **Monitor social media conversations:** Monitor social media conversations about community planning to identify issues and concerns that may need to be addressed. Use this information to inform your community planning efforts.
- **Evaluate social media engagement:** Evaluate your social media engagement regularly to determine what is working well and what can be improved. Use this information to adjust your social media strategy and improve your community planning efforts.



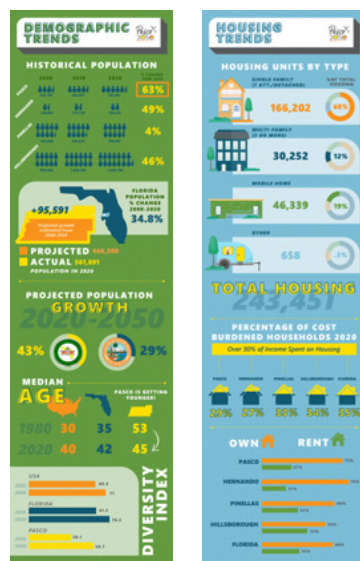
Data Visualization

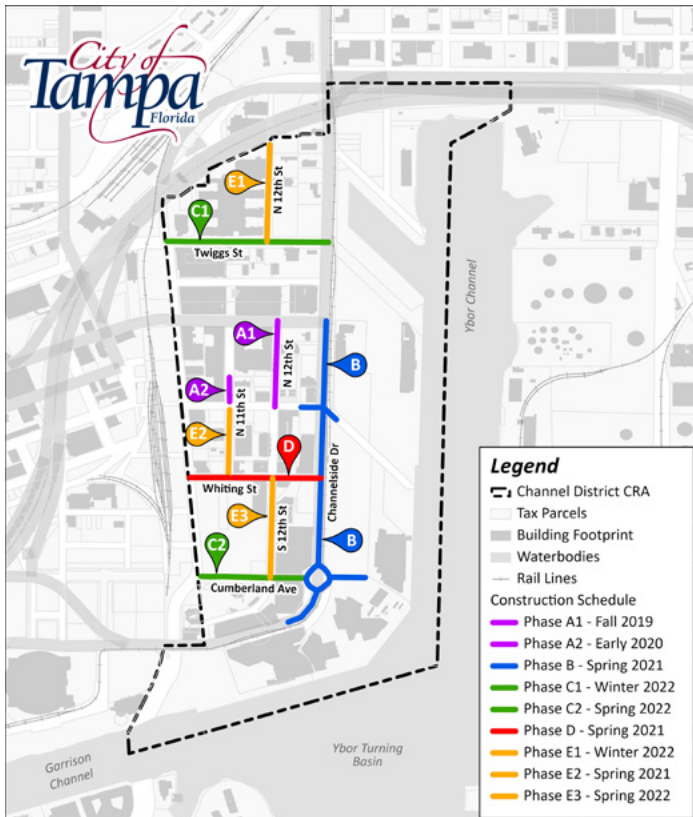
Data visualization is a graphical representation of data that communicates information in an accessible, user-friendly format. It is a powerful tool that enables people to understand, analyze and communicate data more effectively.

Visualizing data helps people identify patterns, relationships, and trends that may not be immediately apparent from raw data. It allows decision-makers to make informed decisions based on the insights gathered.

Inspire is committed to a data-driven planning process and places a high priority on developing compelling data visualization exhibits. Our emphasis on data visualization has shown the following benefits.

- **Increased Engagement:** People are more likely to engage with data if it is presented in an attractive and visually appealing way. Data visualization can help capture people's attention and keep them interested in the information being presented.
- **Better Communication:** Data visualization makes it easier to communicate complex ideas and data to a wide range of audiences. It is particularly useful for presenting information to non-technical stakeholders.
- **Faster Data Analysis:** By presenting data visually, it is easier to analyze data sets and identify patterns and outliers. This enables faster decision making and problem-solving.





GIS Analysis/Mapping

Equipped with a robust suite of ESRI ArcGIS tools, Inspire is adept at solving complex community problems through geographic information systems mapping and spatial analytical tools. A number of our team members utilize GIS tools and extensions in their daily work products, which provides our professionals with a strong GIS knowledge base. Most, if not all, projects developed and prepared by the Inspire planning group include a GIS component.

With our extensive experience with GIS mapping and analysis, Inspire is proficient at identifying appropriate GIS data sources. We also maintain a significant repository of GIS datasets collected from reputable local, regional, state and national sources housed in our GIS library for ease of access. During the data collection process, Inspire will coordinate with the City's GIS analysts to obtain the latest data needed for the project.

We anticipate utilizing the Property Appraiser's, County planning, and utility data, in addition to federal, state and regional data (i.e. water management district, FDEP, FDOT, FEMA) etc.

To supplement the vast demographic databases Inspire compiles from reputable data sources (e.g. US Census, BEBR, Housing Data Clearinghouse, FGDL, etc.), we utilize ESRI Business Analyst Online (BAO). ESRI BAO is a web-based analytical tool utilized to provide custom demographic and market data for specific geographic areas, which is integrated into our GIS analyses.

Our GIS team also utilizes ESRI StoryMap to present public facing data and project deliverables. This easy to use format is a powerful tool in sharing spatially referenced information in a manner that provides the user with an interactive experience. The application is multifaceted which allows the seamless viewing of mapping products, data and analytics, as well as relevant project information.



MBE Preference



MBE

State of Florida

Minority Business Certification

eda consultants inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
03/02/2023 to 03/02/2025



J. Todd Inman
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd



CITY OF ORLANDO M/WBE CERTIFICATION AWARD LETTER

EXPIRATION DATE: 5/31/2022

CERTIFICATION NUMBER: 20443324

CERTIFICATION TYPE: MBE

COMPANY NAME: EDA consultants inc
720 SW 2nd Avenue South Tower, Suite 300
Gainesville, FL 32601

OWNER NAME: SERGIO REYES

CERTIFIED LINE(S) OF BUSINESS/SPECIALTY AREA(S):

Civil Engineering Services; Land Surveying and Land Planning
Services

EXECUTIVE OFFICES • MINORITY BUSINESS ENTERPRISE DIVISION

Orlando City Hall • 400 South Orange Avenue • Eighth Floor
PO Box 4990 • Orlando, FL 32802-4990
P 407.246.2623 • cityoforlando.net



Florida Unified Certification Program

Disadvantaged Business Enterprise (DBE) Certificate of Eligibility

EDA CONSULTANTS INC

MEETS THE REQUIREMENTS OF 49 CFR, PART 26

APPROVED NAICS CODES:

541320, 541330, 541340



Samuel (Sammy) Febres
DBE & Small Business Development Manager
Florida Department of Transportation



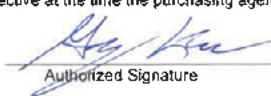


Additional Required Documents



Proposer's Certification/Addenda Acknowledgment Form

PROPOSER'S CERTIFICATION

Submit To: City of Wildwood 100 N Main Street Wildwood, FL 34785 352-330-1330 352-330-1338 (fax)		CITY OF WILDWOOD REQUEST FOR QUALIFICATION (RFQ) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT	
DUE DATE: May 4, 2023	DUE TIME: 11:00am	RFQ # 2023 - 11	
TITLE: Urban Planning Services			
VENDOR NAME: Inspire Placemaking Collective, Inc.		PHONE NUMBER: 407.202.8387	
VENDOR MAILING ADDRESS: 4767 New Broad Street		FAX NUMBER: N/A	
CITY/STATE/ZIP: Orlando, FL 32814		E-MAIL ADDRESS: Gkramer@inspireplacemaking.com	
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFQ and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFQ requirements. I, the undersigned, declare that I have carefully examined the RFQ, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFQ with any other Offeror and have not colluded with any Offerors or parties to an RFQ whatsoever for any fraudulent purpose."			
<u>1</u>	<u>4124123</u>		
Addendum #	Addendum #	Addendum #	Addendum #
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFQ for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFQ, including but not limited to certification requirements. In conducting offers with an agency for CITY OF WILDWOOD, respondent agrees that if this RFQ is accepted, the respondent will convey, sell, assign, or transfer to the City of Wildwood all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the City of Wildwood discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."			
George Kramer, President Authorized Agent Name, Title (Print)		 Authorized Signature	<u>4/24/23</u> Date
<i>This form must be completed and returned with your Submittal</i>			



RFQ #2023-11

URBAN PLANNING SERVICES

****Addendum #1****

Answers to All Questions Received as of April 21, 2023:

1. Can you please provide a list of the firms that currently hold this contract?
 - We do not currently have a firm under contract.
2. Would this preclude us from doing private work within the City?
 - Not necessarily. The City will evaluate any conflicts of interest depending on task assigned.
3. How many consultants does the City plan to select?
 - To be determined by the Selection Committee.
4. Is the City planning on selecting more than one consultant?
 - The evaluation Committee will determine if more than one firm will be selected. They are not limited to choosing one.
5. Page 17 of the RFQ states that proposals must not exceed 80 pages. Can the City please clarify if the following will be included or excluded from the page limit: Forms 1-4 and the Additional Required Documents required as part of Tab J?
 - The 80 page limit does NOT include Forms 1-4 and the Additional Required Documents.
6. In filling out Form 4, Illustrative Work, is it permissible for the consultant to adjust the size of some of the boxes so that it suits our needs. For example, can we make the box for "Scope of Entire Project" larger to allow for additional text or images? Also along those lines, can we extend Form 4 into a two page form to further accommodate text or images?
 - You may adjust the size of the boxes of Form 4, but please keep the form to one page to maintain consistency for the reviewers.



7. The RFQ states that "Pages shall be numbered sequentially by section." Please clarify whether this request means starting at "1" for each tabbed section or if you would like a continuous page count throughout the proposal?
 - Either way will be acceptable.
8. Do the required forms count as pages within the 80-page limit?
 - No
9. How many firms is the City seeking to appoint for this contract?
 - The Committee will determine how many to appoint; they are not limited in number.
10. Can an FDOT DBE subconsultant qualify to earn the 5 points for MBE?
 - The primary firm responding to the RFQ must be MBE to receive the 5 points.
11. RFQ #2023-11 for Urban Planning Continuing Professional Services states, " Sealed qualifications will be received by the City of Wildwood at City Hall located at 100 N Main Street, Wildwood, Florida 34785 until 11:00AM on May 4, 2023."

The RFQ also states, "Submissions by FAX or other electronic media will not be accepted under any circumstances."

I would like to confirm that submissions will be accepted by mail (post) at the above stated address.

- Yes, submissions can be sent via mail/package delivery.

Qualification Form

QUALIFICATIONS FORM FOR CITY OF WILDWOOD



Name of Firm Submitting Qualifications Inspire Placemaking Collective, Inc.

Name of Person Submitting Qualifications George Kramer

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFQ and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the City of Wildwood to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFQ and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."


 Signature

4/21/23
 Date

2023-11
 RFQ Number

[☐] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Statement of Terms and Conditions

Statement of Terms and Conditions For RFPs, RFQs, and Bid

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a qualification/bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Qualifications/Bids on leases of real property to a public entity, may not be awarded or perform work as a Consultant, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The consultant shall indemnify and hold harmless the City of Wildwood and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses (including legal costs) or liabilities based on third party claims of injury to persons or damage to property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of consultant or its employees, subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is the period between the time the submittals for invitation to bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at the Council's Purchasing and the time the City awards the contract, no proposer, no lobbyist, principal, or other person may lobby on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than Cassandra Smith in writing via email to cassandra.smith@cityofwildwood.org. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFQ) or Invitation to Bid (BID) must be submitted in writing to the contact listed in the solicitation or the City Clerk.

ANTI TRUST LAWS: By submission of a signed RFQ or BID, the successful vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Associate, or Employee of any of the City's at the time of the RFP, RFQ or BID or at the time of occurrence of the Conflict of Interest.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFQ/BID Contract Documents. Any inquiry or request for interpretation received by Cassandra Smith via email to cassandra.smith@cityofwildwood.org before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed to all after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFQ/BID opening date. Each respondent shall acknowledge receipt of such addenda in the space provided. If a vendor or Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be considered as though it has been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFQ/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by FAX. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFQ/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFQ/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP subproposals received. The City neither has nor shall it be deemed to be responsible for any misinterpretation or misunderstanding or deception because of such estimate or quantities of work performed or materials furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or decreased as provided herein without any liability on the part of the City or any sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted in part or in support of RFP/RFQ/BID's, will be used solely for the purpose of responding to the opening of the RFP/RFQ/BID's or unit or short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. All RFP/RFQ/BID'S submitted in response to this solicitation become the property of the City. If this information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, exceptions, or portions of any RFP/RFQ/BID, in its best interest.

TAXES: The City of Wildwood is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFQ/BID, All Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the work for which this RFP/RFQ/BID has been submitted, or to refrain from doing an agreement with such work or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/RFQ/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFQ/BID price or the RFP/RFQ/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Inclusion by the City to vendors is based on the recipient's specific request or as the result of response by the public to the legal advertisements required by state law. Firms or individuals submit their responses on a voluntary basis and therefore are not entitled to compensation of any kind.

CITYSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFQ/BID and all other reports, charts, diagrams, schedules, unit bids and other documents submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/RFQ/BID will not relieve the bidder from including any required documents with this RFP/RFQ/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/RFQ/BID Documents to ensure all pages have been received. All drawings and/or Specifications and other applicable documents are included, and shall be taken into account regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the firm will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The City of Wildwood will not be responsible for any mislabeled or misdirected submissions, nor those delayed by delivery problems, omissions, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposer/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

*This document must be completed and returned
with your Submittal*

THE CITY OF WILDWOOD, is a political subdivision of the State of Florida, and reserves the right to cancel an RFQ and to reject any and all submittals, reserve the right to waive any and all irregularities or irregularities, to re-evaluate with either the client or revised specifications, and reserve the right to award contracts and/or in the best interest of the City. Submittals not meeting stated minimum items and qualifications may be rejected by the City as non-responsive. The City reserves the right to reject any or all submittals without cause. The City reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the City, or who has failed to perform faithfully any previous contract with the City or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFQ/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Verison time is hereby established as the Official Time at the City.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFQ/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "signing business as" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFQ/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFQ/BID must be submitted. The Proposer/Bidder shall state in the RFQ/BID FORMS the name and address of each person interested therein.

Base Bid Pricing: The prices proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/RFQ/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum price proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items, and shall be stated in figures in the appropriate place on the RFP/RFQ/BID FORM. If there is a discrepancy on the RFP/RFQ/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of the RFP/RFQ/BID are to submit a self-addressed, stamped business size (8.5 x 11) envelope, properly marked on the front lower left side, with the RFQ identification, tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/RFQ/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept those obligations, a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the City's intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Qualifications/Bids. However, Proposals/Qualifications/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/RFQ/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the City may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The City shall not be obligated or be able for any costs incurred by Proposer/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/RFQ/BID shall be borne by the Proposer/Bidder.

TIMELINE: All work will commence upon notification from the City's representative. All work will proceed in a timely manner without delays. The Consultant shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Summer County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"): The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "piggy-back" under the same terms and conditions, during the effective period of any resulting contract, services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow other Public Agencies on a piggy-back basis. Before a Public Agency can Piggy-Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the setting Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the City Clerk. These packages are available for pickup or by mail. If requested by mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposer/Bidders are required to use the official RFP/RFQ/BID FORMS, and all attachments (including bid forms) are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFQ/BID FORM and/or Exceptions/Deviation Sheets). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposal/Bid. RFQ/BID FORM documents for this project are free of charge and are available on-line and are downloadable.

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/RFQ/BID specification for any item(s). If RFP/BID's are based on equivalent products, indicate on the RFP/RFQ/BID FORM the manufacturer's product name and catalogue, and/or complete specifications. Reference to literature submitted with a previous RFP/RFQ/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereon. RFP/RFQ/BID's which do not comply with these requirements are subject to rejection. RFP/RFQ/BID's lacking any written indication of intent to quote an alternate brand will be rejected and considered in complete compliance with the specifications as listed on the RFQ/BID FORM. The City is to be notified in writing of any proposed changes in vendors's used manufacturing process, or construction. However, changes shall not be binding upon the City unless evidenced by a Change Notice issued and signed by the City or designated representative.

QUANTITIES: The quantities as specified in this RFP/RFQ/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer/Bidder's expense. Each sample shall be labeled with the Proposer/Bidder's name, manufacturer brand name and number, RFP/RFQ/BID number and item reference. Samples of successful Proposer/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be met within 30 days of opening. Samples not returned may be disposed of by the City within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation but must do so at his own risk. All required information in this original City format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:


(Signature and Date) 4/21/23

Hold Harmless Agreement

HOLD HARMLESS AGREEMENT

The Consultant agrees to hold the City of Wildwood harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Consultant.

The Consultant shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

The Consultant shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the City representative requesting the service.

By signature upon this form the Consultant stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Inspire Placemaking Collective, Inc.

Consultant-Print Name

Signature

Urban Planning Continuing Professional Services

Project Name

Date

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

Drug Free Workplace

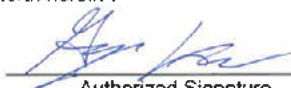
DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Inspire Placemaking Collective, Inc.

(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFQ or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFQ or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".



 Authorized Signature
4/21/23

 Date Signed

State of: Florida

County of: Orange

Sworn to and subscribed before me this 21st day of April, 2023

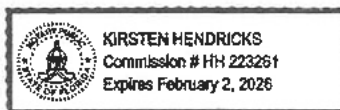
Personally known ☒ or Produced Identification _____
 (Specify Type of Identification)



 Signature of Notary

My Commission Expires _____

(seal)



This document must be completed and returned with your Submittal

Public Entity Crimes

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

1. This sworn statement is submitted to City of Wildwood
 By George Kramer, AICP - President
 {print individual's name and title}
 for Inspire Placemaking Collective, Inc.
 {print name of entity submitting sworn statement}
 whose business address is 4767 New Broad Street, Orlando, FL 32814
 and (if applicable) its Federal Employer Identification Number (FEIN) is 92-1495717 (If the entity has
 no FEIN, include the Social Security Number of the individual signing this sworn
 statement: _____.)
 2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a
 violation of any state or federal law by a person with respect to and directly related to the transaction of business
 with any public entity or with an agency or political subdivision of any other state or of the United States,
 including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an
 agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft,
 bribery, collusion, racketeering, conspiracy, or material misrepresentation.
 3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a
 finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state
 trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury
 verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
 4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has
 been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives,
 partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The
 ownership by one person of shares constituting a controlling interest in another person, or a pooling of
 equipment or income among persons when not for fair market value under an arm's length agreement, shall be
 a prima facie case that one person controls another person. A person who knowingly enters into a joint
 venture with a person who has been convicted of a public entity crime in Florida during the preceding 36
 months shall be considered an affiliate.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural
 person or entity organized under the laws of any state or of the United States with the legal power to enter into
 a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a
 public entity, or which otherwise transacts or applies to transact business with a public entity. The term
 "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents
 who are active in management of an entity.
 - d. Based on information and belief, the statement which I have marked below is true in relation to the entity
 submitting this sworn statement. {indicate which statement applies.}
- X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners,

shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

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


{signature}

4/21/23
{date}

State of Florida

County of Orange

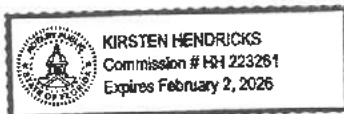
PERSONALLY APPEARED BEFORE ME, the undersigned authority, George Bromley, who after first being sworn by me, affixed his/her signature in the space provided above on this 21 day of April, 2023

Attest: Kirsten Hendricks

Notary Public

My commission expires: _____

(Notary Seal)



This document must be completed and returned with your Submittal

Conflict of Interest

Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (*printed name*) George Kramer am the
 (*title*) President and the duly authorized representative of the firm of (*Firm Name*)
Inspire Placemaking Collective, Inc. whose address is
4767 New Broad Street, Orlando, FL 32814
 , and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I
 am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid qualification is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid qualification for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

N/A

Signature: 

Printed Name: George Kramer

Firm Name: Inspire Placemaking Collective, Inc.

Date: 4/21/23

State of ~~Florida~~ Florida

County of Orange

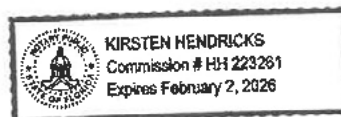
Sworn to and subscribed before me this 21st day of April 2023

Personally Known ✓

OR Produced Identification _____, Type of Identification _____

My Commission Expires _____

 Kirsten Hendricks
 (Printed, typed or stamped commissioned name of notary)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATIONS PACKAGE

Exceptions/Deviations

Inspire Placemaking Collective, Inc. has no exceptions or deviations from the minimum specifications from this RFP.

COI



INSPPLA-01

ASOSTENUTO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/5/2023

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

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

PRODUCER JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803		CONTACT NAME: PHONE (A/C, No, Ext): (321) 445-1117 E-MAIL ADDRESS: certs@jcj-insurance.com FAX (A/C, No): (321) 445-1076	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Hartford Underwriters Ins. Co.	30104
		INSURER B : Hartford Fire Insurance Co.	19682
		INSURER C : Hudson Insurance Company	25054
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

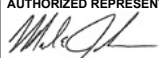
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GENT. AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☐ OTHER:			21 SBM AV3YXY-003	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			21 SBM AV3YXY-003	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			21 SBM AV3YXY-003	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	21 WEC AV3Z1C - 001	1/1/2023	1/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab			PRB 06 19 115594	1/1/2023	1/1/2024	Per Claim \$ 1,000,000
C				PRB 06 19 115594	1/1/2023	1/1/2024	Aggregate \$ 2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 03/22/2023

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

PRODUCER

 Marsh Affinity
 a division of Marsh USA Inc.
 PO Box 14404
 Des Moines, IA 50306-9686

CONTACT NAME: Marsh Affinity

PHONE (A/C, No. Ext): 800-743-8130

FAX (A/C, No.):

E-MAIL ADDRESS: ADPTotalSource@marsh.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Illinois National Ins Co

23817

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

 ADP TotalSource CO XXI, Inc.
 5800 Windward Parkway
 Alpharetta, GA 30005
 Alternate Employer:
 Inspire Placemaking Collective Inc

 4767 NEW BROAD ST
 Orlando, FL 328140000

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (See occurrence) \$
							NON-EMP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COM/PROP AGG \$
							\$
	AUTOMOBILE LIABILITY						
	ANY AUTO OWNED						COMBINED SINGLE LIMIT (Ea accident) \$
	AUTOS ONLY						BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY OFFICER OR PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)	Y/N					X FOR STATUTE OTH FR
A	Yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 053414668 FL	01/23/2023	07/01/2023	E.L. EACH ACCIDENT \$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
							E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

All worksite employees working for Inspire Placemaking Collective Inc paid under ADP TOTALSOURCE, INC.'s payroll, are covered under the above stated policy. Inspire Placemaking Collective Inc is an alternate employer under this policy.

CERTIFICATE HOLDER

 Inspire Placemaking Collective Inc
 4767 NEW BROAD ST
 Orlando, FL 328140000

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ACORD 25 (2016/03)

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CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Request for Decision to Move Forward with Broken Oak Drive Improvement Project

REQUESTED ACTION: Staff Request Direction from the Commission

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT: Budgeted in FY 23 (Millennium Park Reuse Water Line Extension) in the amount of \$3,000,000

HISTORY/FACTS/ISSUES:

City staff and Kimley-Horn are currently working on a reuse water line extension project from St. Vincent Depaul church on CR 462 to Millennium Park. The project has been broken down into numerous phases, one of which is the segment along Broken Oak Drive. Broken Oak Drive is also scheduled to be improved due to poor pavement conditions, hazardous conditions due to the presence of large oak trees, and increased traffic in the area.

A community meeting was held on April 6, 2023, to inform the public of the proposed improvements to Broken Oak Drive and to gather their feedback regarding the same. Increased traffic and the proposed change of converting Broken Oak Drive to a one-way road from St. Claire Street to Woodlane Avenue were the main concerns raised at the meeting. After the meeting, the City Manager directed Kimley-Horn to analyze the feedback received by the attendees and modify their design if warranted. The attached information summarizes that activity and Kimley-Horn's final recommendations.

Kimley-Horn has completed the construction design documents, and the project is ready to be bid. Staff supports Kimley-Horn's findings and recommends the Commission authorize staff to advertise the project for bid.



MEMORANDUM

To: Mr. Jeremy Hockenbury, City of Wildwood Public Works
From: Nicholas J. Mora, P.E.; Kimley-Horn and Associates, Inc.
Date: May 4, 2023
RE: ***Broken Oak Drive Improvements***
Kimley-Horn Project Number 142173390

As follow up to the City of Wildwood community meeting held on April 6, 2023, Kimley-Horn has further assessed the recommendation to convert Broken Oak Drive to a one-way (westbound only) facility between St. Clair Street and Woodlane Avenue. Our initial recommendation derived from the insufficiency of the narrow pavement width, along Broken Oak Drive, to accommodate two-way traffic in accordance with roadway design standards. Therefore, it was concluded a one-way pattern is necessary. Further, pavement widening was not an option due to the limited right-of-way and the City's desire to preserve trees along the corridor. This memorandum details the findings of our additional assessment.

During the community meeting, some residents expressed their opinion that if Broken Oak Drive is converted to a one-way facility between St. Clair Street and Woodlane Avenue, an eastbound direction of travel would be more favorable than westbound.

As part of the traffic circulation study previously prepared by Kimley-Horn and submitted to the City on October 28, 2021, the Broken Oak Drive corridor and intersection of Broken Oak Drive & Powell Road were evaluated considering potential traffic growth associated with undeveloped parcels in the area. The study concluded that if eastbound traffic were allowed to travel along Broken Oak Drive between St. Clair Street and Woodlane Avenue (and continuing to Powell Road), the intersection of Broken Oak Drive & Powell Road would experience a failing operational level of service along its eastbound approach. Alternatively, if eastbound traffic were prohibited from traveling along Broken Oak Drive between St. Clair Street and Woodlane Avenue, the intersection of Broken Oak Drive & Powell Road would experience an acceptable operational level of service along its eastbound approach.

Additionally, St. Clair Street provides a clear boundary point to prohibit eastbound traffic from entering. Any drivers traveling along St. Clair Street desiring to turn onto Broken Oak Drive to travel eastbound will see two "Do Not Enter" signs and be advised to use another route to travel east. These drivers can simply continue north or south along St. Clair Street and will not be forced to make a U-turn movement. If the subject portion of Broken Oak Drive (between St. Clair Street and Woodlane Avenue) were converted to eastbound only, then any drivers turning from Powell Road onto Broken Oak Drive with the intention of continuing west to St. Clair Street would be forced to make a U-turn movement when they reach Woodlane Avenue. Therefore, incorporating an eastbound only pattern along the subject portion of Broken Oak Drive effectively creates a dead-end at Woodlane Avenue for westbound drivers, which is not recommended.

In summary, after assessing our previous results and considering the factors described herein, we maintain our recommendation that the portion of Broken Oak Drive between St. Clair Street and Woodlane Avenue be converted to a one-way westbound facility.

NJM/slb

K:\OCA_Civil\142173390 - Broken Oak Dr Imp\doc\Mjh230504njm.docx



COMMUNITY MEETING

Residents of Broken Oak Drive and Woodlane Meadows

You are invited and encouraged to attend an informational meeting regarding planned improvements to Broken Oak Drive that are expected to affect traffic patterns in your neighborhood.

The city's consulting engineers will be on hand to present project specifics and answer questions from attendees.

Please join us and learn more about what is planned.

Thursday, April 6, 2023

5:30 to 7:30 p.m.

Wildwood City Hall

100 N. Main St.





FOR IMMEDIATE RELEASE

April 10, 2023

Contact: Linda Piotrowicz
352-330-1330 x110
lp Piotrowicz@wildwood-fl.gov

Wildwood Officials Receive Public Input on Street Project

The City of Wildwood held a community meeting last Thursday to discuss planned improvements to Broken Oak Drive. Still under design, the project is anticipated to change traffic patterns, resulting in one-way traffic between St. Clair Street and Woodlane Avenue.

Wildwood officials and consulting engineers from Kimley-Horn answered questions and listened to resident concerns during the meeting. They will consider all input received before finalizing the design presented to the city commission for approval.

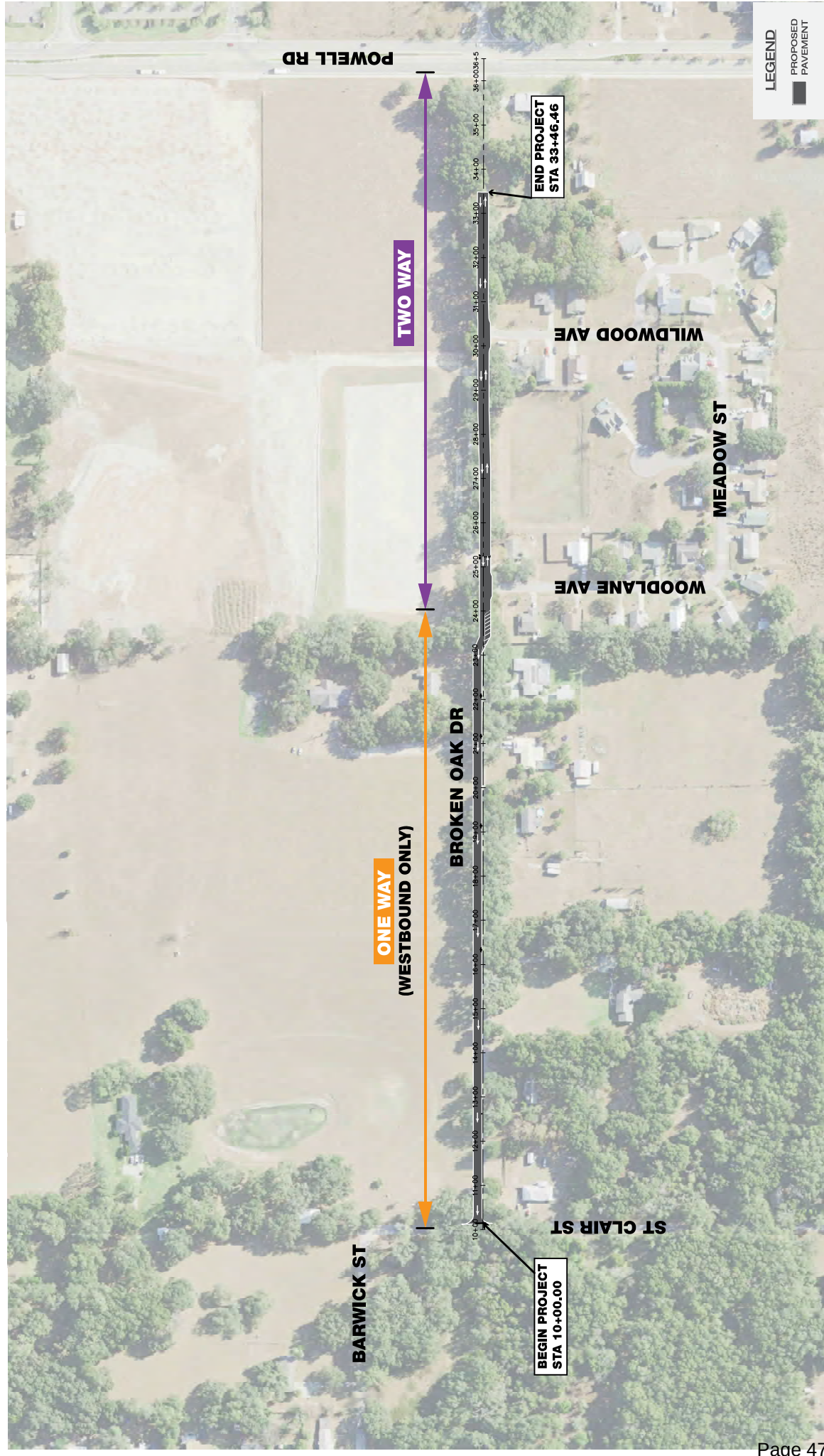
“Our goal is to keep as many of the majestic oak trees along this road as possible,” explained Public Works Director Jeremy Hockenbury. “We recognize these trees are loved by the community and have come to define this neighborhood. Creating a one-way traffic segment enables us to preserve nearly every large tree while improving drainage, pavement conditions, and safety.”

City Manager Jason McHugh will update the commission on the project during its regularly scheduled meeting this morning at 9:00 a.m.

The public can submit additional comments during the commission meeting today or via email this week to LPiotrowicz@wildwood-fl.gov.

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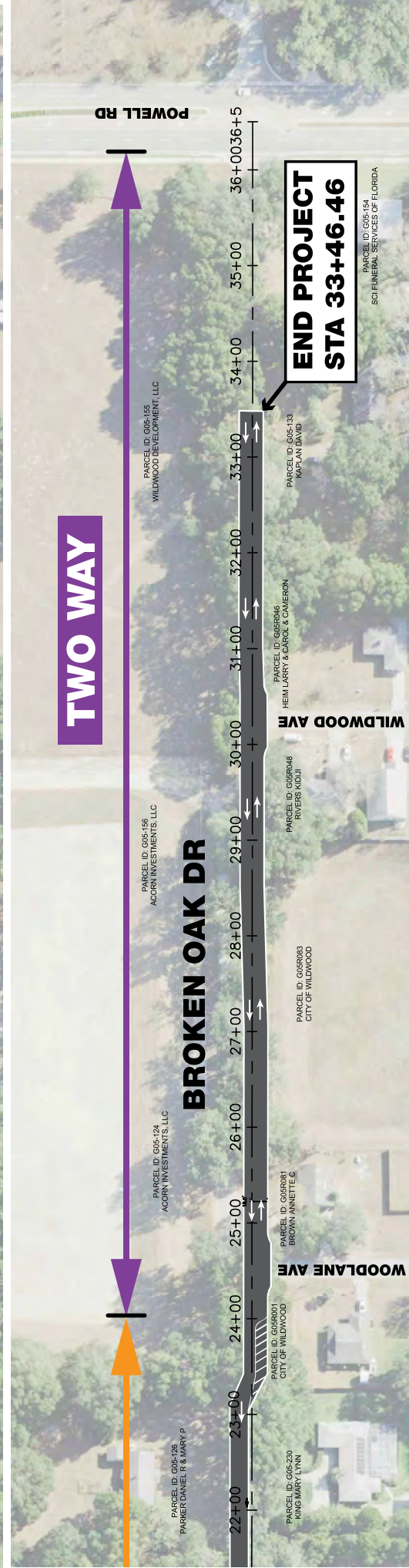
Project Overall Exhibit



Pavement Marking Project Plan View



Kimley»Horn
Expect More. Experience Better.



First Name	Last Name	Email	Phone #
Thomas	Frisbie	w.hans.frisbie@gmail.com	352-748-1114
Mary	Wimberly	mzlogicc@yahoo.com	
Jacqueline	Allen	verticlenav@yahoo.com	850-393-1510
Jeff	Lanphere	wildnd2@gmail.com	352-461-4526
Patty	Lanphere	belleruplepatty@yahoo.com	352-461-5365
Daniel	Parker	danielnmary4@yahoo.com	352-303-6151
Mary	Parker	Jayne	352-446-2868
Narcia	Alvarado	casarmin5@yahoo.com	
Kinda	Galbraith	lgmgc@yahoo.com	352 425 9676
KIDDI	RIVERS - W. Duff	Kid i Rivers@yahoo.com	352 603-3577
Daniella	Lopez	lopezdaniella21@gmail.com	786-715-7030
Rudy	Castillo	rcast044@gmail.com	305-984-9954

[illegible]

Bishop, Sherri

From: Mora, Nick
Sent: Monday, April 10, 2023 5:26 PM
To: Bishop, Sherri
Subject: FW: FW: Broken oak drive

Categories: GIT R DONE

Thank you,

-Nick

Nicholas J. Mora, P.E.

Kimley-Horn | 1700 SE 17th Street, Suite 200, Ocala, FL 34471
Direct: 352 438 3010 | Main: 352 438 3000

From: Linda Piotrowicz <lpiotrowicz@wildwood-fl.gov>
Sent: Monday, April 10, 2023 3:34 PM
To: Mora, Nick <Nick.Mora@kimley-horn.com>; Murad, Mohammed <Mohammed.Murad@kimley-horn.com>; Petrola, Mario <Mario.Petrola@kimley-horn.com>
Cc: Jason McHugh <jmchugh@wildwood-fl.gov>; Jeremy Hockenbury <jhockenbury@wildwood-fl.gov>
Subject: FW: FW: Broken oak drive

Please see additional resident input below.

Thanks,
Linda

From: Blake Heim <bbheim@gmail.com>
Sent: Monday, April 10, 2023 3:31 PM
To: Linda Piotrowicz <lpiotrowicz@wildwood-fl.gov>
Subject: Re: FW: Broken oak drive

*****CAUTION:** This email originated from outside of the city. Do not click on any links or open any attachments unless you recognize the sender and are certain the content is safe.***

Thank you for your prompt response! My concern is turning left onto Powell Road. I, as well as my neighbor, travel to work going west on Broken Oak drive. We both need to travel north on 301 in the mornings. Powell Road has a lot of traffic as it is. It is going to get much worse when Home Depot, CVS, and the medical center get up and going. It is very difficult to turn left onto Powell Road from Broken Oak drive. If I can't go west on Broken Oak it is going to add significant time to my morning commute.

On Mon, Apr 10, 2023 at 12:48 PM Linda Piotrowicz <lpiotrowicz@wildwood-fl.gov> wrote:

Good afternoon,

Thank you for your email.

Attached are the proposed plans for Broken Oak Drive that were presented at last Thursday's community meeting.

Also attached is a media release about the meeting and ability to submit additional comments through the end of this week.

Please do not hesitate to email or call with any questions.

Linda



Linda Piotrowicz

Public Engagement Specialist

City of Wildwood

100 N Main Street

Wildwood FL 34785

Ph: 352-330-1330, ext. 110

www.wildwood-fl.gov

From: Blake Heim <bbheim@gmail.com>

Date: April 7, 2023 at 12:07:13 PM EDT

To: Jason McHugh <jmchugh@wildwood-fl.gov>

Subject: Broken oak drive

*****CAUTION: This email originated from outside of the city. Do not click on any links or open any attachments unless you recognize the sender and are certain the content is safe.*****

I live in the woodlane meadows development. I was wondering if I could get access to what was discussed at the meeting on the 6th? I was not able to attend.

Thanks,

Blake Heim

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--

If you are not part of the solution, you are part of the precipitate!

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Comment Form
Neighborhood Meeting
City of Wildwood
City Hall
100 N Main Street
Wildwood, Florida
Thursday, April 6, 2023
5:30 p.m. - 7:30 p.m.

BROKEN OAK DRIVE IMPROVEMENTS

PUBLIC COMMENTS
(PLEASE PRINT CLEARLY)

Please provide your comments below regarding the Broken Oak Drive Improvements project. If more space is needed, please use an additional sheet of paper. Please place your comments in the "Comment Box" provided at the meeting.

1. Will there be sewer and water connections when resurfacing happens

2. ~~Prefer west bound one way~~

3. Concerned about tree removal
~~If tree 1~~

4. If tree that is protruding needs to be removed
temp fencing will need to be provided for my livestock

5. Approve of one way

(Please Print Clearly)

Mr./Mrs./Ms. Jeff Lanphere
(Circle) Name

1312 Broken Oak Dr
Address

Wildwood, FL 34785
City, State, Zip Code

352-461-4520
Phone Number

wildwd2@gmail.com
Email Address

I am a City of Wildwood:

RESIDENT ☒ BUSINESS OWNER ☐ BOTH ☐

Comment Form
Neighborhood Meeting
City of Wildwood
City Hall
100 N Main Street
Wildwood, Florida
Thursday, April 6, 2023
5:30 p.m. - 7:30 p.m.

BROKEN OAK DRIVE IMPROVEMENTS

PUBLIC COMMENTS
(PLEASE PRINT CLEARLY)

Please provide your comments below regarding the Broken Oak Drive Improvements project. If more space is needed, please use an additional sheet of paper. Please place your comments in the "Comment Box" provided at the meeting.

We still need drainage/runoff issues addressed from mailbox area on Broken Oak. We build it up it helps - they drive on it we flood + lose our lawn AGAIN (roadrun-off comes in my yard) They were suppose to fix this already numerous times. How about a retaining wall that will work -

Water pressure and work still not finished
Please address - Thanks

Pleased to hear trees staying!!

(Please Print Clearly)

Mr./Mrs./Ms.

(Circle)

Name

Address

City, State, Zip Code

Phone Number

Email Address

Schreiner

103 Woodlane Ave

Wildwood FL 34785

352 217 5923 OR 352 217 3481

mudflapdan@yahoo.com OR Robinsnestfi@yahoo.com

I am a City of Wildwood:

RESIDENT ☒

BUSINESS OWNER ☐

BOTH ☐

Comment Form
Neighborhood Meeting
City of Wildwood
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Pedestrian traffic needs walkway for bike, walking and golf cart. Can a multimodal path fit? or stripes on road. Need to walk against traffic and bike with traffic.

(Please Print Clearly)

Mr./Mrs./Ms.

(Circle)

Name

Address

City, State, Zip Code

Phone Number

Email Address

Dan Kelley

113 Woodlane Ave

Wildwood FL 34785

352-330-7453

ajugator@gmail.com

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- Eastward bound one way down Broken Oak up to the mail boxes.
- At Mail boxes creat a turn-a-round.
- Pull Foliage back at Broken Oak and Powell for better visability North ward up Powell
- Raise Speed limit to 25 mph

(Please Print Clearly)

Mr./Mrs./Ms. Thomas Frisbie
(Circle) Name
108 Arnold Ct.
Address
Wildwood, FL 34785
City, State, Zip Code
352-748-1114
Phone Number
whamo.frisbie@gmail.com
Email Address

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Need a turning Lane on Corner of Hwy A + PowellRd for customers that are going to The Home Depot. Also, a turning lane for residents who are turning R.

Need traffic Light @ Huey ST to slow flow of traffic.

(Please Print Clearly)

Mr./Mrs./Ms. Mary Wimberly
(Circle) Name
106 Woodlane Ave
Address
Wildwood FL 34785
City, State, Zip Code
3524465796
Phone Number
mzlogi cc@yahoo.com
Email Address

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18" wide

14" wide

one way westbound

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Keep westbound two way

(Please Print Clearly)

Mr./Mrs./Ms. Ms. Jacqueline Allen
(Circle) Name
107 Pine Court
Address
Wildwood, FL 34185
City, State, Zip Code
850-393-1510
Phone Number
verticenavel@yahoo.com
Email Address

I am a City of Wildwood:

RESIDENT ☒ BUSINESS OWNER ☐ BOTH ☐

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Irrigation Meter Update

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Please see the attached memo from Assistant City Manager/CFO Cassandra Smith to City Manager Jason McHugh regarding a recommendation for irrigation meters.



Memorandum

To: Jason F. McHugh, City Manager
From: Cassandra Smith, Asst. City Manager/CFO
Date: May 9, 2023
Re: Irrigation Meter Update

Jason,

As I know you are aware, on May 23, 2022, the City Commission adopted Resolution No. 2022-9 which placed a 1-year moratorium on accepting requests for irrigation meters. This measure was necessary due to the scarcity of parts needed to install irrigation meters. At the time the moratorium was initiated there were 96 properties on the wait list for irrigation meter installation. Of those 96, 31 properties were owned by the Densan developer. As we approach the expiration of the moratorium, I wanted to provide an update on the irrigation meter situation.

Unfortunately, the scarcity of parts remained an issue throughout much of the year. However, in recent months we have been able to acquire the necessary fittings needed for meter installation. Our utility department staff have worked diligently in recent weeks to install irrigation meters for those on the wait list. As of today, all properties within Densan that were awaiting meter installation have been completed. For all other property owners on the waiting list (65 in total), the utility billing staff have tried to contact them to ascertain if they were still interested in having an irrigation meter installed. Of those contacted, 26 individuals have not responded and were moved to the bottom of the list. There were 7 individuals that declined meter installation after being contacted. The remaining individuals were interested in meter installation, with 27 meters already installed and 5 more awaiting locates for installation. Once those 5 are installed, the entire list will have been addressed in some way.

At this time, I would recommend that when the moratorium lapses on May 23, 2023, we allow property owners to request the installation of an irrigation meter. We will need to monitor this situation as parts can still be difficult to locate. It is unknown how many individuals will be interested in having an irrigation meter installed but I do know that there are individuals waiting for the opportunity. I will be asking Ryan Smith, the Utility Billing supervisor, to keep me updated on this situation and will alert you if it appears that we are having issues keeping up with requests.