



GeoPlanning Solutions, LLC
Ameé Bailey
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352-477-2633

DATE: July 19, 2024

TO: Tandra Davis, Town Manager
 Town of Dundee
 202 E. Main Street
 Dundee, Florida 33838-4306

RE: Task Order 1
 Master Continuing Professional Consulting Agreement for Professional Planning and Visioning Services

Please accept this proposal for general planning services for the Town of Dundee. A detailed list of general planning services is provided Exhibit A. These general planning services will be provided on an hourly basis of \$150 per hour. Any work required by a sub-consultant will be provided based on their hourly rate provided to and approved by the town prior to the work being completed.

This proposal is being submitted in accordance with the Master Continuing Professional Consulting Agreement for Professional Planning and Visioning Services ("Master Agreement"), made between the Town of Dundee, Florida, a Florida municipal corporation ("Town") and the GeoPlanning Solutions, LLC. ("Consultant"), final executed date, May 17, 2024.

If the Town is in agreement with this proposal, then please have the Town Manager sign for authorization to proceed with the described work. GeoPlanning Solutions appreciates this opportunity to provide our services to the Town.

ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT ARE HEREBY INCORPORATED HEREIN. IN THE EVENT THAT THE LANGUAGE OF THIS TASK ORDER IS CONSTRUED TO BE IN CONFLICT WITH THE LANGUAGE IN THE MASTER AGREEMENT, THE LANGUAGE OF THE MASTER AGREEMENT SHALL CONTROL.

GEOPLANNING SOLUTIONS, LLC

By: *Ameé Bailey*
 Ameé Bailey, CEO

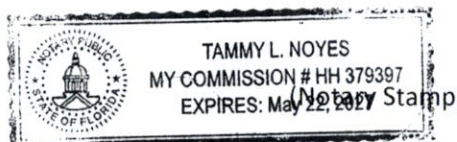
Date: *July 17, 2024*

OATH OR AFFIRMATION

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this *17th* day of *July*, 2024, by Ameé Bailey-Speck (name of person making statement).

Personally Known OR Produced Identification Type of Identification Produced _____.

Tammy L. Noyes
 Signature of Notary Public - State of Florida



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IN WITNESS WHEREOF, the parties hereto have executed this Task Order as of the date written below

TOWN OF DUNDEE:

By: _____
Tandra Davis, Town Manger

Date: _____

ATTEST

By: _____
Town Clerk

APPROVED AS TO FORM:

By: _____
Frederick J. Murphy, Jr., Town Attorney

Exhibit "A"
Scope of Services

GENERAL SCOPE

- On-Call Planning Services
- Municipal Planning and Planning Services
- Land Planning
- Comprehensive Planning
- Policy Planning
- Project and Community Outreach and Communication
- Create, Revise, and Update Land Development Regulation(s)
- Development of Submittal and Review Processes for Development Permits
- Development of Submittal and Review Requirements for Development Orders
- GIS/Mapping Services and Develop Town Database

SPECIFIC TASKS

TASK 1. Provide on-call planning advisory assistance to the TOWN.

- a) The TOWN may request the CONSULTANT to provide on-call planning services during normal business hours.
- b) The TOWN may request the CONSULTANT to attend meetings, take calls, or respond to electronic mail in order to timely respond to applicant or customer inquiries, receive information and provide information.
- c) The TOWN may request the CONSULTANT to assist with training TOWN staff and/or other consultants.

TASK 2. Provide project specific technical planning review services to the TOWN, as needed.

- a) The TOWN may request the CONSULTANT to provide technical planning review services.
- b) The TOWN may request the CONSULTANT to review and provide comments on project specific applications for compliance with the TOWN's Land Development Code (LDC).
- c) The TOWN may request the CONSULTANT to review and provide comments on project specific applications for compliance with other applicable laws.
- d) The TOWN may request the CONSULTANT to attend meetings with the TOWN staff and/or applicants to discuss comments provided.
- e) The TOWN may request the CONSULTANT to conduct inspections of projects and provide comments regarding compliance with approved plans prior to the issuance of a Certification of Completion for the project.
- f) The CONSULTANT shall not be responsible for managing the TOWN's application/project process.
- g) The CONSULTANT shall not be responsible for any work products required for the application/projects outside of providing comments unless specifically requested. (i.e. public notices, agenda, items, staff reports, Public Hearings, ect.)
- h) The CONSULTANT shall not be held responsible for the comments, work products, or inspections provided by other reviewers.
- i) The CONSULTANT shall not be responsible for the issuance of any TOWN permits, development orders, or certifications of completion.

TASK 3. Provide planning assistance with policy and text development, as needed.

- a) The TOWN may request the CONSULTANT to provide recommendations to streamline/eliminate redundancy and synchronize the TOWN's planning codes and regulations.
- b) The TOWN may request the CONSULTANT to assist with the creation, revision, and/or updates to the TOWN's planning codes and regulations.

Exhibit "A"
Scope of Services

- c) The TOWN may request the CONSULTANT to recommend modifications to the TOWN's planning submittal and review processes for development applications, permits and/or orders.
- d) The TOWN may request the CONSULTANT to provide guidance/recommendations regarding legislative changes.
- e) The TOWN may request the CONSULTANT to provide guidance and recommendations for area specific plans, redevelopment areas, master plans, strategic plans, facility plans, and/or other plans/studies to benefit the TOWN.

TASK 4. Provide GIS mapping services, as needed.

- a) The TOWN may request the CONSULTANT to perform GIS services.
- b) The TOWN may request the CONSULTANT to update the TOWN's Future Land Use Maps, Zoning Maps, and/or ArcGIS Online services.
- c) The TOWN may request the CONSULTANT to create other Maps.

SCHEDULE

- a. The TOWN Manager and/or their designee may request Services as Outlined in the Scope of Work.
- b. The CONSULTANT shall perform general planning services within a reasonable time.

The TOWN may request additional Task Orders for other services not specifically identified in the Tasks above from the CONSULTANT as this scope is not intended to include long range or areas specific studies.