



CITY OF GREEN COVE SPRINGS

RFP No. 2020-20 2045 Comprehensive Plan Update



FLEET & ASSOCIATES
ARCHITECTS/PLANNERS, INC.

11557 Hidden Harbor Way Jacksonville FL 32223
(904) 666-7038 AA C001226



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December 19, 2020

Mr. Steven Kennedy
City Manager
City of Green Cove Springs
321 Walnut Street
Green Cove Springs, Florida 32043

Re: RFP No. 2020-20 - 2045 Comprehensive Plan Update

Dear Mr. Kennedy:

Fleet & Associates is pleased to provide this proposal to evaluate the City's 2025 Comprehensive Plan and to develop the 2045 Comprehensive Plan. The firm was established in 1985 and has specialized in providing comprehensive planning services to small municipalities, including the City of Green Cove Springs. The principals of the firm are Janis K. Fleet, AICP, and Robert S. Fleet, RA. Janis K. Fleet, AICP will be the primary contact for this project and will be involved in all aspects of the Comprehensive Plan Update. In addition to the principals, Fleet & Associates has compiled a team of experts with knowledge of Green Cove Springs to address all aspects of this project. The firm is committed to perform the work in accordance with the terms of the proposal being submitted and has a clear understanding of the work to be done.

Qualifications

The Fleet & Associates project team has extensive similar project experience and knowledge of Green Cove Springs. Three recent projects similar to the Green Cove Springs Comprehensive Plan Update are listed below and described in detail in the Qualification Section of this proposal.

Green Cove Springs 2025 Comprehensive Plan – Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, annexed properties, and statutory requirements.

St. Augustine Beach Comprehensive Plan 2040 - Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, and statutory requirements. A Water Facilities Supply Plan and policies to address the "Perils of Flood" were added to address requirements of State Statutes.

Hilliard Comprehensive Plan 2040 - Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, and statutory requirements.

Project Approach

Fleet & Associates is very familiar with the City of Green Cove Springs and the requirements of updating Comprehensive Plans and Land Development Codes, having provided these services to many communities in Northeast Florida. The firm has worked with many communities to develop Comprehensive Plans that reflect the uniqueness of their communities and meets the requirements of State Statutes.

Fleet & Associates has prepared a detailed proposed work plan and schedule for this project. The work plan and schedule are in the Project Approach Section of this proposal. The work plan has five major tasks:

- Task 1: Citizen Engagement and Data Collection
- Task 2: Prepare Alternative Development Plans
- Task 3: Recommend Proposed Changes
- Task 4: Prepare Draft Comprehensive Plan
- Task 5: Adopt Comprehensive Plan

Public involvement will be a major component of this project. All meetings will be open to the public, with a virtual component to expand the opportunity for public input. In addition, all documents will be available for review and comment through the City's website, FaceBook and Twitter pages.

Available Capacity

The Fleet & Associates team is composed of highly respected professionals considered experts in their field. Each team member will bring their expertise and professionalism to this project. **The Fleet & Associates Team has the available capacity within its current personnel and workload to complete the scope of work included in this RFP.** A brief description of the team members is listed below, with their resumes included in Available Capacity Section of this proposal.

Janis Fleet, AICP, president of Fleet & Associates, will be responsible for this project. She is known for working on Comprehensive Plans for communities in Northeast Florida. Ms. Fleet has a unique perspective for this project. She was the planning consultant for City of Green Cove Springs for over 15 years and then served as the City's Development Services Director for 6 years. Ms. Fleet was responsible for and directly involved with the following:

- 2025 Comprehensive Plan
- Interlocal Agreement for Coordinated Planning, Public Educational Facility Siting and Review and School Concurrency in Clay County, 2006
- City of Green Cove Springs, Tomorrow's Vision, 2005
- Vision Implementation Measures from the 2012 Evaluation and Appraisal Report
- 2018 Community Vision Report
- Annexation Reports to expand the City limits to the Utility Service Areas
- Mixed Use Reynolds Park (MURP) FLUM Category
- Grants to expand trails and park facilities in the City
- Development of the Gateway Corridor Zoning District
- Gateway Corridor/CBD Grant Program
- Green Cove Springs Community Redevelopment Area (CRA) Plan
- Updates to the Land Development Regulations

Ms. Fleet is keenly aware of the need to involve the Green Cove Springs residents and businesses in this project and the impact the First Coast Expressway will have on the future growth of Green Cove Springs.

In addition to her work in Green Cove Springs, Ms. Fleet has been responsible for the Comprehensive Plans/Updates for the Town of Hilliard, City of St. Augustine Beach, Town of Hastings, the Town of Baldwin, the Town of Penney Farms, and the Town of Callahan. Ms. Fleet is currently completing the update to the Comprehensive Plan for the Town of Marineland.

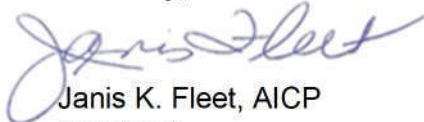
Robert S. Fleet, RA, principal of Fleet & Associates will add his planning and architectural expertise to the project. He has over 40 years of experience working on a variety of projects. Mr. Fleet will review the Comprehensive Plan for impacts on development. He will be responsible for mapping, graphics, recommendations for site and design standards, and illustrative sketches needed for the updated Comprehensive Plan.

Ameera Sayeed, AICP, is a transportation subject matter expert with over 22 years of experience in planning, specifically land use and transportation. As Planning Manager for FDOT District 2, Ms. Sayeed oversaw the Bicycle & Pedestrian LOS tool, and the Bicycle & Pedestrian Gap Study, assessing existing conditions of bicycle and pedestrian systems as part of FDOT's Complete Street Policy.

Josh Cockrell, MPP, has more than 10 years of experience in providing economic development and government relations consulting for public agencies, nonprofit organizations, and businesses throughout Northeast Florida. He uses his economic development expertise to create inroads in both the public and private sectors to progress ventures to fruition. During the past 6 years, Mr. Cockrell has served as the Executive Director of the Clay County Development Authority and is credited for more than \$6M in defense grants that have been awarded to the agency in support of Camp Blanding Joint Training Center.

In conclusion, the team proposed by Fleet & Associates understands the project, with specific expertise and experience to complete this project for the City of Green Cove Springs. Fleet & Associates has developed an excellent working relationship with all our public-sector clients, including Green Cove Springs. We believe this is not only indicative of the quality of our work, but also of our commitment to service. Fleet & Associates looks forward to working with the City of Green Cove Springs on this important project for the future of the City.

Sincerely,



Janis K. Fleet, AICP
President

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 Similar Projects

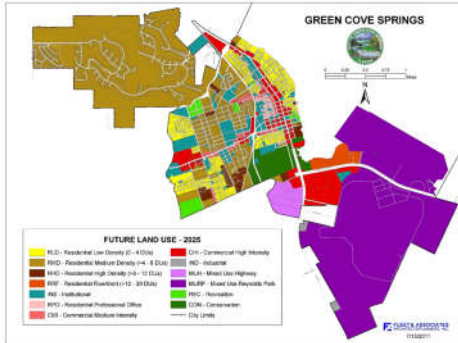
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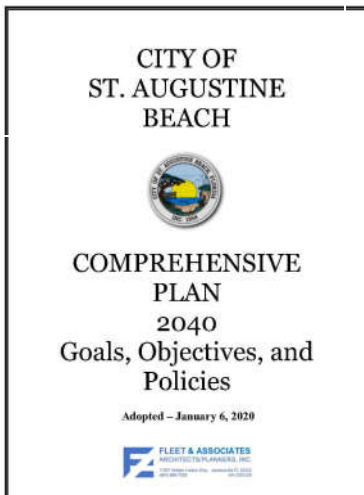
1. QUALIFICATIONS

FIRM BACKGROUND



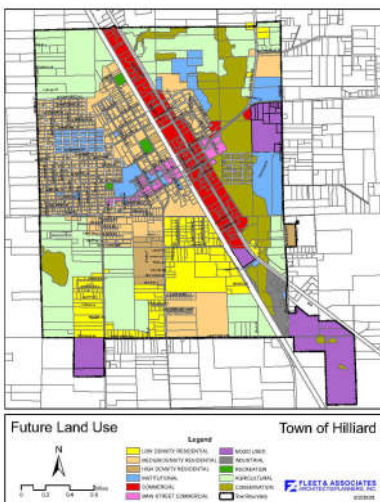
Fleet & Associates Architects/Planners, Inc. is a corporation chartered by the State of Florida. The firm was incorporated in 1985 and has maintained an office in Jacksonville since established. Fleet & Associates is a woman-owned business.

The principals of the firm are Janis K. Fleet, AICP, and Robert S. Fleet, RA. They have extensive experience in planning and architecture. Janis Fleet has a Master of Arts in Urban and Regional Planning and experience working in both the public and private sectors. Robert Fleet has a Master of Arts in Architecture and a Master of Building Construction and a license to practice Architecture in Florida. One of the principals serves as the project manager on all projects undertaken by the firm.



Fleet & Associates provides complete planning and architectural services to public and private sector clients.

The firm provides professional services for master plans, comprehensive plans, land development regulations, feasibility studies, space planning and complete architectural services for both new and renovated facilities.

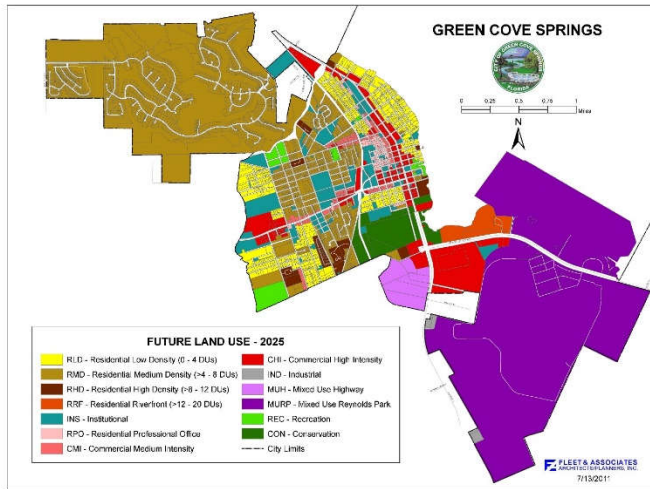


Fleet & Associates specializes in providing services to clients in Northeast Florida and Southeast Georgia, including the City of Jacksonville, the Duval County School Board, the State of Florida, Putnam County, Camden County, St. Johns County, Nassau County, St. Augustine Beach, Baldwin, Hastings, Penney Farms, Atlantic Beach, Fernandina Beach, Green Cove Springs, and Orange Park.

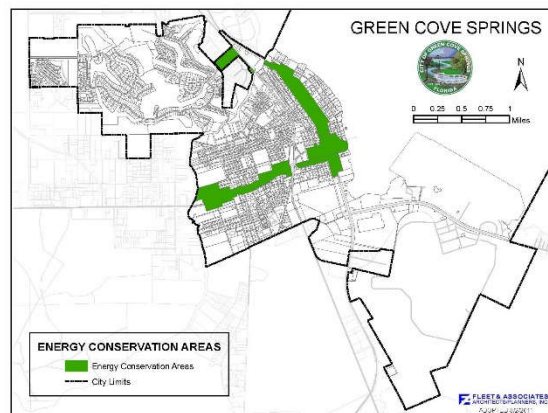
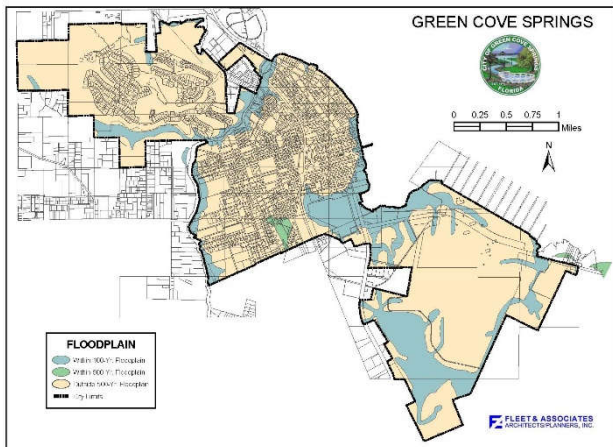
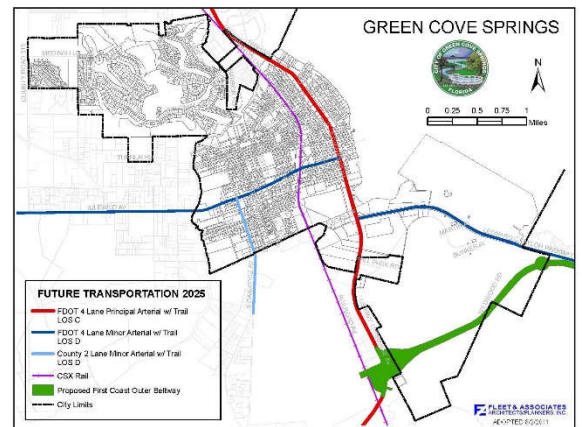
Fleet & Associates is committed to completing projects on time and within budget.

2025 Comprehensive Plan

Green Cove Springs, Florida



Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, annexed properties, and statutory requirements.



Link to Comprehensive Plan - <https://evogov.s3.amazonaws.com/190/media/174818.pdf>

Key Personnel – Janis K. Fleet, AICP – Responsible for citizen involvement, plan preparation, and adoption

Robert S. Fleet, RA – Responsible for mapping

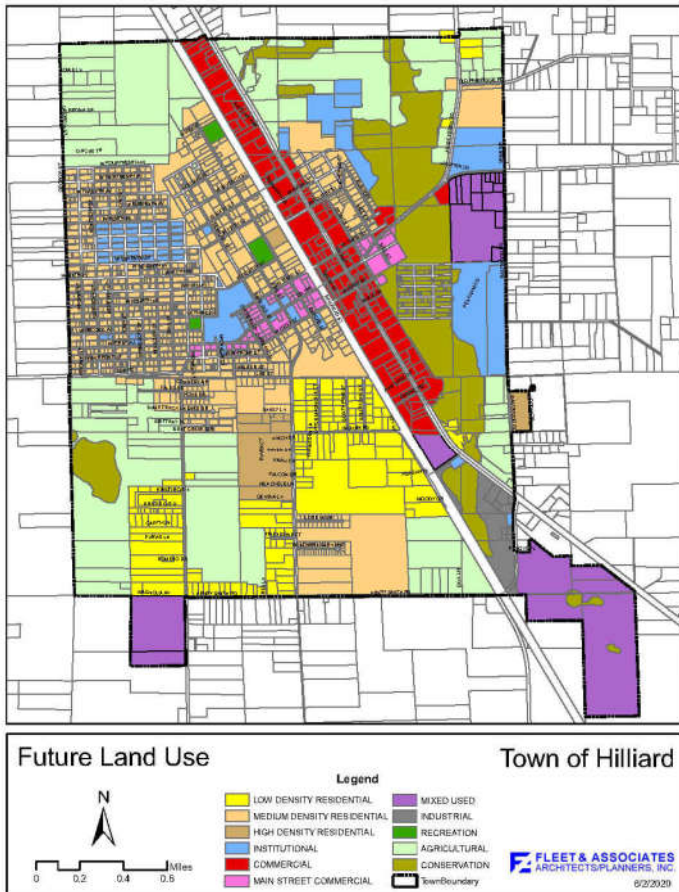
Client Reference – Felecia Hamphshire, Former City Council Member – 904-622-7903

Mitch Timberlake, Former City Council Member – 904-612-9577

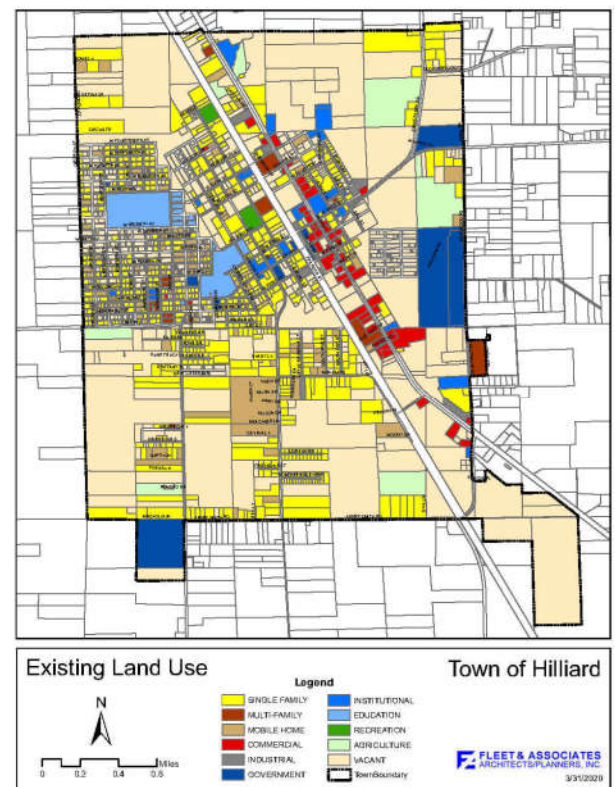
Jim Arnold, City Attorney - 904 - 284-5618

Comprehensive Plan 2040

Hilliard, Florida



Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, and statutory requirements.



Key Personnel: Janis K. Fleet, AICP – Responsible for citizen involvement, plan preparation, and adoption
Robert S. Fleet, RA – Responsible for mapping

Client Reference: Lisa Purvis, Town Clerk – (904) 845-3555

Comprehensive Plan 2040

St. Augustine Beach, Florida

Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, and statutory requirements.

FUTURE LAND USE ELEMENT – GOALS, OBJECTIVES, AND POLICIES
ASSESSMENT AND ISSUE ANALYSIS

GOALS, OBJECTIVES, AND POLICIES	MAJOR ISSUES										COMMENTS
	Intergovernmental Coordination	Economic Development	Environment	Recreation	Community Character	Infrastructure	Transportation	Amusement	Statutory Changes		
L.1.2.6 The City shall ensure the availability of suitable land for utilities in support of development by maintaining in its Land Development Regulations provisions for the dedication of utility sites upon receiving a plat approval or final development plan approval.											
L.1.2.7 Public schools are a permitted use in the following land use categories: Institutional/Governmental, Commercial and High Density Residential; and that the delineation of land use categories for public schools shall be done in accordance with s. 163.3177(6)(2), Florida Statutes.											
Objective: Surrounding Land Uses L.1.3 The City shall not allow land uses that are inconsistent with the City's character and will stipulate the conditions for the removal of non-conforming land uses in the Land Development Regulations.					X						
L.1.3.1 The City shall prohibit commercial and other incompatible land uses in residential areas except within those areas designated for mixed use as established by current City ordinance.		X			X						Reword to LDRs and add Mixed Use as FLUM category
L.1.3.2 The City in the Land Development Regulations shall require a maximum fifteen (15) foot wide vegetative and structural barrier between commercial and residential land uses. The barrier shall screen noise and glare and visually screen adjacent non-compatible land uses, while maintaining the aesthetic purposes of the buffer zones. The width and structural barrier material will be subject to approval by the Comprehensive Planning and Zoning Board.					X						Revise and include in LDRs
L.1.3.3 For future development, the City shall include in the Land Development Regulations design guidelines and standards for buffering, construction of curb cuts, landscaping and signage associated with proposed development adjacent to arterial roads.					X						Reword
L.1.3.4 Commercial development shall not be allowed in areas designated as residential on the Future Land Use Map.											Included on L.1.3.1
L.1.3.5 The City, through its Land Development Regulations, will ensure the compatibility of adjacent land uses by enforcing this Element and by having a unified review and regulatory process.					X						Reword to maintain
L.1.3.6 Transient rental, short-term rental properties are now allowed in Low Density Residential land uses. These rental uses are allowed in Medium Density Residential Density Residential land use districts by licensing issued by the City of St. Augustine Beach.		X			X						
Objective: Historic and Archaeological Resources L.1.4 The City will assure the protection of historic and archaeological resources by including a site review and historic file search requirement within the Land Development Regulations.											To protect of historic resources must have requirements in LDRS
L.1.4.1 The City shall protect significant archaeological and historic sites as defined by the Florida Bureau of Historic Resources' Master Site File of the National Register of Historical Sites by requiring the identification of historic structures in proposed developments.											
L.1.4.2 The City shall coordinate closely with other government agencies, including local, State and Federal governments and the Historic St. Augustine Preservation Board, to exchange data and information to develop sufficient knowledge and protection of all resources of the area.											
L.1.4.3 The City shall not permit development projects that infringe on significant historical or archaeological sites through yearly review of current listings of these resources maintained by the Florida Department of State and the Historic St. Augustine Preservation Board.											
L.1.4.4 The City shall continue with the assistance of the State of Florida and the St. Johns County Historic Resource Review Board, to identify significant historic resources which are in need of protection and to develop management and restoration plans as appropriate.											
L.1.4.5 Historic resources shall be protected through designation as historic sites by the State or the City. The only historic designation within the City is City property, and the City shall through a lease for rental of said property, ensure the preservation of the structure identifies as the Old City Hall.											

Link:

https://www.staugbch.com/sites/default/files/fileattachments/administration/page/43461/adopted_comprehensive_plan_-_01.06.2020.pdf

Key Personnel: Janis K. Fleet, AICP – Responsible for citizen involvement, plan preparation, and adoption

Client Reference: Max Royle, City Manager – (904) 471-2122

SIMILAR PROJECT EXPERIENCE

COMPREHENSIVE PLANS

- City of St. Augustine Beach
- City of Green Cove Springs
- Town of Hilliard
- Town of Marineland
- Town of Penny Farms
- Town of Baldwin
- Town of Hastings
- Town of Callahan
- St. Johns County
- Nassau County/Fernandina Beach
- City of Neptune Beach
- City of Atlantic Beach

EVALUATION AND APPRAISAL REPORTS

- City of St. Augustine Beach
- Town of Penny Farms
- Town of Baldwin
- City of Green Cove Springs
- Town of Hastings
- Town of Callahan
- Town of Hilliard

LAND DEVELOPMENT REGULATIONS

- City of Green Cove Springs
- Town of Hilliard
- City of St. Augustine Beach
- Town of Penny Farms
- Town of Hastings
- Town of Baldwin

PLANNING CONSULTANT

- Town of Hilliard
- Town of Marineland
- City of Green Cove Springs
- Town of Hastings
- Town of Baldwin
- Town of Penny Farms
- Levy County School Board
- Baker County School Board
- Town of Callahan

GRANT WRITING AND ADMINISTRATION

- Recreation Trails Program
- Land and Water Conservation Program
- Florida Recreation Development Assistance Program
- Florida DEO Technical Assistance Grants
- Florida DEO Economic Development Grants
- Florida Communities Trust
- ARRA Energy Grants
- Florida DOS Div. of Historical Resources Small Matching Historic Preservation Grants
- FEMA Hazard Mitigation Grant Program
- Disaster Recovery Initiative (DRI)
- Disaster Recovery Enhancement Funds (DREF)
- Florida DOA Urban Forestry Grants
- Florida DOT Safe Routes to Schools Grants

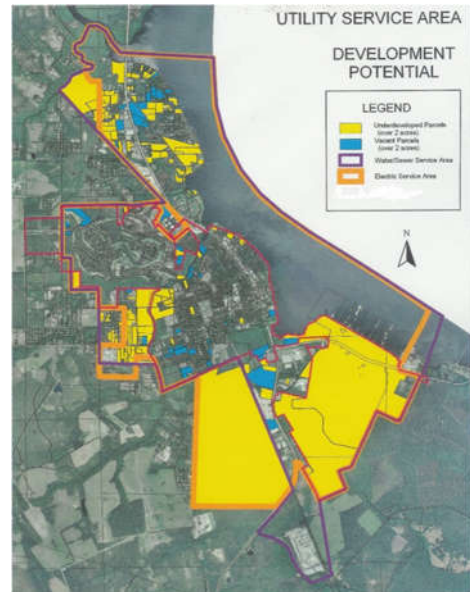
2. PROJECT APPROACH

PROJECT APPROACH

This project will entail an update of the 2025 Comprehensive Plan to ensure that Green Cove Springs' quality of life is enhanced and protected as the City grows. The 2045 Comprehensive Plan needs to address changes in existing conditions, business and residents vision for future growth, annexation, and redevelopment opportunities. The construction of the First Coast Expressway will have a major impact on growth in and around the City. The City of Green Cove Springs needs to ensure that there are innovative growth management and development strategies that will promote economic prosperity for businesses and residents, while improving the quality of life for existing and future citizens.

Task 1: Citizen Engagement and Data Collection

- Fleet & Associates will conduct an orientation meeting with City staff, the Citizens Advisory Committee, the Planning and Zoning Board, and City Council to obtain an understanding of the City's goals, specific issues, City policies, interagency interaction, opportunities and/or problems relating to growth and development within the City.
- Fleet & Associates will evaluate the City's 2025 Comprehensive Plan based on the orientation meeting.
- The plans of the North Florida TPO, the Florida Department of Transportation, St. Johns River Water Management District and any other federal, state, or regional agency having plans or programs that could impact Green Cove Springs will be evaluated in relation to the 2025 Comprehensive Plan.
- Fleet & Associates will review the existing conditions of Green Cove Springs. A market study will be prepared to address the existing housing market and economic conditions. The marketing study will review demographics, land use and zoning, transportation, the natural environment, community services and the image and identity of Green Cove Springs.



- Fleet & Associates will examine the critical issues facing Green Cove Springs, including annexation, the development of Reynolds Park, the redevelopment potential of downtown, traffic created by US 17 and SR 16, the limitations of a walkable community, and maintaining the historic and small town character of Green Cove Springs.



- A Public Workshop/Visioning session will be held to obtain input from the residents and businesses in the City, with an emphasis on economic growth and the impact of the Comprehensive Plan. To maximize public input, the workshop will be a hybrid, with both in person and virtual participants. All graphics shall be available for viewing at City Hall, the week before and the week after the workshop during designated times and will be on the City's website, FaceBook, Instagram, and Twitter pages.

Deliverable - A summary report will be prepared of the information and comments identified in Task 1.

Task 2: Prepare Alternative Development Plans

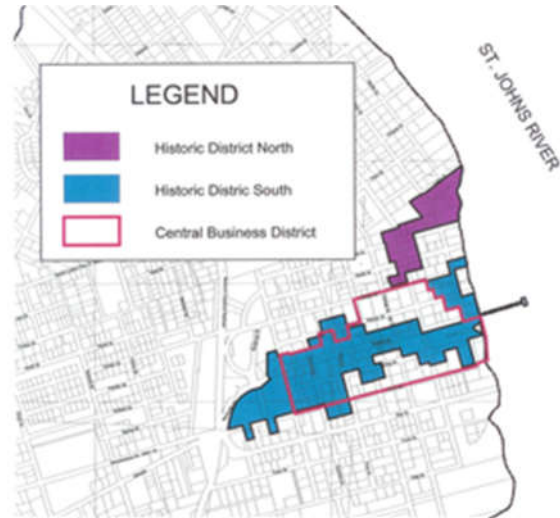
- Fleet & Associates will prepare an analysis of the changes that have taken place in the Green Cove Springs developed environment since the 2025 Comprehensive Plan was adopted. This will include an analysis of the existing land use to determine the patterns for future growth.
- Fleet & Associates will prepare an analysis of policies and strategies for the development of a Form Based Code, standards that improve the visual character of the US 17 and SR 16 corridors, development of a context sensitive design for US 17 through the City limits and the potential of adding a Future Land Use designation of Traditional Neighborhood Design (TND).
- Maps will be prepared using GIS to illustrate the land use patterns. These maps will be presented to the City and will be available for review by the residents and businesses via the City's website and other social media platforms of FaceBook, Instagram, and Twitter.
- A public workshop will be held to develop alternatives for future growth. The alternatives will promote the City's desire to encourage sustainability. Alternatives will address land uses, transportation, infrastructure, housing, including affordable housing, and infill development. Boundaries for the downtown and historic districts will be addressed.
- Fleet & Associates will prepare alternative maps for future growth based on the public workshop. The alternatives will be available for comment by the residents and businesses via the City's website and other social media platforms of FaceBook, Instagram, and Twitter.
- The Alternative Development Plans will be presented to the City Council, Planning and Zoning Board, and the Citizens Advisory Committee for selection of the desired plan. The selected alternative will guide the preparation of updated goals, objectives, and policies of the Future Land Use and Transportation Elements and new Future Land Use and Future Transportation Maps.



Deliverable - A summary report will be prepared of the information and comments identified in Task 2, including maps of the alternative development plans.

Task 3: Recommend Proposed Changes

- Fleet & Associates will provide a summary of proposed changes to the goals, objectives, and policies of the Future Land Use and Transportation Elements of the Comprehensive Plan that are required to achieve the desired development plan. Proposed changes to the Future Land Use Map and Transportation Maps will also be provided.
- Fleet & Associates will present the summary of changes to City staff, the Citizens Advisory Committee, Planning and Zoning Board and City Council for review and comment.
- The summary will be available for review and comment by the residents and businesses via the City's website and other social media platforms of FaceBook, Instagram, and Twitter.
- After obtaining general agreement on the summary presented, Fleet & Associates will provide the City with a final summary based on the comments received. The final draft will be available for review via the City's website and other social media platforms of FaceBook, Instagram, and Twitter.



Deliverable - A summary report of the proposed changes to the goals, objectives, and policies of the Future Land Use and Transportation Elements.

Task 4: Prepare Draft Comprehensive Plan

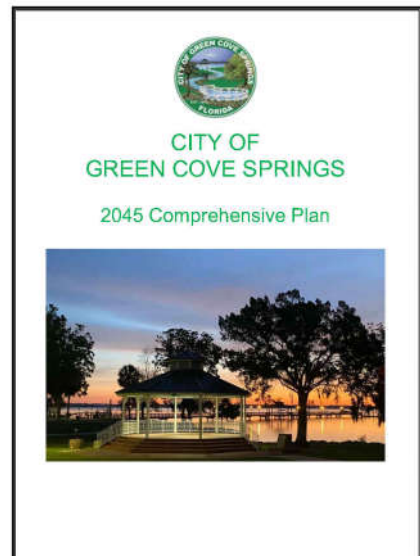
- Fleet & Associates will prepare a draft of the proposed Future Land Use and Transportation Elements of the Comprehensive Plan in underline and strike out format that is based on the final summary of proposed changes. Fleet & Associates will coordinate with City staff on the changes to the other elements required for consistency with the proposed changes to the Future Land Use and Transportation Elements and input received at community meetings and workshops.
- The draft Comprehensive Plan will be presented to the City staff, the Citizens Advisory Committee, Planning and Zoning Board and City Council for review and comment.

- The draft of the proposed Comprehensive Plan will be available for review via the City’s website and other social media platforms of FaceBook, Instagram, and Twitter.
- Fleet & Associates will revise the draft Comprehensive Plan based on the meetings and will provide a response to all comments received at the meeting, submitted digitally, or written.

Deliverable – The Draft Comprehensive Plan Future Land Use and Transportation Elements including maps.

Task 5: Adopt Comprehensive Plan

- The Comprehensive Plan will be subject to “State Coordinated Review”. Two public hearings will be required at the transmittal phase. One of the transmittal hearings will be held by the Planning and Zoning Board. The second transmittal hearing will be held by the City Council after the Planning Board’s hearing. Fleet & Associates will assist the City staff in preparing the required advertisements to meet state statutes and will make a presentation at the public hearings on the proposed changes to the Comprehensive Plan and respond to any questions.
- After the Council votes on the transmittal document, Fleet & Associates will coordinate with City staff to send the proposed Comprehensive Plan to DEO and other reviewing agencies for review and comment. The DEO has 60 days to review the plan and provide an Objections, Recommendations, and Comments (ORC) Report to the City.
- Fleet & Associates will propose changes to the draft of the proposed Comprehensive Plan to address the issues identified in the ORC Report. The revised draft will be submitted to the Council for review and approval.
- The amendments proposed to the Comprehensive Plan must be adopted by ordinance. Fleet & Associates will assist City staff in preparation of the required ordinance. The Council will hold two public hearings for the first and second readings of the ordinance adopting the changes proposed to the Comprehensive Plan.
- Fleet & Associates will assist City staff in transmitting the adopted comprehensive plan amendments to DEO for compliance review.



Deliverable – One (1) printed color copy and one (1) digital copy in PDF format of the adopted Comprehensive Plan. All maps included in the plan will also be provided separately in .pdf format and all shapefiles of all maps.

CITY OF GREEN COVE SPRINGS 2045 COMPREHENSIVE PLAN

PROPOSED SCHEDULE

TASK	2021											2022	
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Task 1: Citizen Engagement and Data Collection													
Task 2: Prepare Alternative Development Plans													
Task 3: Recommend Proposed Changes													
Task 4: Prepare Draft Comprehensive Plan													
Task 5: Adopt Comprehensive Plan													

2045 COMPREHENSIVE PLAN

PROPOSED FEE/HOURLY RATE

<u>Task 1</u>	Task 1: Citizen Engagement and Data Collection	\$ 25,000
<u>Task 2</u>	Task 2: Prepare Alternative Development Plans	\$ 20,000
<u>Task 3</u>	Task 3: Recommend Proposed Changes	\$ 10,000
<u>Task 4</u>	Task 4: Prepare Draft Comprehensive Plan	\$ 10,000
<u>Task 5</u>	Task 5: Adopt Comprehensive Plan	\$ <u>5,000</u>
	Total Proposed Fee	\$ 70,000

The proposed fee is based on an hourly rate of \$125 per hour

3. AVAILABLE CAPACITY



CITY OF GREEN COVE SPRINGS 2045 COMPREHENSIVE PLAN

PROJECT MANAGER

Janis K. Fleet, AICP

Citizen Involvement
Comprehensive Plan Update
Market Analysis

TRANSPORATION
COMPLETE STREETS AND
CONTEXT SENSITIVE
SOLUTIONS

Ameera Sayeed, AICP

MAPPING, GRAPHICS AND
URBAN DESIGN

Robert S. Fleet, RA

ECONOMIC STRATEGIES AND
HOUSING MARKET ANALYSIS

Josh Cockrell, MPP



JANIS K. FLEET, AICP

COMPREHENSIVE PLANNING EXPERIENCE

PROFESSIONAL EXPERIENCE

Over 40 years of planning experience to public and private sector clients. Extensive experience in preparation of comprehensive plans and Land Development Regulations for municipalities and master planning and rezoning for property owners/developers. A recognized expert in the field of planning in Northeast Florida.

WORK EXPERIENCE

- President – Fleet & Associates Architects/Planners, Inc. (1985-Present)
- Development Services Director – City of Green Cove Springs (2012-2018)

EDUCATION

- University of Florida
Masters of Arts in Urban and Regional Planning (1978)
Bachelor of Arts with Honors (1976)

- **Green Cove Springs Comprehensive Plan**
 - Comprehensive Plan Update-EAR Based Amendments- 2006
 - Evaluation and Appraisal Report (EAR)-2008
 - Comprehensive Plan Update-EAR Based Amendments- 2011
 - Comprehensive Plan Amendments for Annexed Property- 1999, 2007, 2008, 2015
 - Comprehensive Plan Amendments for Reynolds Park – 2010
 - Public Schools Facilities Element – 2008
- **Hilliard Comprehensive Plan**
 - Evaluation and Appraisal Report (EAR) – 2010
 - Comprehensive Plan Update -EAR Based Amendments – 2020
 - Comprehensive Plan Amendments for Annexed Property-2008
 - Public Schools Facilities Element - 2008
- **St. Augustine Beach Comprehensive Plan**
 - Comprehensive Plan – 1992
 - Evaluation and Appraisal Report (EAR) – 2008
 - Comprehensive Plan Update -EAR Based Amendments 2019
- **Callahan Comprehensive Plan**
 - Evaluation and Appraisal Report (EAR) – 2010
 - Comprehensive Plan Update -EAR Based Amendments – 2012
 - Comprehensive Plan Amendments for Annexed Property-2007
 - Public Schools Facilities Element - 2008
- **Baldwin Comprehensive Plan**
 - Comprehensive Plan – 1992
 - Evaluation and Appraisal Report (EAR) – 2010
 - Comprehensive Plan Update -EAR Based Amendments – 2011
 - Economic Development Element - 2005
 - Public Schools Facilities Element - 2008
- **Hastings Comprehensive Plan**
 - Evaluation and Appraisal Report (EAR) – 2009
 - Comprehensive Plan Update -EAR Based Amendments – 2012
 - Comprehensive Plan Amendments for Annexed Property-2008
 - Public Schools Facilities Element - 2008
- **Penney Farms Comprehensive Plan**
 - Comprehensive Plan - 1992
 - Evaluation and Appraisal Report (EAR) – 2009
 - Comprehensive Plan Update -EAR Based Amendments – 2010
- **Marineland Comprehensive Plan Update**

JANIS K. FLEET, AICP

PROFESSIONAL MEMBERSHIP/ RECOGNITIONS

- American Institute of Certified Planners (AICP) – 1980 to Present
- Florida Planning and Zoning Association (FPZA) - 1978–Present
First Coast Chapter President - 1988–1990
State President -1994–1995
- American Planning Association (1978–Present)
First Coast Section Board- 1992–1996, 2015–Present
- Outstanding Alumnus of the Year, University of Florida Urban and Regional Planning Dept. - 1996
- FPZA Focus Award Recipient – 1997
- North Florida TPO Technical Coordinating Committee - (2000-2007)

COMMUNITY INVOLVERMENT/ RECOGNITIONS

- River Garden Hebrew Home (1999–Present)
President (2008–2011)
- River Garden Senior Services Board (2008–Present)
Vice President (2016–2022)
- Mandarin High School Advisory Committee (1998–2008)
Chair (2001–2007)

RELATED PROJECT EXPERIENCE

- **PLANNING CONSUTANT SERVICES ON-GOING BASIS**
 - **Town of Hilliard (2019 – Present)**
 - **Town of Marineland (2019 to Present)**
 - **City of Green Cove Springs (1998 – 2012)**
 - **Town of Hastings (1999 – 2018)**
 - **Town of Baldwin (1985 – 2018)**
 - **Town of Penney Farms (1985 to Present)**
- **ANNEXATION**
 - **City of Green Cove Springs**
 - **Town of Hastings**
 - **Town of Hilliard**
 - **Town of Callahan**
 - **Town of Baldwin**
 - **Town of Penney Farms**
- **COMMUNITY REDEVELOPMENT AREA (CRA) PLANS**
 - **City of Green Cove Springs**
 - **Town of Hastings**
 - **City of Fernandina Beach Waterfront CRA**
- **LAND DEVELOPMENT REGULATIONS**
 - **City of Green Cove Springs**
 - **Town of Hastings**
 - **Town of Penney Farms**
 - **City of St. Augustine Beach**
 - **Town of Baldwin**
 - **City of Green Cove Springs Gateway Corridor**
- **VISIONING**
 - **City of Green Cove Springs**
 - **Tomorrow’s Vision**
 - **2012 Vision Implementation Measures**
 - **2018 Community Vision Report**
 - **Town of Hasting Vision 2006**
 - **Town of Orange Park Branding and Signage**
 - **River Garden Senior Services**
- **GRANTS FOR GREEN COVE SPRINGS**
 - **FRDAP Grant for Spring Park**
 - **FRDAP Grant for Vera Francis Hall Park**
 - **LWCF Grant for Spring Park**
 - **FCT Grant for the Green Cove Nature Preserve**
 - **DEO Grant for the Green Cove Springs CRA**
 - **DEO Grant for Green Cove Springs Economic Development Element to the Comprehensive Plan**
 - **Urban Forestry Grant for a Tree Inventory for Green Cove Springs**
 - **Urban Forestry Grant to Update the Green Cove Springs Landscape and Tree Ordinance**
 - **FDOT/TPO Grant for the Palmetto/MLK Trail**



City of Green Cove Springs

(904) 297-7500
Fax (904) 529-1049
TDD: (904) 529-2219

321 Walnut Street

Green Cove Springs, FL 32043
www.greencovesprings.com

PRESS RELEASE

11/20/12

Re: City of Green Cove Springs is the Recipient of FPZA Outstanding Public Study Award

The City of Green Cove Springs is the 2012 Recipient of the Outstanding Public Study Award by the First Coast Chapter of the Florida Planning and Zoning Association for the Green Cove Springs Tomorrow's Vision Implementation Measures. The plan included a day long visioning session attended by over 70 area businesses and residents.

The award was announced and presented on November 15, 2012 at Epping Forest Yacht Club in Jacksonville at the Association's annual awards and officer installation banquet. The award was presented to Mayor Pam Lewis and Development Services Director Janis Fleet by Ed Lehman, Director of Planning for the Northeast Florida Regional Council.

FPZA is a non-profit organization that has promoted sound planning principles and education statewide since 1951.

For more information, contact Janis Fleet, by e-mail at jfleet@greencovesprings.com or by phone at 904-297-7500, ext. 3317.





ROBERT S. FLEET, RA

RELATED PROJECT EXPERIENCE

- **COMPREHENSIVE PLANNING EXPERIENCE**
 - Town of Hilliard Comprehensive Plan Update - 2020
 - St. Augustine Beach Comprehensive Plan Update - 2019
 - Comprehensive Plan Amendment for Town of Penney Farms Annexation

- **PLANNING CONSULTANT SERVICES**
 - Town of Hastings Planning Consultant, 2012 – 2018
 - Land Development Regulations Update for Town of Hastings
 - St. Johns County Local Mitigation Strategy Taskforce Member
 - Town of Baldwin Planning Consultant, 2012 – 2018

- **GRANT WRITING AND ADMINISTRATION**
 - DEO Technical Assistance Planning Grant for the Town of Hastings
 - Florida Communities Trust Grant for the Town of Hastings
 - Division of Historical Resources Small Matching Historic Preservation Grant for the Town of Hastings
 - Hazard Mitigation Grant Program for the Town of Hastings
 - Hazard Mitigation Grant Program for the Town of Baldwin
 - Disaster Recovery Initiative (DRI) for the Town of Baldwin
 - Disaster Recovery Initiative (DRI) for the Town of Hastings
 - Disaster Recovery Enhancement Funds (DREF) for the Town of Baldwin
 - Urban Forestry Grant for the Town of Baldwin
 - Urban Forestry Grant for the Town of Hastings
 - FDOT Safe Routes to Schools Grant for the City of Atlantic Beach
 - ARRA Energy Grant for the City of Atlantic Beach
 - ARRA Energy Grant for Town of Baldwin

- **OTHER RELATED EXPERIENCE**
 - City of Green Cove Springs Tomorrow's Vision
 - Magnolia Park
 - Vera Francis Hall Park Pavilion
 - Town of Orange Park Branding and Signage
 - City of Fernandina Beach Waterfront CRA
 - Orange Park Town Hall
 - St. Augustine Beach City Hall

PROFESSIONAL EXPERIENCE

Over 40 years of extensive architectural, master planning, consultant planning and project management experience. This includes the master planning of governmental and recreational facilities, site review, land use planning, grant writing and administration, and the design and construction administration of all types of buildings.

WORK EXPERIENCE

- Principal – Fleet & Associates Architects/Planners, Inc. (1985-Present)

EDUCATION

- University of Florida
Master of Arts in Architecture (1978)
Master of Building Construction (1978)
Bachelor of Design (1976)



AMEERA SAYEED

SENIOR TRANSPORTATION PLANNER - AICP

WORK EXPERIENCE

PROFILE

Seasoned Transportation Subject Matter Expert and Consultant with over 22 years of experience in executive leadership & project management for government and private sector AEC and Planning industries, specifically land use and transportation.

Extensive experience in land development, transportation planning, bicycle and pedestrian planning, travel demand modeling, GIS and managing multi-million-dollar transit planning programs.

Exceeds expectations by creating valuable partnerships. Works well with people at all levels of the organization, including stakeholders, clients, and team members.

CONTACT

PHONE:
904-868-3381

WEBSITE:
www.equusis.com

EMAIL:
asayeed@equusis.com

President & Owner - Equus Innovative Solutions®, LLC, dba Equusis®, LLC

- Established an infrastructure and planning consulting services firm that has quickly built a deep client base of high-profile state and local governments. The firm is providing TOD policy, technical assistance, strategic, and regulatory consultation.
- Providing due diligence and peer review for state and local government projects.
- Performing an array of technical assistance for municipalities in program/project management, and project strategy services in the transportation industry. This includes traffic studies, develop manuals/guides, traffic impact fees, land and site development, transportation planning, infrastructure planning, and transit planning.
- Bringing a highly valued, unique and diverse perspective to comprehensive and land use planning for all modes of transportation, including trains, freight, automobiles, bicycle, and pedestrian.
- Building long-term relationships and consensus while supporting clients with data-driven, innovative, future-oriented, and effective solutions in transit planning, freight planning, highway planning, and land planning.
- Overseeing and direct all GIS projects, asset management travel demand modeling, land use codes, permitting, and environmental studies for both private and public sector.
- Developed the J. Turner Butler Master Plan (JTA), numerous urban and rural local government Transportation Elements, Context and Complete Street consulting services, the Mathews Bridge Moveable Barrier Study (JTA GEC), the J. Turner Butler Corridor Study (JTA GEC), the Branan Field Chaffee Interchange Justification Report, and the I-95/Oslo Road Interchange Justification Report. Conducted the Rail Loop Traffic Study for USMC, Blount Island Command, and developing the Project Traffic for the I-95/I-595 Master Plan along with the Cecil Field Reuse Plan.

FECI Project Consultant Manager - Fortress Investment Group & Florida East Coast Industries (FECI)

- Consulted nationwide on over \$2 billion dollars with Florida East Coast Industries and Fortress Investment Group. Served in the role of advisor, planner, and leader with internal/external clients to implement projects and or quality improvements.
- Handled complex initiatives tied to a specific business unit or for enterprise-wide projects, often worked on multiple projects simultaneously, including directing all Project Management functions for investment-grade loans and grants.

- Enacted changes across many levels while working across 3 major entities, including Governor's actions, mergers and acquisitions, executive staff changes/additions, and policy direction.
- Worked with Fortress, and FECL to coordinate and fill gaps with high turnaround deliverables to provide information and analysis. Ensured projects were delivered within the budget and time constraints.
- Achieved several firsts, including applying for and receiving the CRISI Grant, as well as the ORDC, which was applied for with a noticeably short lead time of 12 hours.
- Coordinated all Master Plan requirements and managed the entire project team through all phases to ensure quality objectives were met, coordinated with in-house accounting personnel to ensure budget expectations were met.

Transportation Planning Manager - Florida Department of Transportation (FDOT) District 2

- Managed 4 program areas in the 18 regional counties and 60+ municipalities, supervising transportation planning support for public entities and their County/City Commissions.
- Led technical assistance including development review, asset management, traffic modeling, and traffic forecasting, along with ADA, as well as data compilation and performance measures.
- Oversaw review of Comprehensive Plan amendments, Master Plans, and Planned Unit Developments.
- Developed and implemented multimodal planning best practices for the National Center for Transit Research.
- Created the NERPM AB Land Use Editing Tool to simplify land use and socioeconomic data changes, improve data management and visualization, improve the accuracy of results, as well as maximize the efficiency and return on investment
- Oversaw funding sourcing and tracking using tracking impact fees, mitigation for mobility planning.
- Designed and edited the Growth & Development Handbook.
- Preserved and managed the SIS/non-SIS highway system through policy and regulatory decision-making for resources, rights of way, safety and crash analyses.
- Managed and oversaw the development of traffic forecasts for Planning and Design.
- Oversaw the Bicycle & Pedestrian LOS tool, and the Bicycle & Pedestrian Gap Study, assessing existing conditions of bicycle and pedestrian systems as part of FDOT's Complete Street Policy.

Senior Regional Planner - Northeast Florida Regional Council (NEFRC)

- Served as Statewide Instructor for the Transportation Interface for Modeling Evacuation (TIME). Provided technical support for the evacuation planning tool, TIME, while working for NEFRC, a council of Governments of 7 counties and 20+ municipalities.
- Coordinated with the State of Florida Division of Emergency Management, the NEFRC (the lead agency) and a team that consisted of ten other Regional Planning Councils (Councils of Government entities).
- Conducted population projections and economic indicators, including economic impact analyses using REMI modeling software and RIMS.

- Completed Post-Disaster Redevelopment plans for multiple jurisdictions and Local Mitigation Strategy for Nassau County.
- Helped win the National Planning Excellence Award for Hazard Mitigation & Disaster Planning for the Florida Statewide Regional Evacuation Study.

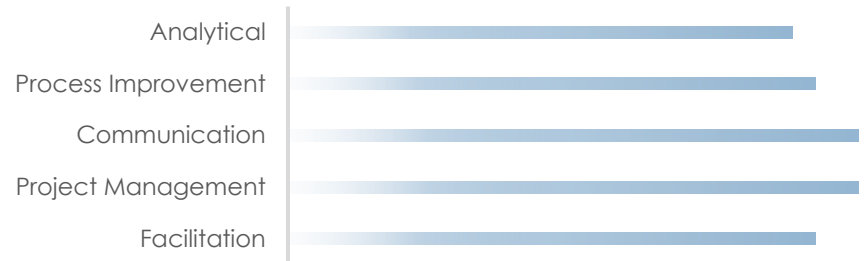
EDUCATION AND CERTIFICATIONS

APA - American Institute of Certified Planners (AICP) – 2010

Arizona State University

Bachelor of Arts in Geography, with a concentration in Planning and Economics

SKILLS





Josh Cockrell, MPP Principal

Professional Background

Josh Cockrell is the founder and Principal of The StellaRea Group and has more than 10 years of experience in providing economic development and government relations consulting for public agencies, nonprofit organizations, and businesses throughout Northeast Florida. He uses his economic development expertise to create inroads in both the public and private sectors to progress ventures to fruition.

Mr. Cockrell's extensive background in public policy and issue advocacy has helped his clients achieve their legislative objectives. Some of his current clients include Republic Services, River City Science Academy, Project Finance & Development Investments, z-Trip, Jacksonville Bail Agents Association, and FUEL Media Outdoors. During the past 6 years, Mr. Cockrell has served as the Executive Director of the Clay County Development Authority and is credited for more than \$6M in defense grants that have been awarded to the agency in support of Camp Blanding Joint Training Center.

Prior to launching The StellaRea Group, Mr. Cockrell was Director of Economic Development for Gilmore Hagan Partners where he has represented a variety of clients including Jacksonville Airport Authority, Jacksonville Transportation Authority, St. Johns County Industrial Development Authority, Wawa, NoPetro, Checker Cab, GATE, and many others. Other past experiences include representing candidates for political office during his tenure at Pass Consulting Group, coordinating a capital campaign for a new hospital in Clay County through St. Vincent's HealthCare Foundation, and serving as Director of Marketing and Community Relations for Community Rehabilitation Center.

Education

Jacksonville University, Jacksonville, Florida

- Master in Public Policy

College of Charleston, Charleston, South Carolina

- Bachelor of Arts in Political Science

Licenses

Real Estate Sales Associate, Florida



803.917.2420 (cell)



Josh@StellaReaGroup.com



www.StellaReaGroup.com

Years of Experience

10+ Years

Areas of Specialization

Government Relations
Economic Development
Board Management
Executive Administration
Financial Planning & Oversight
Real Estate Negotiations
Grant Writing & Management
Business Development
Land Use and Zoning



THE STELLAREA GROUP

Josh Cockrell

Dedicated, self-motivated, detail-oriented, professional with approximately 7 years of economic development experience working with businesses, nonprofits, local and state governments. 10+ year career in government relations and public policy. Accomplishments reflect strong leadership, communication skills, consensus building, and a demonstrated commitment to organizational growth and problem solving. Organized and deadline driven. Strong background in project management, building and maintaining relationships with business and political communities.

Experience

- 2019.10 - present** **Principal / Co-Owner**
Reliable Monitoring Solutions
- Installs, services, and monitors drug and alcohol solutions for problem-solving courts, pretrial and probation services.
 - Serves as co-founder / co-chief executive for the company.
- 2019.07 - present** **Principal / Owner**
The StellaRea Group
- Provides government relations and economic development consulting for public agencies, non profit organizations, and businesses throughout Florida.
 - Lobbies government agencies, legislative branches, local and state elected officials on an array of issues on behalf of clients.
 - Assists clients with identifying business development opportunities and building strategic alliances.
 - Assists clients with resolving land use, zoning, permitting, and planning and development issues.
 - Provides executive administrative support for government agencies and boards.
 - Provides grant management and administration services.
 - Responsible for the administration, implementation and evaluation of programs, planning and operation, budget preparation, contract and vendor management.
- 2019.08 - present** **Real Estate Sales Associate**
Landmark Commercial Realty Group, Inc.
- Provides a vast array of commercial real estate services including seller/buyer representation, tenant/landlord representation, site selection, business brokerage, commercial property management, and consulting services across all commercial real estate market segments in Florida.
- 2013.03 - 2019.06** **Director of Economic Development**
Gilmore Hagan Partners (formerly Infinity Global Solutions)
- Provided government relations and economic development consulting for public agencies, non profit organizations, and businesses throughout Florida.
 - Lobbied government agencies, legislative branches, local and state elected officials on an array of issues on behalf of clients.
 - Identified, analyzed, and monitored pending legislation that affects clients and disseminated information to the appropriate parties.
 - Conducted and facilitated economic impact analyses and strategic plans.
 - Assisted clients with identifying public/private partnerships, business development opportunities and building strategic alliances.
 - Assisted clients with resolving land use, zoning, permitting, and planning and development issues.

Personal Info

Address

462 Auburn Oaks Road E
Jacksonville, FL 32218

Phone

803-917-2420

E-mail

Josh@ReliableMonitoringSolutions.com

LinkedIn

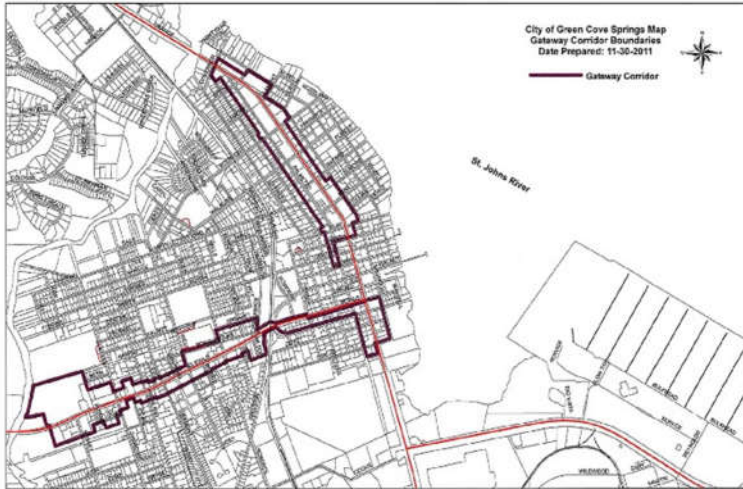
linkedin.com/in/joshuacockrell

Skills

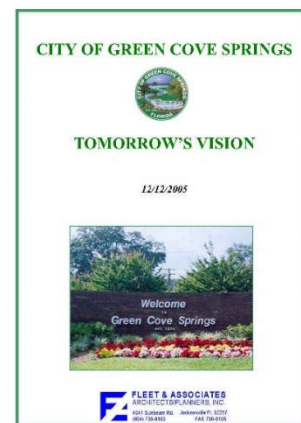
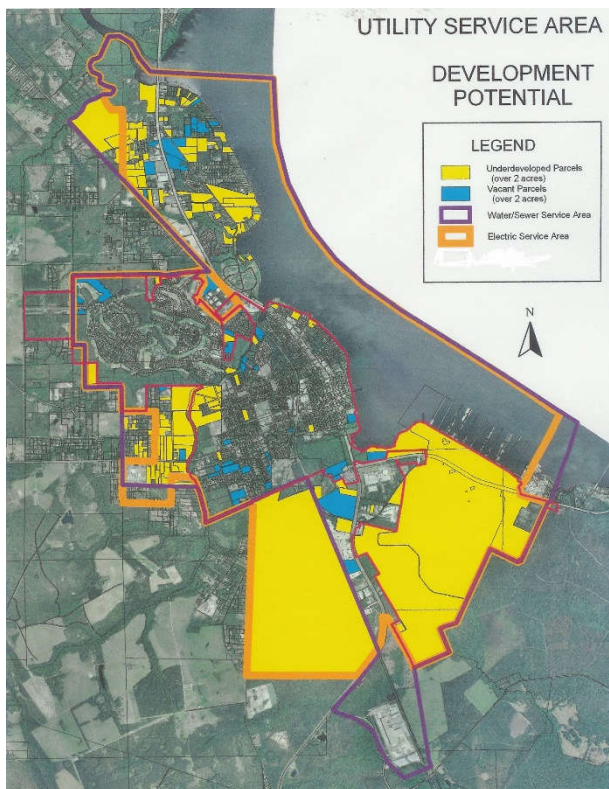
- Board, Community, and Government Relations 
- Grants Management and Administration 
- Policy Development and Analysis 
- Business and Program Development 
- Budget Preparation and Planning 
- Strategic Planning and Implementation 
- Interpersonal Skills 
- Oral and Written Communications 
- Self-Motivation and Visionary 
- Detail-Oriented 
- Ability to Work Under Pressure 
- Deadline-Driven 

Planning Services

Green Cove Springs, Florida



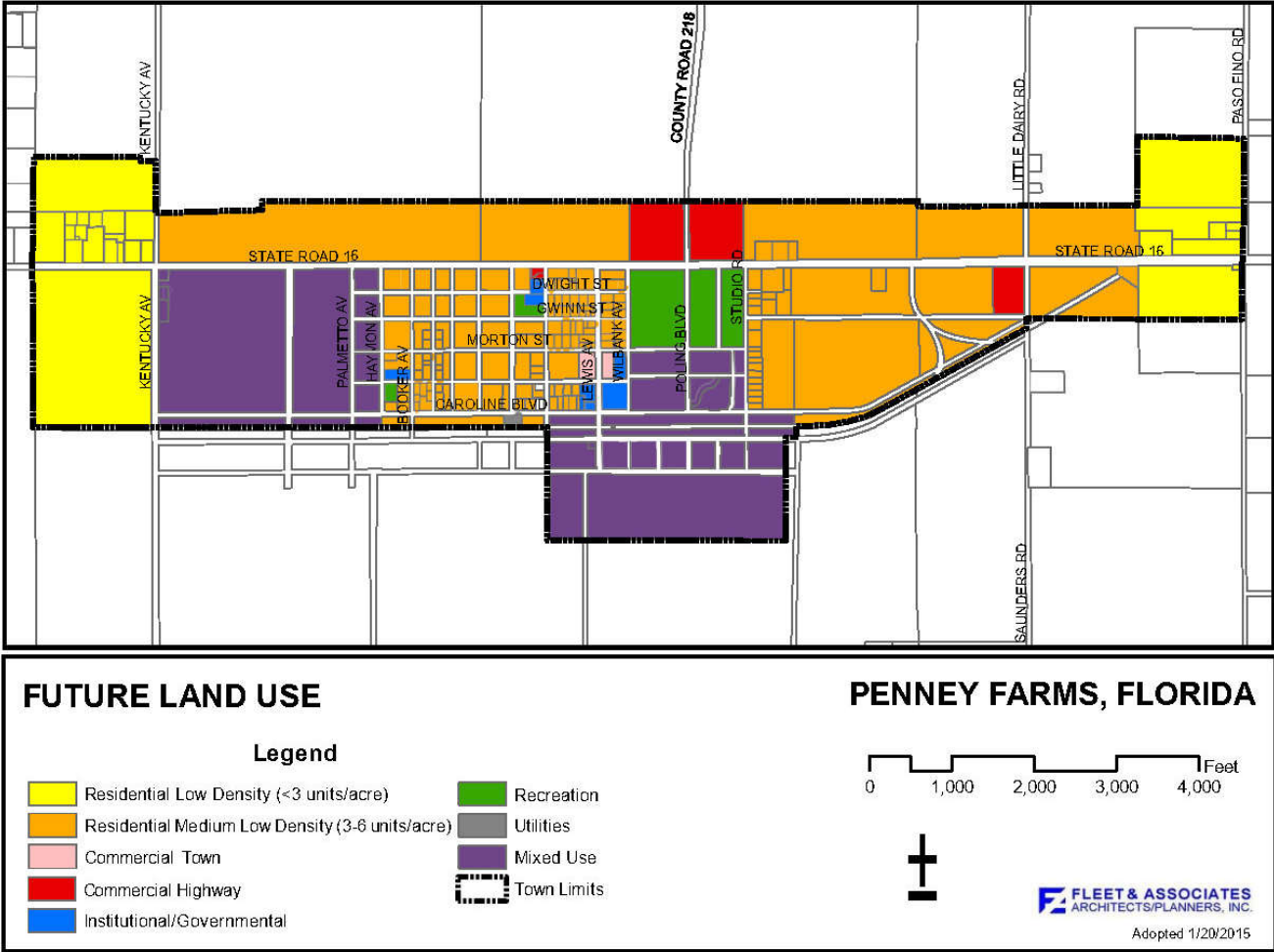
Provide planning services on an on-going basis from 1998 to 2012. Services included site plan review, review of requests for rezonings, variances, and Special Exceptions and Comprehensive Plan amendments. Prepared the 2008 Evaluation and Appraisal Report (EAR) Updated the Comprehensive Plan and Land Development Regulations. Met with developers and property owners on projects in the City. Reviewed annexations and prepared required reports for annexations. Processed Comprehensive Plan amendments for annexed properties and for Reynold Park. Prepared special studies/plans, including the Tomorrow Vision Report and Utility Service Area Report. Prepared staff reports for planning issues and presented reports to the Planning and Zoning Board and City Council. Responsible for visioning and development of the Gateway Corridor Zoning District. Prepared grant applications and assisted with grant administration. Represented the City on various county-wide committees, including the committees for schools and emergency management.



Planning Services

Penney Farms, Florida

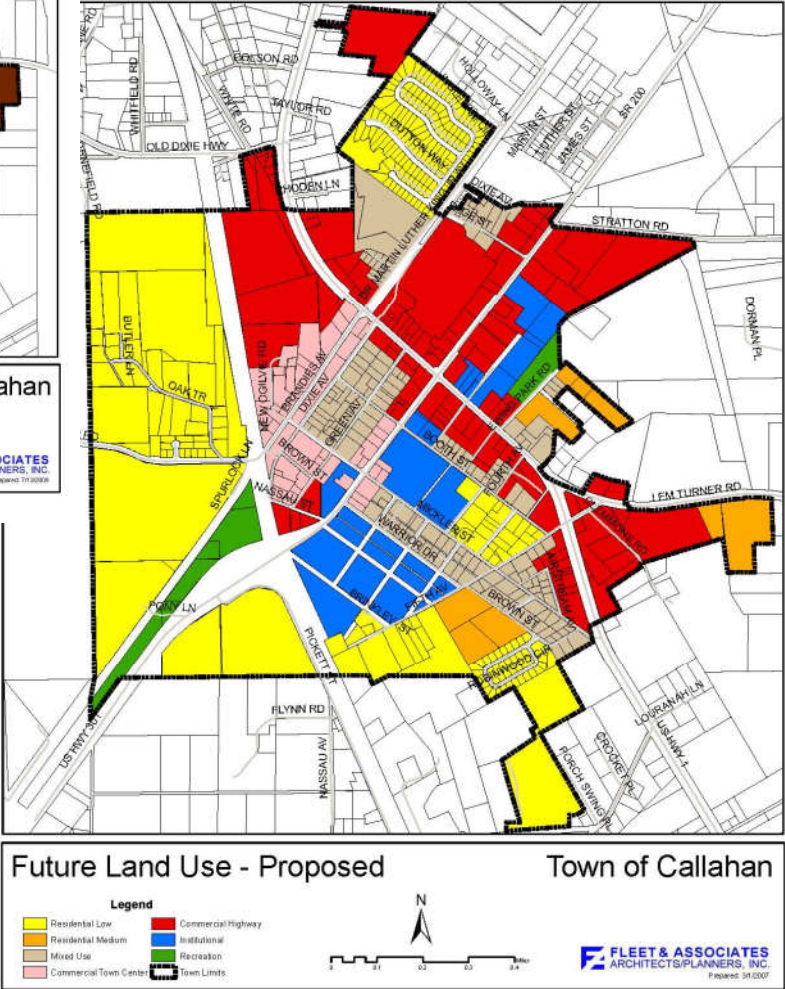
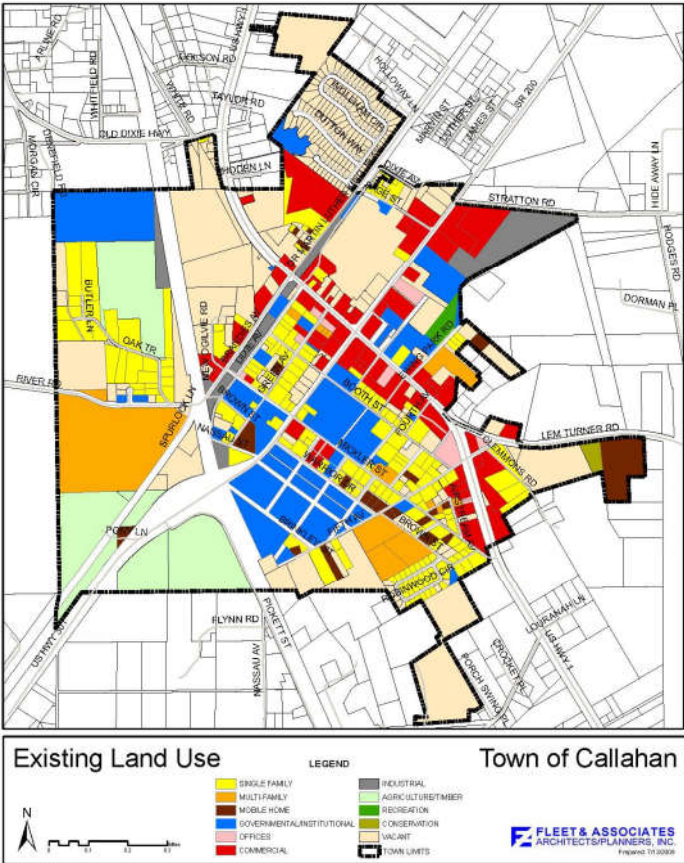
Provide planning services on an on-going basis. Services include preparation of the Comprehensive Plan and Comprehensive Plan amendments, Land Development Regulations and Evaluation and Appraisal Report(EAR).



Comprehensive Plan Update

Callahan, Florida

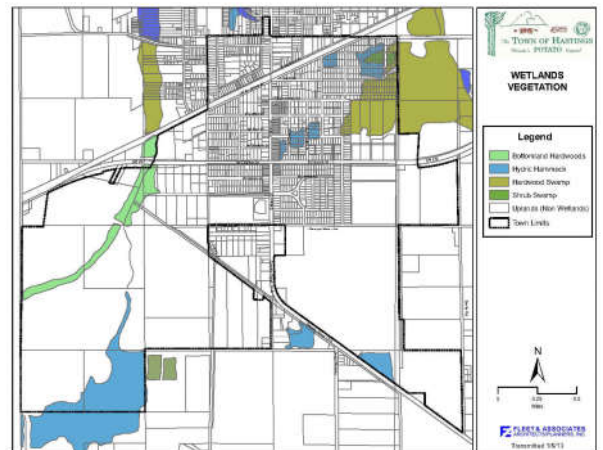
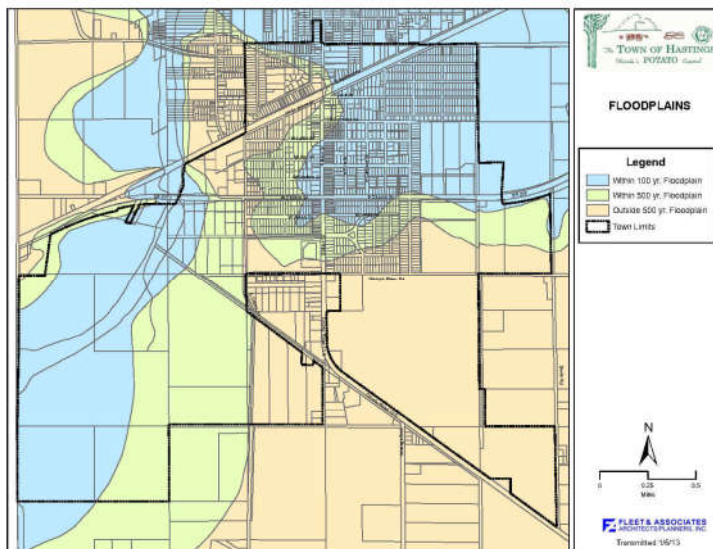
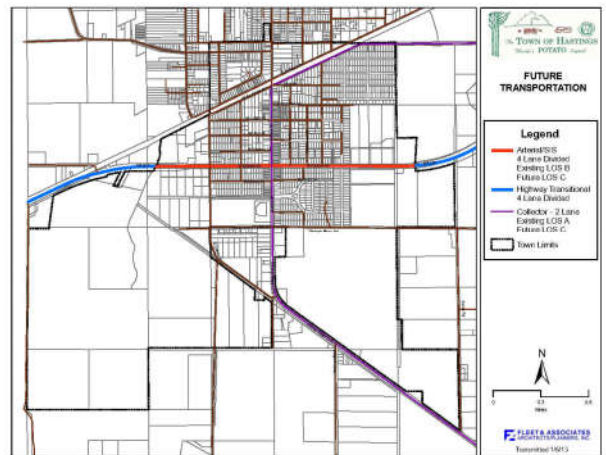
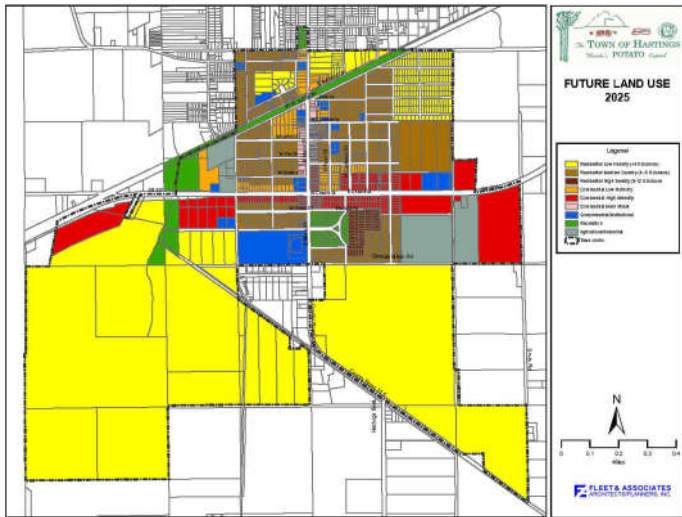
Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan and processed the Comprehensive Plan amendments to implement the EAR.



2025 Comprehensive Plan

Hastings, Florida

Prepared the Evaluation and Appraisal Report (EAR) for the Comprehensive Plan and updated the Comprehensive Plan based on the EAR, changes in the community, public input, annexed properties, and statutory requirements.

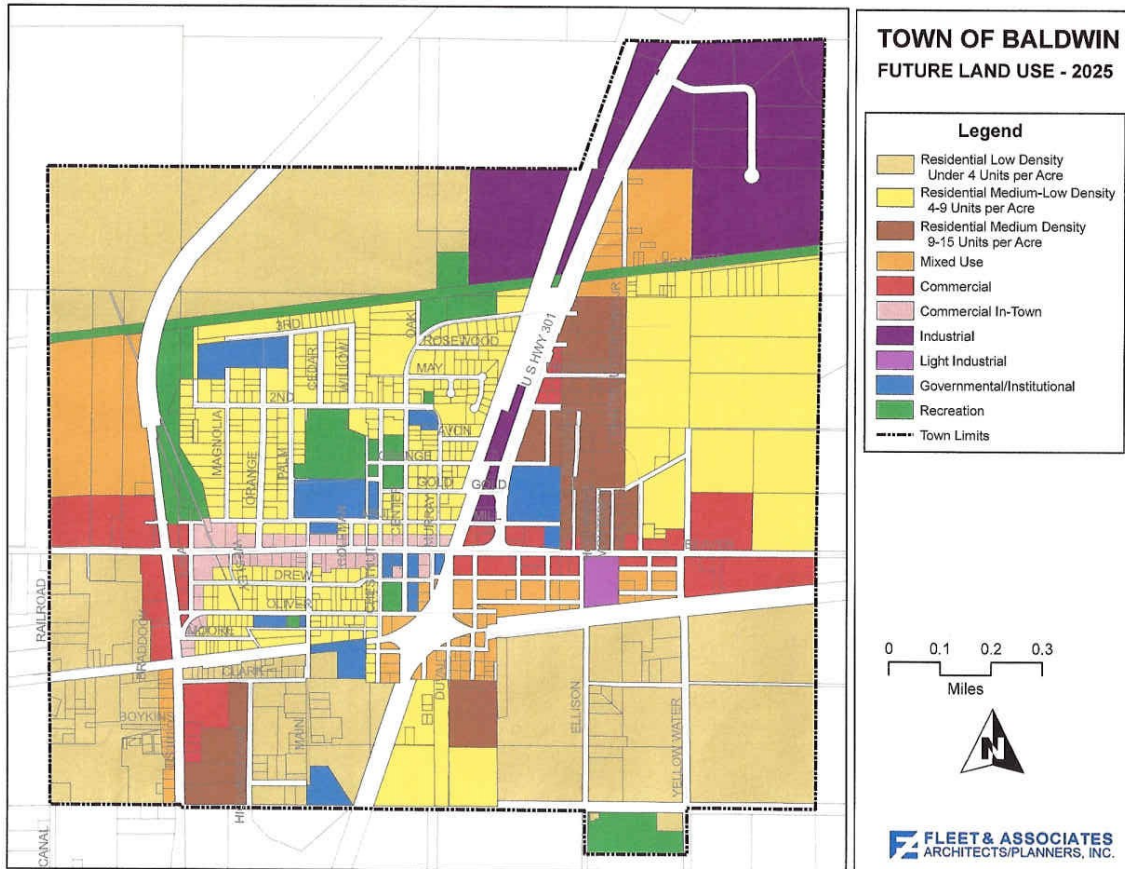


Town of Baldwin

Baldwin Comprehensive Plan and Land Development Regulations

Baldwin, Florida

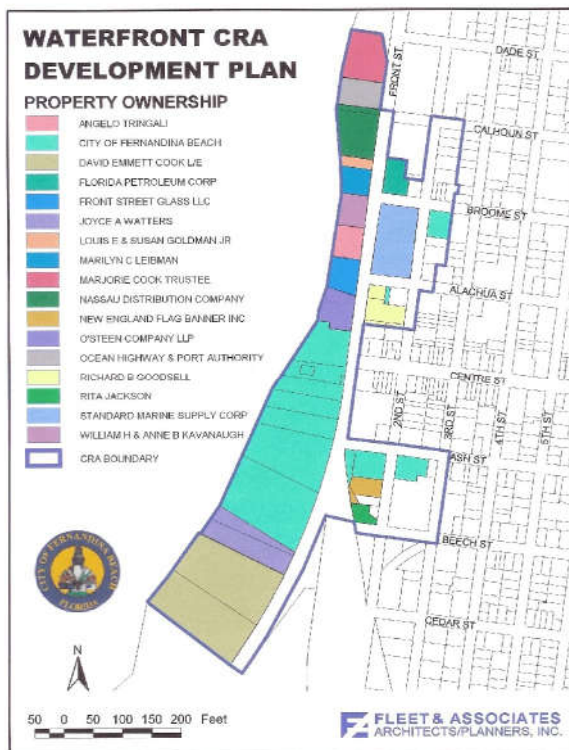
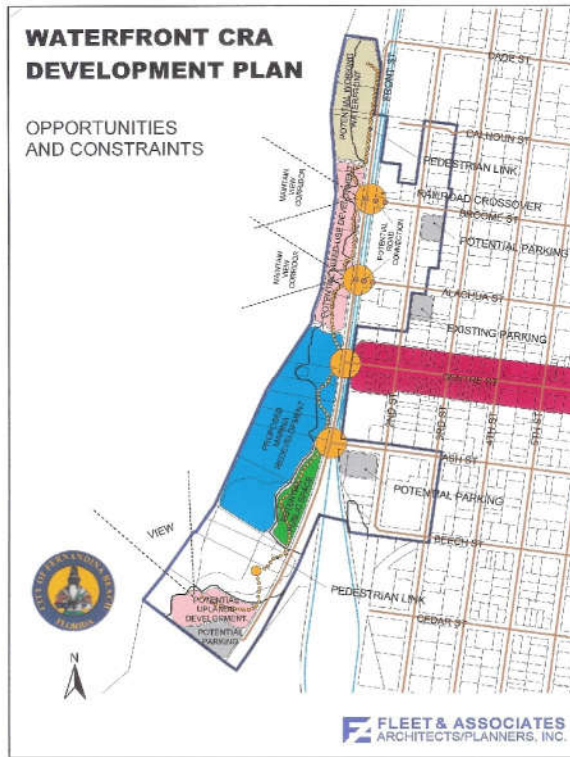
Preparation of the Land Development Regulations and the Comprehensive Plan for the Town of Baldwin to comply with the Local Government Comprehensive Planning and Land Development Regulation Act of 1985, Chapter 163, Florida Statutes, and 9J-5 of the Florida Administrative Code. Individual elements for Future Land Use, Housing, Sanitary Sewer, Transportation, Solid Waste, Drainage, Conservation, Recreation, Intergovernmental Coordination, and Capital Improvements were prepared. Land Development Regulations were prepared to implement the adopted Comprehensive Plan.



Waterfront CRA Development Plan

Fernandina Beach, Florida

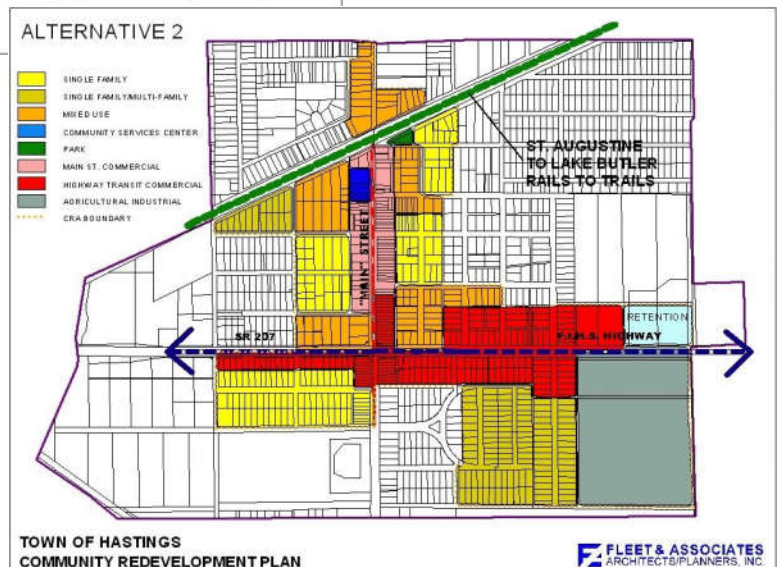
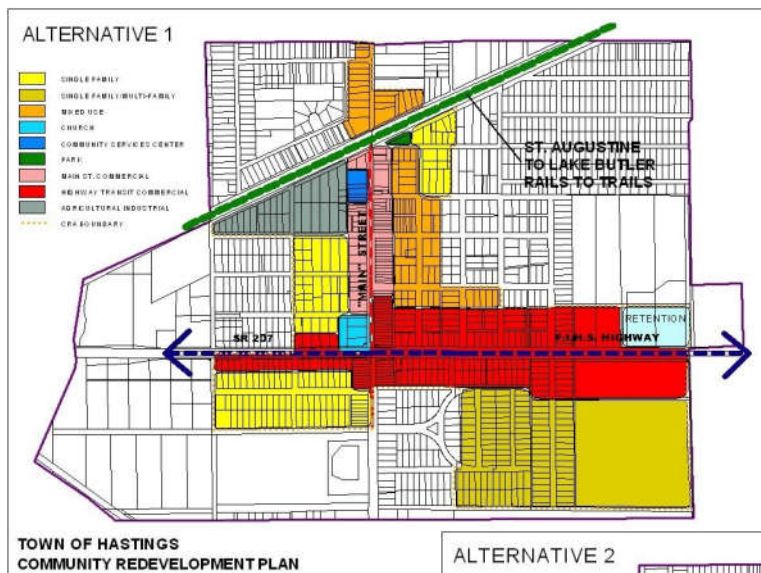
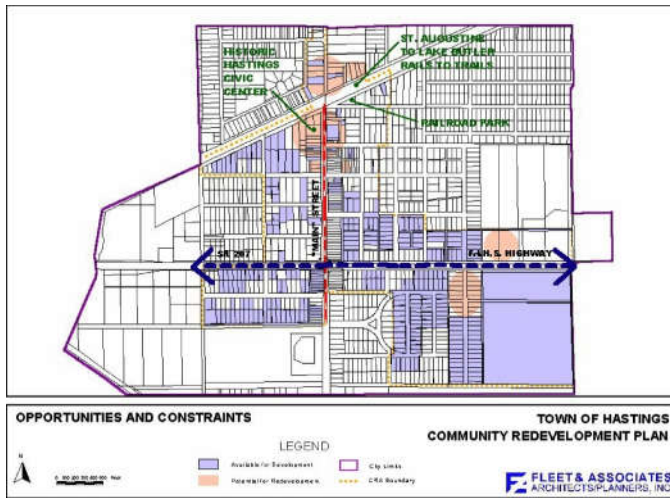
Development of a master plan for the redevelopment of the Waterfront CRA. Existing conditions were analyzed in order to identify opportunities and constraints for redevelopment. The analysis included the existing land uses and infrastructure, traffic circulation and access, and the impact on neighborhood and surrounding properties. Workshops were held with the community to obtain a consensus on the future development of the waterfront.



Community Redevelopment Plan

Hastings, Florida

Development of a redevelopment plan, required by Chapter 163, F.S., for the Hastings CRA. Existing conditions were analyzed in order to identify opportunities and constraints for redevelopment. The analysis included the existing land uses and infrastructure, traffic circulation and access, and the impact on neighborhood and surrounding properties. Workshops were held with the community to obtain a consensus on the future development of the CRA.



4. ATTACHMENTS AND OTHER DOCUMENTS

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

1. This sworn statement is submitted to CITY OF GREEN COVE SPRINGS
(print name of the public entity)

by JANIS K. FLEET, PRESIDENT
(print individual's name and title)

for FLEET & ASSOCIATES ARCHITECTS/PLANNERS, INC.
(print name of entity submitting sworn statement)

whose business address is

11557 HIDDEN HARBOR WAY
JACKSONVILLE, FL 32223

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

51-2557050

(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 or 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 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 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 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 HIS FORM IS VALID THOROUGH 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 20th day of DECEMBER, 2020

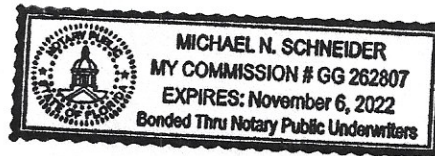
Personally known JANIS FLEET

OR produced ~~identification~~

Notary Public - State of FLORIDA

~~_____~~
(Type of identification)

My commission expires _____
Michael N. Schneider



(Printed typed or stamped commissioned name of notary public)

DRUG-FREE WORKPLACE COMPLIANCE FORM

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that FLEET & ASSOCIATES ARCHITECTS/PLANNERS^{INC.} (name of business) does:

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 company's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 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 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, FLEET & ASSOCIATES

ARCHITECTS/PLANNERS, INC (name of business), fully complies does not comply with the above requirements.



Vendor/Contractor Signature

12/19/2020

Date

RFP No 2020-20

STANDARD ADDENDUM
TO ALL
CITY CONTRACTS AND AGREEMENTS

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

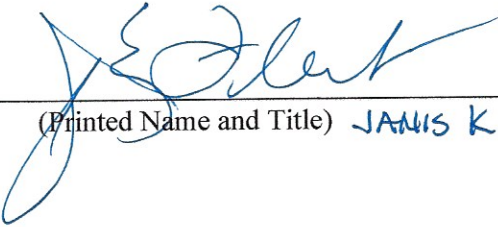
1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up, but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only

in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.

7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all bidders requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.
8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.
12. The Contractor shall comply with applicable provisions of Section 119.0701, Florida Statutes and any contract between the parties shall fully comply with such section.

CONTRACTOR/FIRM/INDIVIDUAL

FLEET & ASSOCIATES ARCHITECTS/PLANNERS, INC.

By:  _____
(Printed Name and Title) JANIS K. FLEET, PRESIDENT

ACKNOWLEDGEMENT OF ADDENDUM

I acknowledge the receipt of 3 Addendums to the original RFP.



Company Representative Signature