



# City of Green Cove Springs FLORIDA

## 2045 COMPREHENSIVE PLAN UPDATE



# GREEN COVE SPRINGS.

COUNTY SEAT OF CLAY COUNTY.

INCORPORATED 1874.

1885.

21 Pine Grove &  
22 Butler & Ave  
23 H. C. Souter,  
24 W. S. Plummer,  
25 C. Crocker,  
26 W. J. Wilcox,  
27 J. R. Coffey,  
28 W. D. Collins,  
29 M. J. Canova,  
30 R. ... & ...  
and etc.



ORIGINAL



December 22, 2020

City of Green Cove Springs  
City Hall  
321 Walnut Street  
Green Cove Springs, Florida 32043

**Reference: RFP No.: LC 2020-02 – 2045 Comprehensive Plan Update**

Dear Members of the Selection Committee:

Over the past 30 years, Clay County has grown at a rapid pace, more than doubling in population to a current total of almost 220,000 residents. This growth has taken the form of low density/intensity suburban development, creating a “bedroom community” in which many Clay County residents commute to Duval County for work. During this same period the County seat of Clay, Green Cove Springs, saw a more modest population increase and has been able to maintain the rich historic character of this waterfront city. The First Coast Expressway, connecting I-95 and I-10 to the south and west of Green Cove Springs, provides both economic opportunity as well as a potential threat to the City’s authenticity. A thoughtful and thorough Comprehensive Plan is required to achieve the delicate balance of fostering economic development and preserving community character.

S&ME understands the unique needs of historic cities facing growth pressures and possesses extensive experience in Comprehensive Planning. Our Project Manager, Pat Tyjeski, has provided a full range of planning consulting services for multiple jurisdictions during her career. Furthermore, she has considerable experience with the ***EAR process and has prepared, amended, rewritten and/or assessed comprehensive plans for more than 30 local governments.*** Collectively, our seven (7) in-house planners offer more than 100 years of professional planning experience.

S&ME was incorporated in North Carolina in 1973 and now has offices in 14 states, including Florida. Our Planning Team, based in Florida, comes from the legacy firm of Littlejohn, acquired by S&ME, Inc. in 2015 and offers deep experience in comprehensive planning, drafting development and design standards (traditional and form-based), historic preservation, community redevelopment, urban design, trail master planning, gateway signage and wayfinding, transportation planning and engineering (including complete streets and context sensitive design), economic impact assessments, public engagement, market analyses, GIS, neighborhood plans, 3-D Visualization and related planning activities.

We have built our Planning practice by working with historic and character-rich cities, like Green Cove Springs, throughout Florida. We are excited about the opportunity to share our team’s unique combination of deep experience and cutting-edge design and visualization capabilities with your community through this Comprehensive Planning effort. Thank you in advance for your consideration; we hope to have the opportunity to expand our thoughts and ideas in person through the interview process.

Sincerely,

**S&ME, Inc.**

A blue ink signature of George M. Kramer.

George M. Kramer, AICP, LEED AP  
Area Manager-Planning and Design

A blue ink signature of Patricia Tyjeski.

Patricia Tyjeski, AICP  
Project Manager





# 1. COMPANY INFORMATION



## FIRM PROFILE

### Primary Contact:

Patricia Tyjeski, AICP  
Project Manager  
1615 Edgewater Drive #200  
Orlando, FL 32804  
407.975.1273  
ptyjeski@smeinc.com

### S&ME Services:

- Planning
- Economic Development and Redevelopment
- Civil Engineering
- Landscape Architecture
- Transportation
- Land Surveying & Mapping
- Geotechnical Services
- Environmental Services
- Construction Materials Engineering and Testing

**Total Employees: 1,100**

### Operates 34 offices in the following states:

- Florida
- Alabama
- Georgia
- Indiana
- Kentucky
- Louisiana
- North Carolina
- Ohio
- South Carolina
- Tennessee
- West Virginia

**S&ME, Inc. (S&ME)** delivers planning, engineering, design, environmental and construction services for the built environment. We offer a comprehensive suite of land development consulting services. Founded in 1973, we have grown to a 1,100-person corporation operating from 34 offices in the Southeast and Midwest. Our Planning Team, based in Florida, comes from the legacy firm of Littlejohn, acquired by S&ME, Inc. in 2015.

S&ME is owned by our employees who remain faithful to our core values of safety, quality and client service. Our goal is to provide practical solutions to our clients' infrastructure, development and environmental challenges. We care about our clients and devote our abundant resources and technical expertise to helping them successfully achieve their objectives. The firm has enjoyed great success, receiving peer recognition and numerous professional awards for our projects.

Through a balanced interdisciplinary approach, S&ME delivers results by providing innovative and sustainable solutions. As strategic development advisors, S&ME offers a wide array of expertise through a collaborative approach to projects that is focused on implementation from the outset. Our planners, designers and engineers work together to develop creative designs and pioneering ideas; which are then rigorously tested for workability. We define success through quality built projects.

The S&ME planning team includes 8 planners (5 certified), supported by more than 60 professionals from a variety of disciplines in our Orlando and Tampa offices. Between our two Florida offices, we can assist the County with all the services listed in the RFP without the need for sub-consultants. Our Project Managers are available by phone 24/7. Our business cards and email signature lines include our mobile numbers and will take calls from our clients. Requests for in-person meetings can typically be fulfilled within a few hours. Even though we are located in Orlando, we have demonstrated responsiveness to clients at similar (or longer) distances in the past, as has been the case with Panama City, Pinellas Park, St. Augustine, Fort Pierce, and more.

Our planning team has developed a specific practice area focused on traditional planning, including Comprehensive Planning, Land Development Code updates, Redevelopment, Economic Development, Historic Preservation, Complete Streets/Context Sensitive Design and Small Area Studies. S&ME has worked on numerous comprehensive planning projects including new plans, assessments of existing plans, amendments, and plan updates that address legislative changes or changes in population growth or development trends. S&ME has also assisted numerous cities and counties with the preparation of streamlined, user-friendly land development regulations, form-based codes, design standards and technical manuals. Our current and previous clients range from rural counties to fast growing urban communities.

The S&ME approach to planning is based on intense public participation and visioning coupled with analysis of the latest economic and demographic data. Our plans and codes are user-friendly, with concise writing and clear graphics illustrating concepts that provide predictability for the local government, the development community and the general public.



# 1. COMPANY INFORMATION

## CAPABILITIES

### Comprehensive Planning:

The S&ME Team has prepared, amended, rewritten and/or assessed comprehensive plans for more than 30 jurisdictions in Florida. The following examples show the types of assistance we have provided:

- **Evaluations and Appraisal Reports (EAR):** Cities of Apopka, Cocoa, Casselberry, Clermont, Daytona Beach (subs to another firm), Eustis and Melbourne. Facilitated public workshops and scoping meetings for all of them.
- **EAR-Based Plan Amendments:** Cities of Apopka, Clermont, Cocoa, Edgewater, Fort Pierce, Leesburg, Mascotte, Melbourne, Quincy, St. Cloud, and Winter Springs; and DeSoto and Osceola counties.
- **Comprehensive Plan Amendments:** Apopka (to implement recommendations of small area studies and establish mixed-use future land use categories); Hawthorne (to address the addition of 1,200 acres to the City); Sebastian (update of 5 elements); Winter Springs (future land use amendment for 50-acre parcel within a DRI); Manatee County (to incentivize development in the urban core); Putnam County (3 elements); Seminole County (study recommending the streamlining of the County's future land use categories); Volusia County (recommendations related to development intensity standards; LIU land use category definition and goals, objectives and policies; water and sewer connection policies; commercial allocation ratios; and workforce housing policies).
- **Peer Review:** City of Miami Gardens (FPZA award winner).
- **Population Projections:** Most rewrites performed included the preparation of population projections using State-accepted statistical methods.
- **Agency Review:** Volusia Growth Management Commission and the St. Johns River Water Management District.

### Other Services:

- **Land Use Planning, Site Planning and Site Design:** Our S&ME team has extensive experience in land use planning in Florida. Some of our most notable recent examples include the land use plans we prepared for the City of Apopka: the Ocoee-Apopka Road Land Use Plan (prepared in anticipation of the relocation Florida Hospital to this area) and the Wekiva Parkway Land Use Study (prepared in anticipation of a new highway interchange opening in that area which is mostly undeveloped). We also assisted the City of Palm Coast by completing a land use plan for approximately 14,000 acres including the Flagler County Airport and surrounding land areas to further the economic and development growth of the airport, and more recently the City of Orlando with the Curry Ford Road Vision Plan. We assisted the City of Sanford with Comprehensive Plan and Land Development Code amendments necessary to facilitate a multi-use development in downtown (Sanford Waterfront Redevelopment Plan). We designed the master plan for the site and subsequently solicited and vetted potential development partners and teams to implement the phased development program outlined within the Conceptual Master Plan.
- **Land Development Code and Ordinance Preparation:** The S&ME Team has assisted numerous jurisdictions with the rewrite or amendments to their land development regulations. We prepared the City of Palm Coast's first land development code, rewrote the City of Melbourne's Zoning Code, and provided peer review for the rewrite of the City of West Melbourne's Land Development Regulations. We have assisted the cities of Apopka, Gulf Breeze, Lady Lake, Lakeland, Melbourne, Orlando, Ormond Beach, Winter Springs, and the counties of Manatee and Volusia with amendments to their land development codes to incorporate new regulations. Amendments included rewriting ordinances in the following areas: Signs, landscaping, accessory structures, lighting, noise, home occupations, parking, height, short-term rentals, mobile homes, portable storage units, and non-conforming uses; and establishing new sections related to mixed-use zoning and design standards. S&ME planners have also prepared form-based regulations for Kissimmee, Gainesville, Orlando (Downtown South), Lady Lake, Volusia County (major thoroughfares), Immokalee in Collier County, Lakeland, Gulf Breeze, Port St. Joe, Maitland and Manatee County. We have also prepared design standards for historic districts (Sanford, Punta Gorda, Melbourne, and Lakeland).

# 1. COMPANY INFORMATION

## CAPABILITIES

- **Transportation Planning and Impact Analysis:** Our multi-disciplinary team has worked on a variety of transportation planning projects, ranging from parking studies in Tampa, Kissimmee and Jacksonville, among others, to Complete Streets projects for the cities of Orlando and St. Augustine and Manatee County. For the City of St. Augustine, we have been working on a citywide mobility plan that will include five sections addressing Street Network, Land Use/Urban Design, Parking, Transportation Demand Management and a Capital Improvements Program. The S&ME team has also reviewed and prepared transportation impact analyses (TIAs). Under continuing services agreements with the City of Daytona Beach and the Town of Oakland, we have been providing reviews of traffic impact analyses submitted in conjunction with applications for development approval. S&ME currently serves as lead consultant for the Florida Department of Transportation (FDOT) Districtwide Complete Streets contract (District 1).
- **Urban Design and Landscape Architecture:** For over 20 years, S&ME staff has provided urban design and landscape architecture services for numerous communities across Florida including the cities of Orlando, Clermont, Orange County, Lakeland, Haines City and many more. We have completed numerous award-winning public realm projects such as: The West Orange Trail, Leu Gardens, Lake Eva Park, Lake Mirror Park, Hollis Garden, Lake Myrtle Park and Common Ground Park. Our team has a reputation of creating unique, successful, context sensitive designs which add lasting value to communities' parks, trails and open space systems. Our expertise includes trail and park system master planning and design, active and passive recreational facilities, streetscapes, urban design and both greenfield and brownfield development. We are also prequalified by FDOT in Group 15 Landscape Architecture, to prepare landscape plans for the state highway system.
- **Development Application Review:** Our planners, landscape architects and engineers (civil and transportation) have been helping various municipalities with development review. We are currently assisting the City of Gulf Breeze with reviews for compliance with architectural standards; the City of Melbourne with the review of Certificates of Appropriateness; the cities of Kissimmee and West Melbourne with reviews of subdivision and commercial site plans for compliance with the city's development regulations; and the City of Daytona Beach with reviews of traffic impact analyses. We have also assisted the City of Oviedo with reviews of subdivision and commercial site plans for compliance with the city's development regulations; the City of Sebastian with six residential and non-residential developments; and the Town of Lady Lake for compliance with architecture and landscaping regulations.







# 2. QUALIFICATIONS

## PROJECT SUMMARY 1

### CLIENT

City of Lake Wales, FL  
Autumn Cochella  
Development Services  
Manager  
201 West Central Avenue  
Lake Wales, FL 33853  
T: 863.678.4182 Ext. 229  
E: [acochella@lakewalesfl.gov](mailto:acochella@lakewalesfl.gov)

LENGTH OF CONTRACT  
January-December 2020

FEE  
\$90,194

### PROJECT STAFF

- Patricia Tyjeski, AICP
- Chris Dougherty, AICP
- Nick Hill
- Katie Martin
- Em Schaefer

## Lake Wales Comprehensive Plan Lake Wales, Florida



S&ME was selected by Lake Wales to update their comprehensive plan at the end of 2019. The City's plan had not been substantially updated since 2000, and at the time that S&ME was engaged, the horizon year of the plan had lapsed by five years. Updating the plan was imperative due to the significant growth (both expansion of city boundaries and population) the City had experienced in the early to late 2000s. Incorporated in 1917, the City of Lake Wales has a long history, over 100 years, of planning by some of the most renowned landscape architects, planners and urban designers of their time. In the 1920s and 30s, as the Olmsted Brothers (sons of Frederick Law Olmsted) were designing the Bok Tower gardens and Mountain Lake community, the City engaged the brothers and William Lyman Phillips to create a plan for the City which was a reflection of the City Beautiful movement.

Through the evaluation and appraisal review process, S&ME updated the City of Lake Wales's entire Comprehensive Plan. The project first included the preparation of a new data and analysis volume for all eleven elements that make up the City's plan. S&ME facilitated a steering committee made up of local business leaders, social activists, developers and architects.

The public involvement process incorporated Zoom virtual workshops and meetings to engage the community. Following the well-attended virtual workshop and active steering committee, the Goals, Objectives and Policies were updated to address antiquated references and requirements, incorporate previous planning studies, address changes in state statutes and incorporate public input. The plan has been transmitted to state agencies for review and is anticipated to be adopted in January 2021.

LINK:

Password: bYLucV8k

<https://smeinc.egnyte.com/fl/BMrJPxzi3r>



## 2. QUALIFICATIONS

### PROJECT SUMMARY 2

#### CLIENT

City of Hawthorne, FL  
Ms. Ellen Vause  
City Manager  
6700 SE 221st Street  
Hawthorne, FL 32640  
T: 352.481.2432  
E: evause@cityofhawthorne.net

#### LENGTH OF CONTRACT

August 2016-July 2017

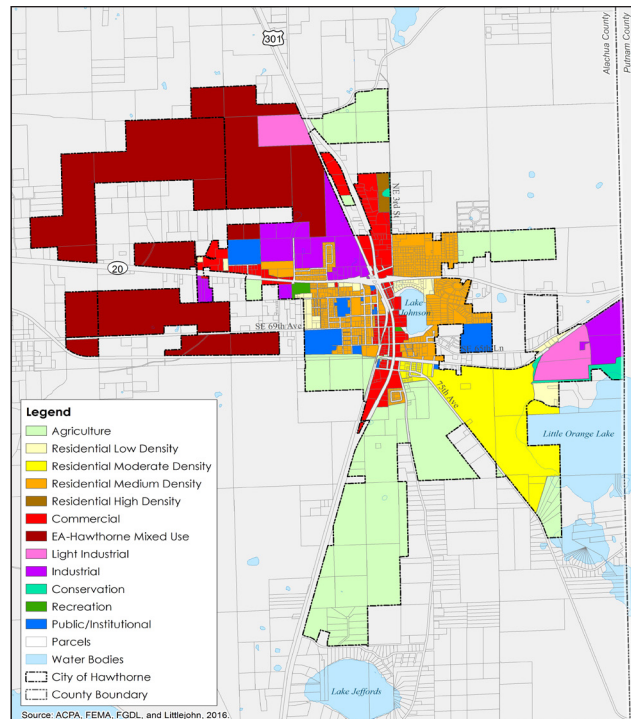
#### FEE

\$40,000

#### PROJECT STAFF

- George Kramer, AICP
- Chris Dougherty, AICP
- Patricia Tyjeski, AICP

## Hawthorne Comprehensive Plan Update Hawthorne, Florida



In 2011, Georgia Pacific shutdown their Hawthorne operation (two miles east of the city limits), which left 400 employees, most of whom reside in Hawthorne, without work or future prospects with the company. In 2015, the City annexed approximately 1,200 acres proposed for the development of a community-altering economic development project. With those two major events, the City saw the need to update its Comprehensive Plan. In 2016, S&ME assisted the City, a Rural Economic Development Initiative designated community, in obtaining a Technical Assistance Grant from the Department of Economic Opportunity to update the Plan and prepare the update.

Prior to drafting the plan, a workshop was conducted with the public to identify changes in local conditions. The team updated data and analysis as well as goals, objectives and policies, for all elements, including Future Land Use, Transportation, Housing, Public Facilities, Conservation, Recreation and Open Space, Capital Improvements, Public School Facilities and Intergovernmental Coordination. Population projections were prepared, which provided a projected growth rate based on historic trends with anticipated economic development projects that will drive the City's future growth. GIS mapping and analyses were also conducted.

LINK:

Password: 6xK3Afj6

<https://smeinc.egnyte.com/f/XYBXfgsHLI>

# 2. QUALIFICATIONS

## PROJECT SUMMARY 3

### CLIENT

City of Fort Pierce, FL  
Ms. Jennifer Hofmeister  
Planning Director  
100 North U.S. 1  
Fort Pierce, FL 34950  
T: 772.467.3739  
E: [jhofmeister@cityoffortpierce.com](mailto:jhofmeister@cityoffortpierce.com)

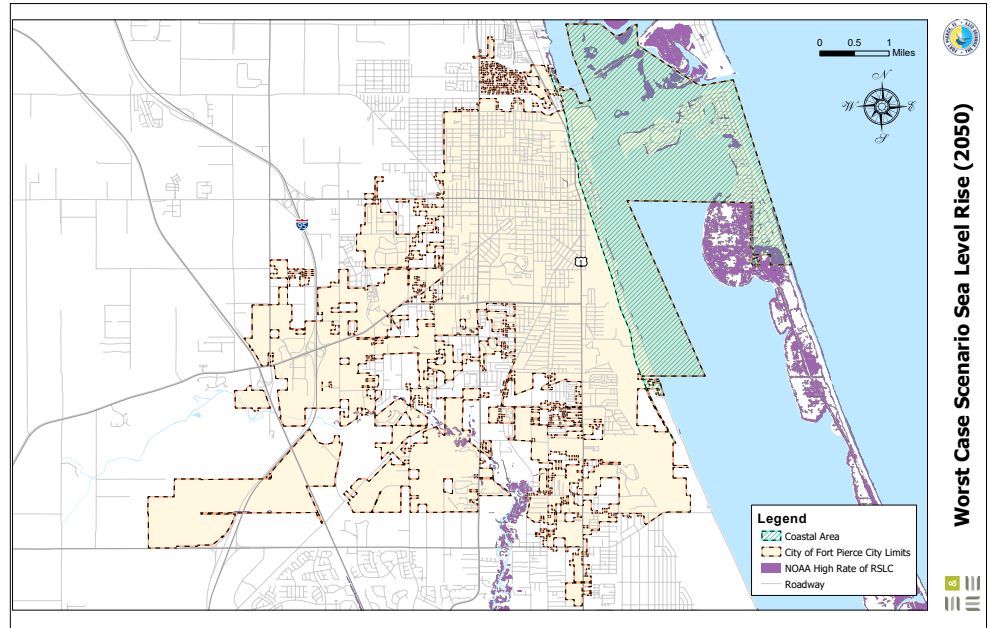
LENGTH OF CONTRACT  
February 2019-March 2020

FEE  
\$33,550

### PROJECT STAFF

- George Kramer, AICP
- Patricia Tyjeski, AICP
- Chris Dougherty, AICP
- Terry McKloski, AICP
- Nick Hill

## Fort Pierce Comprehensive Plan EAR-Based Amendments Fort Pierce, Florida



In 2019, S&ME updated of the City’s Comprehensive Plan based on a previously submitted Evaluation and Appraisal Notification Letter. The City’s plan had not been substantially updated since their last EAR. The first task included the preparation of a recommendations matrix that listed statute changes since the last EAR update and noted which portions of the City’s plan needed to be amended. Upon approval by city staff, the matrix served as a guide for the plan update. S&ME updated the future land use map to be consistent with past amendments and sea level rise. As part of the peril of flood additions to the plan, coastal mapping was incorporated along with other necessary changes. S&ME amended the goals, objectives and policies of the Coastal Management Element to reduce flood risks in coastal areas, and to encourage the use of strategies that will result in the removal of coastal property from FEMA flood zone designations. S&ME guided the project through the approval process, which included coordinating with DEO, presenting the amendments at all required public hearings and drafting the ordinance.

LINK:

Password: 7uzbTcrn

<https://smeinc.egnyte.com/fl/jAj9GC3v0k>

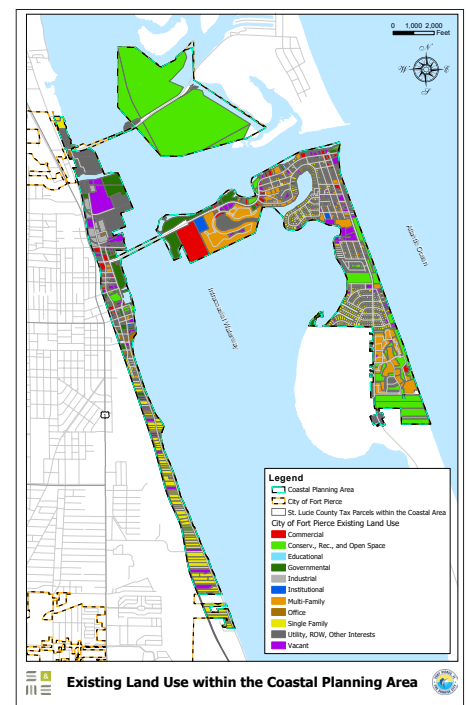
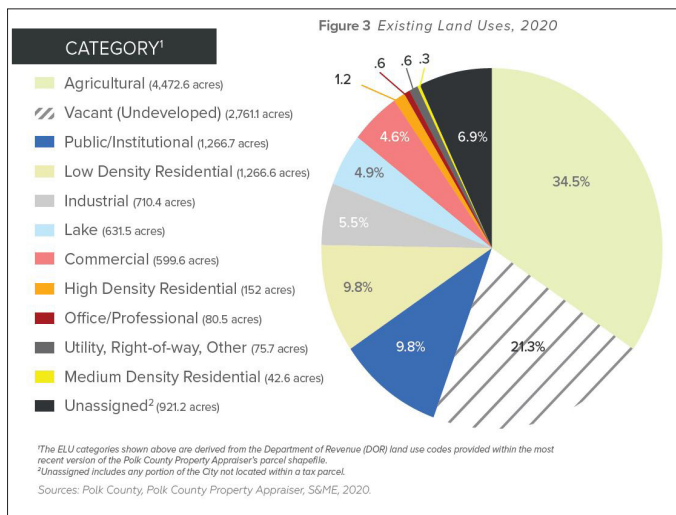


## 2. QUALIFICATIONS

### LIST OF COMPREHENSIVE PLAN EXPERIENCE

The S&ME team has extensive experience with comprehensive plans from comprehensive plan rewrites, updates, Evaluation and Appraisal Reports (EARs) to EAR-based plan amendments. S&ME has assisted numerous jurisdictions with their comprehensive plans to fit their needs and preferences. The following is a list of the jurisdictions we have completed projects for in the past (\*denotes award-winning projects):

- City of Apopka
- City of Casselberry
- City of Clermont
- City of Cocoa
- City of Daytona Beach
- DeSoto County
- City of Edgewater
- City of Eustis
- City of Fort Pierce
- City of Hawthorne
- City of Hialeah
- City of Howey-in-the-Hills
- Town of Lady Lake
- City of Lake Wales
- City of Leesburg
- City of Maitland
- Manatee County\*
- City of Mascotte
- City of Melbourne
- Miami Gardens\*
- Osceola County
- City of Oviedo
- Polk County
- Putnam County
- City of Quincy
- Robertson County, TN
- City of Sanford
- City of Sebastian
- Seminole County
- St. Johns River Water Management District (SJRWMD)
- Sumter County
- City of St. Cloud
- Volusia Growth Management Commission (VGMC)
- Volusia County
- City of Winter Springs
- City of Wildwood

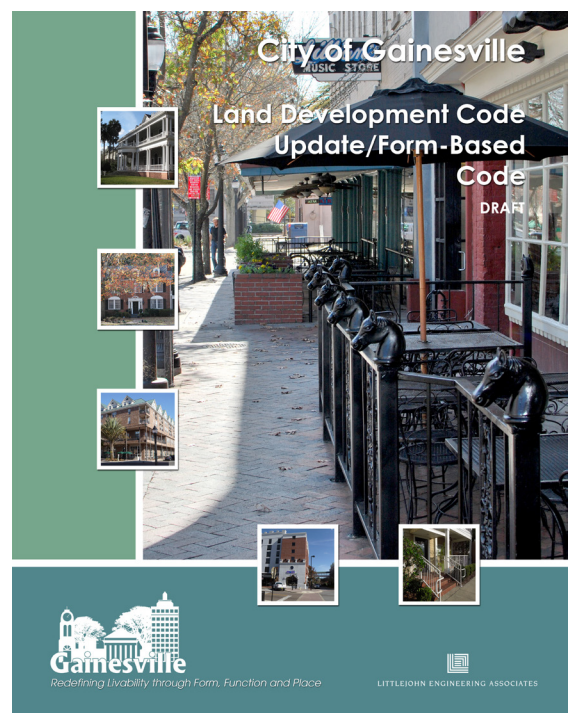
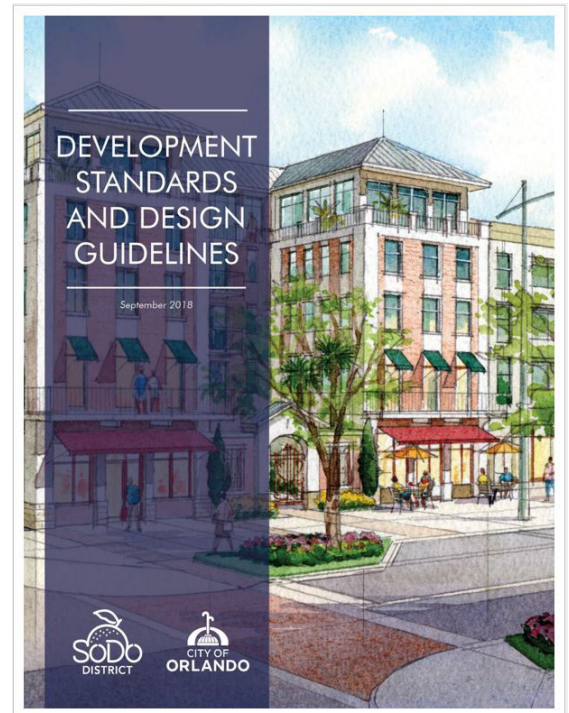


## 2. QUALIFICATIONS

### LIST OF LAND DEVELOPMENT CODE EXPERIENCE

The S&ME team has extensive experience with land development codes. The following is a list of the jurisdictions we have completed projects for in the past:

- City of Apopka, Design Guidelines
- City of Apopka, Lake Apopka Loop Trail Design Guidelines
- City of Apopka, Land Development Code
- City of Apopka, Wekiva Parkway/Kelly Park Interchange Form-Based Code
- Collier County, Bayshore Gateway Triangle CRA Redevelopment Plan
- Collier County, Immokalee CRA Form-Based Code
- City of Gainesville, Land Development Code Update and Form-Based Code
- City of Gulf Breeze, CRA Design Standards
- City of Gulf Breeze, Development Review
- Town of Howey-in-the-Hills, Continuing Services
- City of Kissimmee, Land Development Code Update and Form-Based Code
- Town of Lady Lake Sign Code
- Town of Lady Lake, Commercial Corridor Design Standards
- Town of Lady Lake, Development Review
- City of Lakeland, Dixieland CRA Design Guidelines
- City of Lakeland, Zoning Code Amendments & Parking Study
- City of Maitland, Downtown Maitland Development Standards and Manual
- Manatee County Complete Streets/Public Works Manual
- Manatee County, Land Development Code Reorganization
- Manatee County, Urban Corridors
- Manatee County, Process Improvements
- Manatee County, Sign Code Update
- Manatee County, Uses
- City of Melbourne, Height Regulations
- City of Melbourne, Zoning Code
- City of New Smyrna Beach, Form-Based Code
- City of Orlando, Downtown South Development Standards
- City of Orlando, Land Development Code
- City of Ormond Beach, Land Development Code
- City of Oviedo, Development Review
- City of Oviedo, SWOT Workshop
- City of Palm Coast, Land Development Code
- City of Palm Coast, Technical Manual
- City of Port St. Joe, Design Guidelines
- City of Sebastian, Development Review
- City of St. Augustine, Entry Corridor Design Standards
- Volusia County, Non-Residential Development Design Standards
- Volusia County, Zoning Code
- City of West Melbourne, CRA Land Development Regulations
- City of West Melbourne, Land Development Regulations (peer review)
- City of Winter Springs, Land Development Code





## 2. QUALIFICATIONS

### LIST OF CRA AND ECONOMIC DEVELOPMENT EXPERIENCE

The S&ME team has extensive experience with Community Redevelopment Agencies, the processes associated with their establishment, operations, extensions and the creation and update of implementable Community Redevelopment Plans. Our experience includes preparing Finding of Necessity Studies, CRA establishment in Charter and Non-Charter Counties, detailed Tax Increment Fund projections, CRA operational term extensions, Community Redevelopment Plans/Updates and administration of the day-to-day operations of CRA's and project specific Implementation of CRA special projects and programs.



S&ME's diverse team of professionals exhibit an unwavering commitment to an interdisciplinary approach and have earned the reputation as one of Florida's preeminent Community Redevelopment consulting firms. S&ME's staff has worked for **fifty-three (53) CRAs, in twenty-four (24) counties across Florida**; our firm understands the wants and needs of Community Redevelopment Agencies. We understand the purpose of CRA's, how to establish them, the value of sound community redevelopment planning and place-based redevelopment strategies within CRA Plans, the administration of CRA's and the implementation of community-driven CRA Plans.

- Apopka CRA
- Babcock Street CRA (Melbourne)
- Bartow CRA
- Boca Raton CRA
- Bunnell CRA
- Collier County CRA
- Dade City CRA
- Daytona Beach CRA
- DeLand Downtown CRA
- Delray Beach CRA
- Downtown Clermont CRA
- Downtown & East Town CRA (Lake County)
- Downtown North CRA (Panama City)
- Eloise CRA (Polk County)
- Fort Lauderdale CRA
- Fort Pierce CRA
- Gainesville CRA
- Groveland CRA
- Gulf Breeze CRA
- Gulfport Waterfront CRA
- Haines City CRA
- Hawthorne CRA
- Jacksonville Beach CRA
- Joint West Melbourne Brevard Co. CRA
- Lake Wales CRA
- Lakeland CRA
- Maitland Downtown CRA
- Mascotte CRA
- Melbourne CRA
- Millville CRA (Panama City)
- Mount Dora CRA
- New Smyrna Beach CRA
- North Miami Beach CRA
- North Ridge CRA (Polk County)
- Ocoee CRA
- Orlando CRA
- Oviedo CRA
- Panama City CRA
- Palatka CRA
- Pinellas Park CRA
- Pompano Beach CRA
- Port St. Joe CRA
- Quincy CRA
- Sanford CRA
- Spring Hill CRA (Volusia County)
- St. Andrews CRA (Panama City)
- St. Cloud CRA
- U.S. Highway 17-92 CRA (Seminole County)
- Wauchula CRA
- West 192 Development Authority (Osceola County)
- West Palm Beach CRA
- Winter Garden CRA
- Winter Haven CRA



ST. AUGUSTINE  
CITYWIDE MOBILITY PLANNING

COMPLETE KING STREET  
MASTER PLAN



MANATEE COUNTY  
URBAN CORRIDORS



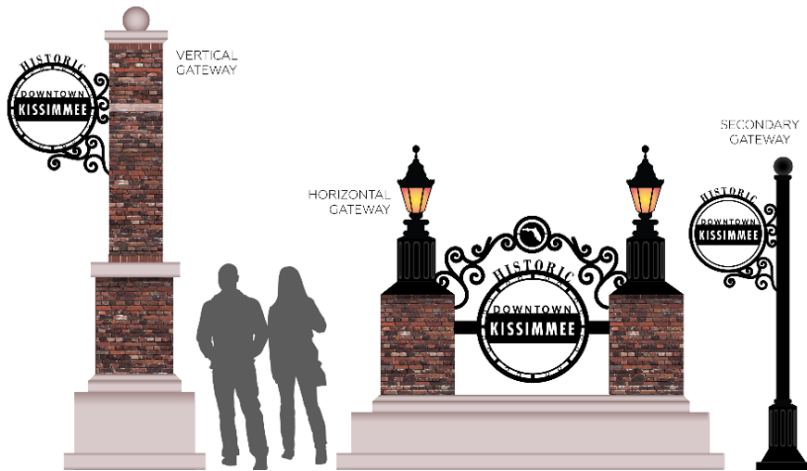
FDOT D1  
DISTRICTWIDE COMPLETE  
STREETS PLANNING



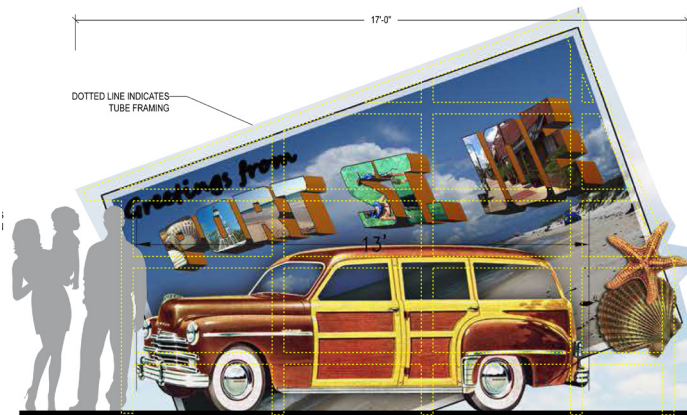
LAKE WALES  
STREETSCAPES, 1<sup>ST</sup> STREET  
& PARK AVENUE



# GATEWAY SIGNAGE/WAYFINDING



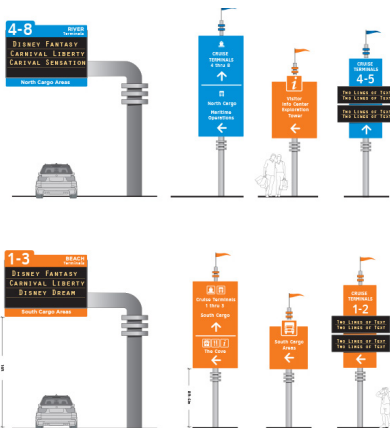
DOWNTOWN  
KISSIMMEE CRA



PORT ST. JOE CRA



OSCEOLA COUNTY  
GATEWAY SIGNAGE



PORT CANAVERAL  
WAYFINDING

# HISTORIC PRESERVATION



**City of Titusville**  
Gateway to Nature and Space

428 Julia Street, Titusville FL 32796  
Historic Designation Report  
HPB-3-2017

September 27, 2017

**City of Titusville**  
Gateway to Nature and Space

Imperial Towers Apartments  
Titusville FL 32780  
National Historic Register Report

September 22, 2020

**City of Titusville**  
Gateway to Nature and Space

126 South Grannis Avenue, Titusville FL 32796  
Historic Designation Report

September 27, 2016

## TITUSVILLE HISTORIC PRESERVATION SERVICES

**Sanford**  
Historic Downtown  
Walking Tour

*Sanford Historic Preservation Board  
Sanford, Florida*

## SANFORD WALKING TOUR

EXHIBIT L.3. ALADDIN AND SEARS KIT HOMES

**ALADDIN DWELLINGS**

**THE ALBANY**

ALADDIN HOUSES

1118 Palmetto Ave

ALADDIN HOUSES

DIRECT FROM THE FOREST TO THE HOME.

FORMERLY IDENTIFIED AS A SEARS KIT HOME THIS HOME IS ACTUALLY AN ALADDIN KIT HOME. THERE ARE MORE STRUCTURES IN DOWNTOWN PRESUMED TO BE KIT HOMES.

1214 Palmetto Ave

## MELBOURNE HISTORIC PRESERVATION SERVICES

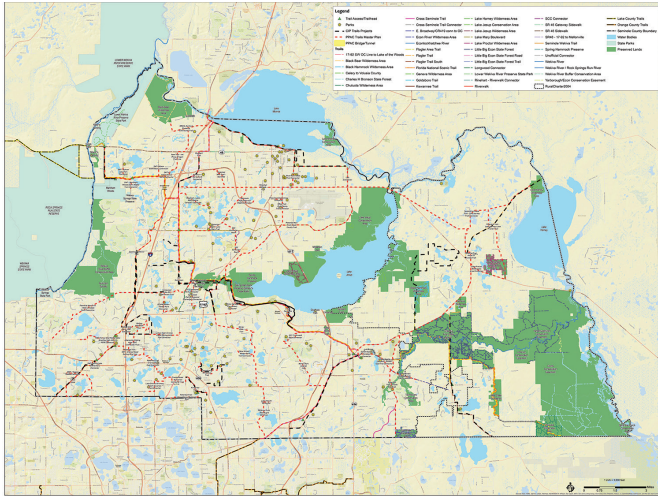
**Post WW II Vernacular Style Features**




## LAKELAND HISTORIC DISTRICT DESIGN GUIDELINES



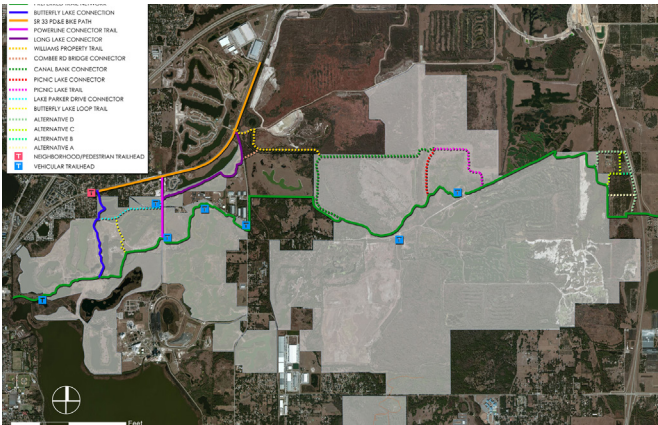
# BIKE/TRAIL



## SEMINOLE COUNTY TRAILS MASTER PLAN



## LAKE WALES- CRYSTAL LAKE CONNECTOR TRAIL



## LAKELAND- TENOROC TRAIL MASTER PLAN



## WINTER HAVEN- MAGNOLIA TRAIL





# 3. PROPOSED APPROACH

## APPROACH & METHODOLOGY

We understand that the City completed the Evaluation and Appraisal process in 2018 and in their notification letter, dated September 26, 2018, the City identified that no amendments were necessary based on statute changes. Having completed this step, the City is now able to take a more concerted and proactive approach to amending its plan without the pressure of statutory timeframes.

The City of Green Cove Springs is unique, which is why we have tailored our approach to accommodate the City's budgets, deadlines and desired outcomes. We understand that the City wishes to develop portions of the Comprehensive Plan at the same time S&ME will be developing the Future Land Use and Transportation Elements. Having previously collaborated with other municipalities in a similar fashion on similar comprehensive planning projects, we are confident in our ability to facilitate an efficient process that yields internal consistency and an impactful plan.

Specific tasks for this effort will include the following:

***(In light of COVID-19, and at the discretion of City staff, any or all of the public meetings detailed below may be conducted virtually through a variety of online platforms.)***

### Task 1.1. Kick-off Meeting and Initial Data Collection

The S&ME team will meet with City staff to:

- Introduce team members of both the consultant and City and identify the roles that they will play in the process.
- Discuss the City's specific desired objectives and outcome.
- Establish the project schedule and milestones.
- Develop a list of key stakeholders' names and obtain contact information.
- Discuss options for a Advisory Group or other means of public participation methods.
- Discuss workshop details, scheduling and format.

At the kick-off meeting, S&ME will begin the process of critical mapping and data collection in coordination with City staff. Prior to the kick-off meeting, S&ME will submit a Data Collection Memorandum to City Staff to identify necessary data and information and possible sources of that information. S&ME will coordinate with City staff and local and regional agencies to obtain the most current and accurate data available. We understand that the City may not have all the data readily available and the S&ME team may need to contact other agencies to obtain such data.

### Task 1.2. Review of Data

The S&ME team will review collected data and documents, including, but not limited to:

**1.2.1. Planning Documents:** S&ME will review the City's 2025 Comprehensive Plan, Land Development Codes, 2018 Community Vision Report and other current plans as listed in the RFP to understand what has changed over the years and determine the effectiveness of the current documents. S&ME will work closely with staff to determine the most relevant sources of City related planning documents.

**1.2.2. Public Facilities:** S&ME will also review public facilities and community assets (transportation, utilities, public parks and open space) to understand their current state and any potential deficiencies. This analysis will also determine who the providers are and their future plans for improvements. This analysis will lead to an understanding of the design and function of the City's transportation network, the effects of population fluctuation throughout the year on traffic patterns, the adequacy of various transportation modes (complete streets, pedestrian, bicycle, and public transportation), and the effect of traffic on neighborhoods and points of interest.

**1.2.3. Regional Documents:** S&ME will conduct a review of documents prepared by regional agencies that may impact the City (e.g. North Florida TPO Transportation Improvement Plan 2020-21 to 2024-25 and Northeast Florida Economic Resilience Taskforce efforts).

# 3. PROPOSED APPROACH

## APPROACH & METHODOLOGY

**1.2.4. Economics and Demographics:** S&ME will review economic and population statistics and identify the drivers that will likely affect future growth in the City. Typical sources used include the Census Bureau, ESRI Business Analyst Online, American Community Survey, and the Bureau of Economics and Business Research.

**1.2.5. GIS Mapping and Data:** S&ME utilizes a robust suite of ArcGIS, mapping and spatial analytical tools to support our comprehensive planning activities and our research and deep-dive analysis activities. S&ME team members utilize GIS tools and extensions in their daily work products, which has equipped our professionals with a strong GIS knowledge base. S&ME's GIS desktop suites integrate web-based solutions and web services to enhance capabilities of our GIS users. S&ME also maintains a significant repository of GIS datasets collected from reputable local, regional, state and national sources. S&ME will coordinate with City staff to identify the necessary GIS data needed for the plan update.

**1.2.6. Other Topics:** Other topics to be reviewed include land use, current development characteristics and trends; housing supply, ownership and affordability; employment statistics and characteristics; transportation; utilities; community facilities and services (schools, parks, emergency services); environmental resources; and cultural resources.

### Task 1.3. Project Website

S&ME will utilize Social Pinpoint®, an on-line community engagement platform to provide a project website that will engage the community and stakeholders during the development of the Comprehensive Plan. This website will provide two-way communication; with the ability to download information and documents as well as solicit and retain public input virtually through state-of-the art interactive maps and exhibits. This website will be critical in the public engagement process. With the group activities being limited due to the COVID-19 pandemic, we strongly encourage our clients to utilize Social Pinpoint® to be the primary public input gathering mechanism. The site is completely customizable to the City's needs and will be updated throughout the process to ensure the public is informed and has the opportunity to review and comment on concepts being discussed during the update process. Please find below two links to active projects.

#### Seminole County Trails Master Plan Update:

<https://smeinc.mysocialpinpoint.com/seminole-county-trails>

#### Sumter County Comprehensive Plan Update:

<https://smeinc.mysocialpinpoint.com/sumter-county-comprehensive-plan>

### Task 1.4. Advisory Group Workshop 1

S&ME will facilitate a workshop with the Advisory Group, intended to establish the goals and objectives for the process of updating the comprehensive plan and to obtain early input on issues facing the community. The Advisory Group should comprise stakeholders that understand the needs of the community and the impacts of growth and development on the community.

### Task 1.5. Public Workshop

S&ME will hold a public visioning workshop. At this workshop, S&ME will present an overview of the project scope and an overview of the data collected, followed by a forum that allows for input from attendees. At the workshop, S&ME will address issues such as the purpose and intent of the Comprehensive Plan, areas within the document that have worked and those that are not working anymore (outdated), the issues the community is now facing (redevelopment, connectivity, housing affordability, industrial development, development pressures and other issues that will be uncovered during the data collection phase) and potential solutions. The meeting will include a primer on the Social Pinpoint®, which will be conducted in lieu of any hands-on activities. The information and knowledge collected at this meeting will inform preparation of the comprehensive plan and provide the S&ME Team with knowledge of community priorities and issues.

### Task 1.6. Existing Conditions - Update Data and Analysis

Starting with the community profile and character, which will provide a brief historic overview of the City, the data and analysis document will be updated with the latest data and technical analysis pertinent to each element. Demographic and socioeconomic data including population projections will be revisited to determine the appropriate growth scenario (likely based on Bureau



# 3. PROPOSED APPROACH

## APPROACH & METHODOLOGY

of Economic and Business Research (BEBR) medium projections) for the City based on recent trends. This information will become the basis of the revisions in the goals, objectives and policies document. Future and existing deficits will be identified in the transportation, utilities and infrastructure systems. The Green Cove Springs housing market will be analyzed to understand the current conditions and will be incorporated into the Future Land Use Element. The planning horizon will be extended to 2045. The Future Land Use Map series will be updated to reflect the current City boundary and any other changes since the last comprehensive plan update. Additionally, S&ME will analyze the joint planning area for its potential impact on growth in the City and the 1998 Clay County Utility Authority and the City of Green Cove Springs Interlocal Water and Wastewater Territorial Agreement will be evaluated and incorporated as applicable.

### Task 2.1. Update Goals, Objectives and Policies (GOPs)

Following the completion of the data and analysis, the goals, objectives and policies of the following elements will be amended to incorporate the City’s vision, address deficiencies, and establish a framework for the future of Green Cove Springs in 2045. Per the direction included in the RFP, S&ME will draft the updates for the Future Land Use and Transportation Elements. City staff will take the lead in drafting the remaining Elements and S&ME will work to ensure that these efforts are conducted in concert and yield the requisite quality and internal consistency.

- Future Land Use
- Transportation\*

\*The S&ME Team has prepared numerous transportation plans and plan updates to address growth management needs in communities across the country. S&ME has also prepared mobility plans, traffic impact and concurrency analyses, congestion management, roadway design and access management plans that focus on improving capacity provisions and increasing multi-modal options.

We take great pride in designing “livable” transportation solutions that truly consider all modes of travel and applying complete street methods to tackle transportation problems affecting a community. Our firm is prequalified by the Florida Department of Transportation in Work Groups 2, 9, 10, 13 and 15. S&ME has experienced many years of success in integrating our planning, engineering and landscape architecture services to produce inviting roadways for pedestrians, cyclists, businesses and automobiles alike.

The plan update will maintain the original text and numbering format with strikethrough and underlining of the revised language. As it is completed, S&ME will submit a draft of the Goals, Objectives and Policies to City staff for review and written comments. The draft plan will address state requirements in accordance with Section 163.3177, Florida Statutes

### Task 3.1. Draft Presentation/Review

Following the complete of the draft of the 2045 Comprehensive Plan, the plan will be made available online for public review and provide input. Additionally, S&ME will attend and present the draft Plan at the following meetings:

**3.1.1. Steering Committee:** S&ME will present the draft comprehensive plan to the Advisory Group for comment.

**3.1.2. Public Workshop/Open House:** S&ME will present the draft comprehensive plan to the public at a workshop for community input.

**3.1.3. Planning & Zoning Board (PZB):** S&ME will present the draft comprehensive plan to the PZB for comment and feedback.

**3.1.4. City Council:** S&ME will present the draft comprehensive plan to the City Council for comment and feedback.

### Task 4.1. Revision to Draft Plan

Based on the input received during the four (4) meetings outlined above, the draft plan will be revised and updated.

# 3. PROPOSED APPROACH

## APPROACH & METHODOLOGY

### Task 5.1. Final Plan

After the plan has been reviewed by City staff and is acceptable to advance to the adoption phase, S&ME will attend and present the new 2045 Comprehensive Plan at the following meetings:

**5.1.1. Planning & Zoning Board:** S&ME will present the draft Comprehensive Plan to the PZB at an advertised public hearing. Any input received will be added to the memorandum, to be presented to the City Council.

**5.1.2. City Council Transmittal:** S&ME will present the draft Comprehensive Plan to the City Council at the transmittal hearing.

*Due to the plan being amended outside the evaluation and appraisal process, the plan will be reviewed by state agencies through the expedited review process, which provides for a 30-day review period. Following the review period, agencies will provide comments to the City directly.*

### Task 5.2. Agency Comments

S&ME will update the draft to incorporate comments received from state agencies at the City's discretion.

**5.2.1. City Council Adoption:** S&ME will first present the Comprehensive Plan amendments to the City Council at a Workshop and then a second time at the formal adoption hearing.

### Task 5.3 Final Deliverable

S&ME will provide City staff one (1) printed color copy and one (1) digital copy with print-ready graphics in pdf format. The digital copy shall not be protected or prevent future editing. All GIS maps and data (shapefiles) will be provided to the City.

# 3. PROPOSED APPROACH

## City of Green Cove Springs - Comprehensive Plan Update

	February	March	April	May	June	July	August	September	October	November	December	January	February
<b>Phase I - Kickoff and Data</b>													
Kick off with Staff	◆												
<b>Task 1.2. Data Collection and Assessment</b>													
Collect data from staff and other sources	■												
Analyze data	■												
<b>Task 1.3. Project Website</b>													
Produce Project Website	■												
<b>Task 1.4. Advisory Workshop</b>													
Prepare for Workshop		■											
Facilitate Workshop		◆											
<b>Task 1.5. Public Workshop</b>													
Prepare for Workshop		■											
Facilitate Workshop		◆											
<b>Task 1.6. Existing Conditions - Update Data and Analysis</b>													
Draft Data and Analysis		■											
Staff Review		■											
<b>Phase II. Recommendations Matrix</b>													
Develop Matrix		■											
Conference Call with Staff		◆											
Staff Review of Matrix		■											
<b>Phase III. Update GOPs</b>													
Comprehensive Plan (GOPs)		■											
Staff / S&ME review		■											
Revisions based on staff / S&ME comments		■											
<b>Task 3.1.1. Advisory Group Meeting</b>													
Facilitate Meeting						◆							
<b>Task 3.1.2. Public Workshop/Open House</b>													
Facilitate Open House						◆							
<b>Task 3.1.3. PZB</b>													
Facilitate Meeting						◆							
<b>Task 3.1.4. City Council Meeting</b>													
Facilitate Meeting						◆							
<b>Phase IV. Revision to Draft Plan</b>													
Revise Plan													
Staff Review													
<b>Phase V. Final Plan Adoption</b>													
<b>Task 5.1.1 Planning &amp; Zoning Board Hearing</b>													
Prepare for Hearing													
Attend Hearing													
<b>Task 5.1.2 City Council (Transmittal Hearing)</b>													
Prepare for Hearing													
Attend Transmittal Hearing													
<b>DEO Review</b>													
<b>Task 5.2 Agency Comments</b>													
<b>Task 5.2.1 City Council (Workshop and Adoption Hearing)</b>													
Workshop													
Prepare for Hearing													
Attend Adoption Hearing													
<b>FINAL DOCUMENTS</b>													



### 3. PROPOSED APPROACH

#### COST ESTIMATE & HOURLY RATES

Total Fee Estimate: **\$75,000**

Hourly Rates for our key personnel identified in this RFP.

<b>S&amp;ME Staff</b>	<b>Role/Title</b>	<b>Rate</b>
George Kramer, AICP, LEED AP	Resource Allocation/Strategic Advisor	\$225
Patricia Tyjeski, AICP	Project Manager	\$200
Chris Dougherty, AICP	Senior Planner/GIS Specialist	\$155
John Jones, AICP, FRA-RP	Senior Redevelopment Planner	\$155
Terry McKloski, AICP	Senior Transportation Planner	\$180
Nick Hill	Planner	\$105
Katie Martin	Planner	\$105
Jalisa Harris	Planner	\$105
Jay Hood, PLA, ASLA	Design Principal	\$225
Bruce Hall, PLA, ASLA	Principal Landscape Architect	\$190
Edward Browder, PLA, ASLA	Senior Landscape Architect	\$160
Boris Wong, PLA, SITES AP	Landscape Architect	\$125
Wenjun "Lulu" Lu	Landscape Designer	\$95
Em Schaefer	Senior Graphic Designer	\$115



## 4. AVAILABLE CAPACITY

### ABILITY TO MEET SCHEDULE & BUDGET REQUIREMENTS

S&ME's internalized scheduling and planning mechanisms, weekly project team meetings and rigorous quality control and review processes will ensure that the City's 2045 Comprehensive Plan Update will be completed on time and within budget.

Great customer service is the lifeblood of our organization. Patricia Tyjeski, Project Manager, will serve as our primary point of contact for the project. Pat has over 30 years of experience managing long range comprehensive planning, land development regulations, zoning and site plan review projects. She is an accomplished planner and project manager who has a proven track record of quality service to his municipal clients, consistently providing projects' deliverables on time and within budget.

Our Project Managers are available by phone 24/7. We answer all client calls (and emails) the same day they are received. Requests for in-person meetings can typically be fulfilled within a few hours.

S&ME believes that for every project to be successful, it must start with a very detailed scope of work and schedule. These two items, coupled with ongoing communication between S&ME and the City project manager, 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. Project teams, schedules and budgets will be established and managed by Ms. Tyjeski who will be responsible for ensuring that all team members are performing their tasks on time and within budget. S&ME places a high priority on incorporating realistic timeframes into the schedule, especially when working with regional and state agencies on whose timely responses the project may depend or when soliciting stakeholder or community feedback.

The project schedule will determine the time it will take S&ME to prepare and deliver products, the time that staff will require to review work products, meeting dates, and deadlines for deliverables. S&ME places a high priority on incorporating realistic timeframes into the schedule, especially when working with regional and state agencies on whose timely responses the project may depend or when soliciting stakeholder or community feedback. We like to discuss upfront 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 hold internal team meetings on a weekly basis to ensure the project is running smoothly, S&ME staff resources are adequate, upcoming meetings are identified, and project charges are within the approved budget for each task. We will also hold recurring meetings with the City's project manager to address any questions or concerns the City or S&ME staff may have.

The best example of client satisfaction is having repeat clients. We are very proud of our long-term relationships with our clients. The S&ME Team has been providing continuing services to the City of Oviedo since 2001 (redevelopment and economic development services, development reviews, and serving as adjunct staff) and Melbourne since 2004 (comp plan updates, zoning code updates, mobility plan, redevelopment plans, and have served as the City's Historic Preservation Officer (HPO) since 2008). Other long-term continuous relationships include: Manatee County since 2011, Titusville since 2012, Sanford since 2012, Volusia County Growth Management Commission since 2013, Groveland since 2013. These clients keep coming back to us because the quality work and client service they receive from our firm.

What our clients say about us:

*" . . . has been extremely accommodating and flexible with regard to the City's budgetary constraints, and has always worked with the staff to find a solution that would address the assignment needs and not spend resources unnecessarily."*

Doug Dombroski, Economic Development Manager, City of Melbourne

*" . . . has exhibited a high degree of competence in performing assigned project related tasks. They have consistently delivered the required services in a timely manner and within budget."*

Donald Leland Craig, AICP, Director of Community Development Services, City of Key West

*" . . . adds value to their services by introducing new ideas, innovative solutions and cost-effective options to the recommendations provided by their studies."*

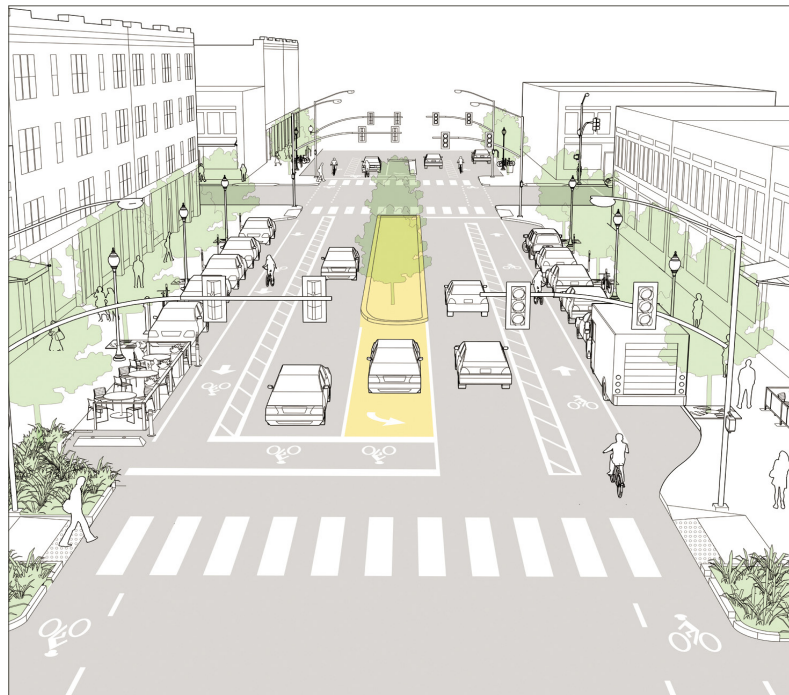
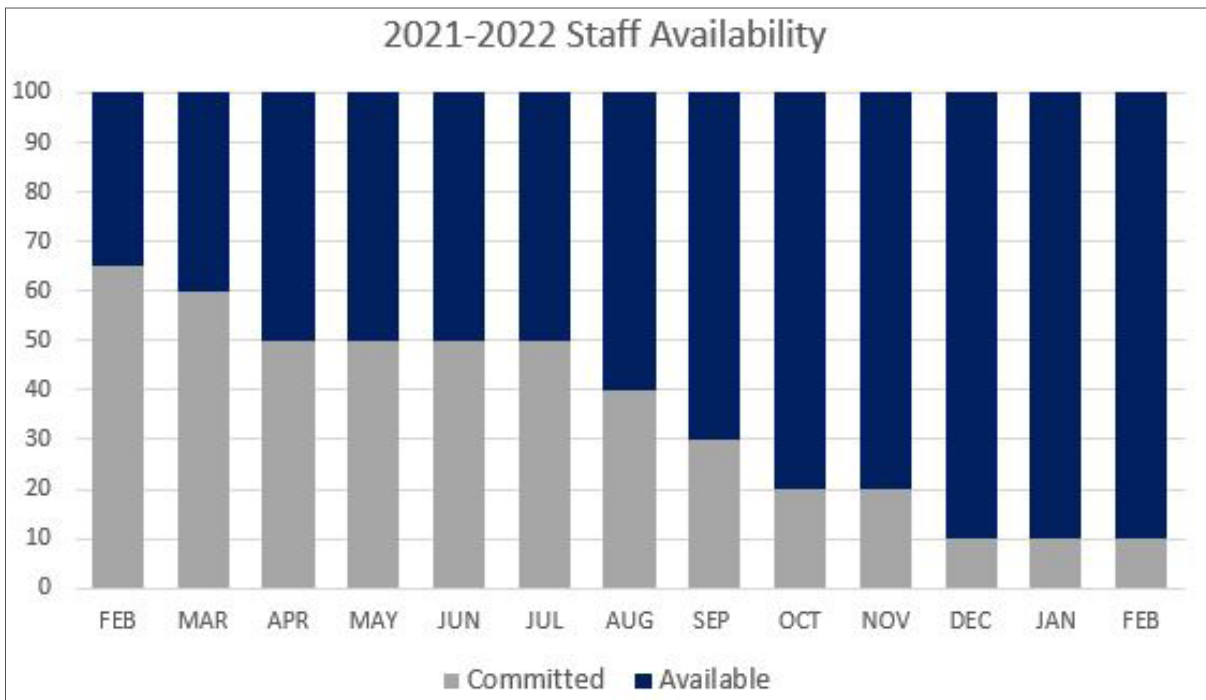
Merle Bishop, FAICP, former Growth Management Director, City of Winter Haven



# 4. AVAILABLE CAPACITY

## WORKLOAD CHART

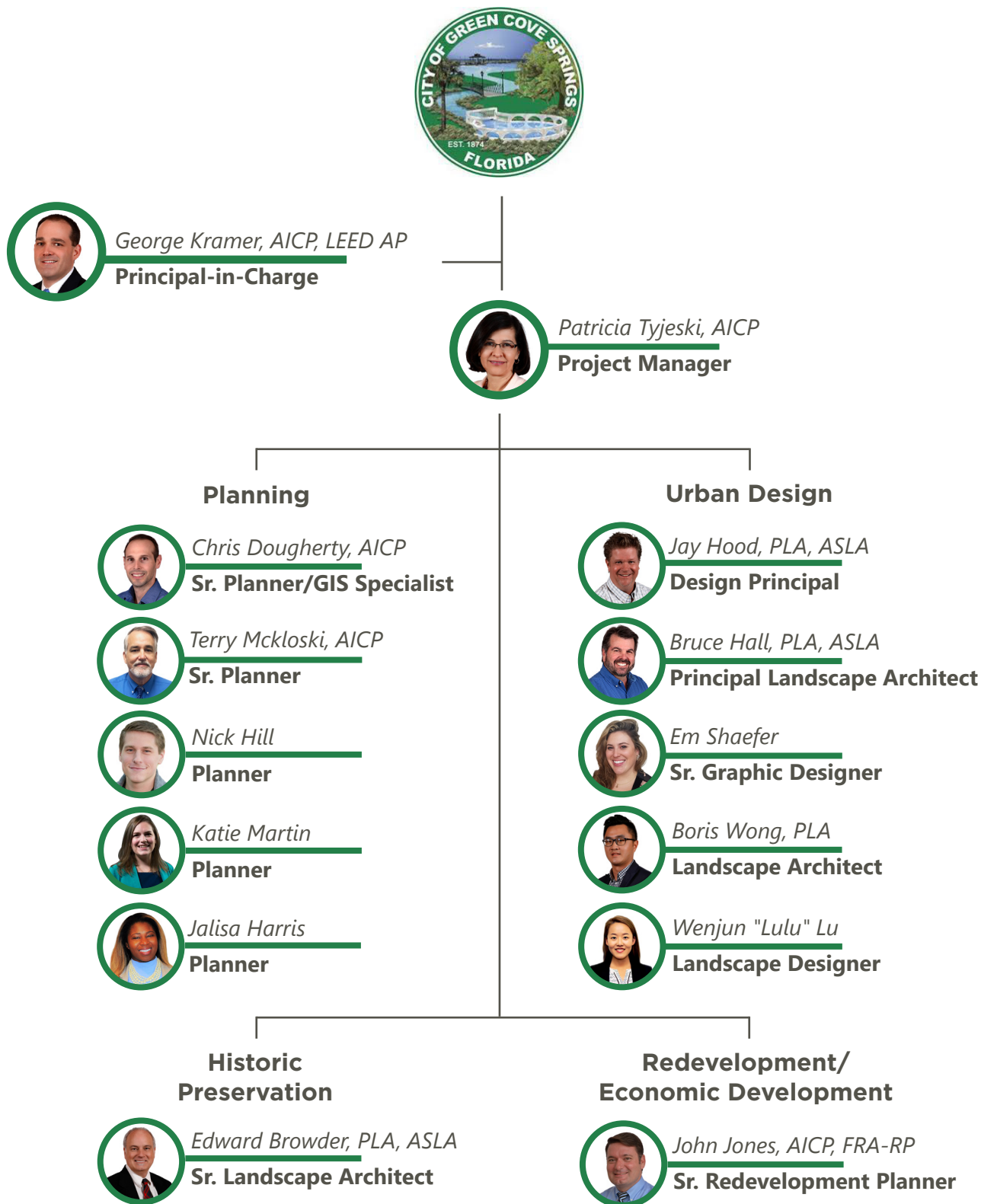
S&ME's proposed team for the City of Green Cove Springs have the available capacity within its current personnel and workload to complete the scope of work as described in the RFP. We do not have any conflicts of interest with other clients or projects currently underway. The following graph represents the percent of our available and committed time at present and our estimate from February 2021-February 2022. We have provided our organizational chart followed by key personnel roles and individual resumes following this page.



# 4. AVAILABLE CAPACITY

## ORGANIZATIONAL CHART

The following organizational chart shows the team we have put together to assist the City of Green Cove Springs with their 2045 Comprehensive Plan Update. The following pages detail the specific applicable expertise and role for each team member and their



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Patricia A. Tyjeski, AICP

#### Planning Group Leader

Pat has over 30 years of experience with long range comprehensive planning, land development regulations, and site plan review. She possesses training in design and specializes in areas of urban design and historic preservation. Over the course of her career, Pat has worked with over 30 jurisdictions and agencies on numerous comprehensive planning projects. She continues to incorporate new and innovative ideas into her practice and keeps updated with the latest changes to growth management legislation.

#### Key Project Experience

**Comprehensive Plans** – Managed comprehensive plan rewrites, updates, Evaluation and Appraisal Reports (EARs), and EAR-based plan amendments for the following jurisdictions (\*denotes award-winning projects):

- Apopka
- Casselberry
- Clermont
- Cocoa
- Daytona Beach
- DeSoto County
- Edgewater
- Eustis
- Fort Pierce
- Hawthorne
- Hialeah
- Howey-in-the-Hills
- Lake Wales
- Leesburg
- Manatee County\*
- Mascotte
- Melbourne
- Miami Gardens\*
- Ormond Beach
- Osceola County
- Putnam County
- Quincy
- Sanford
- Sebastian
- Seminole County
- SJRWMD
- St. Cloud
- VGMC
- Volusia County
- Winter Springs

**Land Development Regulations** – Project Manager for the preparation of land development codes, form-based codes or standards for historic districts for the following jurisdictions (\*denotes award-winning projects):

- Apopka citywide design standards\*
- Apopka/Wekiva form-based regulations
- DeSoto County LDC rewrite
- Dixieland form-based regulations\*
- Eau Gallie Historic District Standards
- Gainesville form-based code (FBC)
- Gulf Breeze form-based regulations
- Immokalee form-based regulations
- Kissimmee LDC rewrite and FBC
- Lady Lake form-based regulations
- Lady Lake Signs and landscape codes
- Lakeland historic district regulations
- Maitland form-based regulations
- Manatee County LDC amendments to facilitate infill and redevelopment\*
- Manatee County LDC reorganization
- Melbourne Zoning Code rewrite
- Orlando SODO form-based regulations
- Ormond Beach LDC rewrite
- Palm Coast's 1st LDC code
- Port St. Joe form-based regulations
- Punta Gorda historic district regulations
- Sanford historic district regulations
- Sumter County LDC Update
- Volusia County historic district regulations
- Volusia County misc. amendments
- West Melbourne form-based regulations
- Winter Springs LDC amendments

#### PROJECT ROLE

Project Manager

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Master of Regional Planning, Cornell University, Ithaca, New York, 1988
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia, 1985

#### YEARS OF EXPERIENCE

Joined S&ME in 2000 with 11 years of experience

#### REGISTRATIONS

- AICP Certification No. 069120, 1992

#### PROFESSIONAL MEMBERSHIPS

- American Planning Association (APA)
- American Institute of Certified Planners (AICP)
- Florida Planning and Zoning Association (FPZA)



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Patricia A. Tyjeski  
Page 2

### AWARDS

- FPZA Award for Outstanding Long-Range Plan for the Manatee County Urban Corridors, 2017
- FPZA and FAPA Awards for the City of Miami Gardens Future Land Use Plan, 2007
- FAPA Heart of Florida Section Award for the City of Lakeland's Dixieland CRA Design Guidelines, 2004
- FPZA State Award, Outstanding Public Report Category for the City of Apopka's Development Design Guidelines Report, 2002
- FPZA "Outstanding Private Report Award" and the Healthy Community Initiative of Orlando and MSCW "Champions of Sustainability Award" for the Lake Apopka Master Plan, 2002
- FPZA "Outstanding Innovation Award" for the City of Ormond Beach's Comprehensive Impact Fee Report, 1991

### **Comprehensive Plan Rewrite**

Mascotte, Florida

Project Manager for the rewrite of the City's Comprehensive Plan to reflect current development trends and desires, and to position Mascotte for more predictable development within the City core. Also responsible for updating the goals, objectives and policies for all elements. Managed the preparation of maps, facilitated a public workshop; presented the proposed plan at the required public hearings; and assisted with transmittal to the State.

### **Land Development Code Update/Urban Corridors**

Manatee County, Florida

Project Manager for the update of the County's Land Development Code (LDC). The first phase consisted of reorganizing the code to ensure ease of use, eliminating repetitive language, eliminating internal inconsistencies and incorporating regulations related to practices that have been in place but never codified. The exercise uncovered numerous issues with the LDC that will require future amendments to both the comprehensive plan and the LDC. Subsequently hired to identify policy and regulation changes necessary to facilitate infill and redevelopment along the major transportation corridors in the urban area.

### **Entry Corridor Design Standards**

St. Augustine, Florida

Teamed up with a local landscape architecture firm to prepare development standards for the main entry corridors to the City: Anastasia Boulevard, San Marco Avenue and King Street. Responsible for developing standards and graphics for site design, building form, architecture, landscaping, signs and development review.

### **Land Development Code Update and Form-Based Code**

Gainesville, Florida

Project Manager for the update of the City's Land Development Code (LDC). This update incorporated form-based code regulations for the downtown and surrounding areas. The creation of the form-based code was completed with strict adherence to the community vision centered on the Comprehensive Plan update, community-driven priorities and existing neighborhood characteristics. The form-based code and other LDC revisions established a framework for the City to enable better development patterns; improve the quality of the built environment; foster pedestrian-friendly development and redevelopment; and give citizens, developers, builders and property owners predictable standards by which to design and build.

### **Zoning Code**

Melbourne, Florida

Project Planner for the rewrite of the City's Zoning Code. The work involved "un-pyramiding" the disparate zoning districts; moving some of the existing conditional uses into a category of "uses with conditions;" taking regulations out of the definitions section; and creating matrices for uses and dimensional standards. Rewrote the Planned Unit Development (PUD) section of the Code and organized the Boards and zoning application procedures to make these sections easier to understand and enforce. Presented the revisions to the public at a public workshop and to the Planning and Zoning Board and City Council at public hearings.

## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



## George M. Kramer, AICP, LEED AP

### Area Manager - Planning & Design

George has over 19 years of experience specializing in strategic planning and entitlement efforts for private and public sector clients. He provides a keen understanding of the full range of issues: technical, administrative and political inherent in all complex projects. His experience includes Strategic Master Planning, Comprehensive Planning, Public Involvement and Facilitation, Land Use Entitlements, Redevelopment Planning and Complete Streets/Multi-modal Transportation. Implementation is at the forefront of George's approach to planning. He has helped affect positive change by leading successful entitlement efforts for large-scale master planned communities as well as representing local governments through the negotiation of urban-infill development agreements.

#### PROJECT ROLE

Principal-in-Charge

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Master of Arts in Urban and Regional Planning, University of Florida, 2007
- Bachelor of Arts in Political Science, University of Florida, 1999

#### YEARS OF EXPERIENCE

Joined S&ME in 2014 with 14 years of experience

#### REGISTRATIONS

- AICP Certification No. 020533, 2006

#### CERTIFICATIONS

- LEED Accredited Professional

#### PROFESSIONAL MEMBERSHIPS

- National Complete Streets Coalition (NCSC), Steering Committee, 2019
- American Planning Association (APA)
- Urban Land Institute (ULI)

### Key Projects and Assignments

#### St. Augustine Citywide Mobility Plan

St. Augustine, Florida

Principal Project Lead for a comprehensive city-wide mobility planning effort for the oldest City in the United States, a destination for more than five million visitors annually.

**Phase I Framework Plan:** Established the qualitative framework for the effort and the need for a coordinated system of transportation options. Included extensive community engagement and facilitation of a fifteen-member Mobility Advisory Task Force. The final framework plan included five sections addressing Street Network, Land Use/Urban Design, Parking, Transportation Demand Management and a Capital Improvements Program and was unanimously supported by the City Commission.

**Phase II Quantitative Analyses:** Included a Parking Study, Citywide Safety Review (Bicycle and Pedestrian) and a Transportation Network Analysis, which utilized Bluetooth data as part of an Origin-Destination Study.

**Phase III Complete King Street Master Plan:** Managing an integrated transportation and land use planning effort for the King Street Corridor. Much of the street is owned by FDOT (Business US-1) and efforts have included extensive coordination with District 2. An integrated in-person and online public engagement program was created through collaboration with CoUrbanize; it includes five public workshops complemented by a stand-alone interactive website that allows for both web and text-based input.

#### Lake Wales Community Redevelopment Agency Plan Update

Lake Wales, Florida

Principal-in-Charge for the update of the Lake Wales Community Redevelopment Plan. George identified key redevelopment strategies and programming for the Plan update. S&ME assisted the City of Lake Wales to update its Community Redevelopment Plan. S&ME's update of the Lake Wales CRA Plan included business support programming and programs to encourage residential redevelopment. The CRA Plan update also addressed the activation of places and spaces in the downtown through targeted capital investment and the marketing of the redevelopment opportunities within the CRA.

#### Pinellas Park Community Redevelopment Plan

Pinellas Park, Florida

Served as Principal-in-Charge 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

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

George M. Kramer  
Page 2

### PUBLICATIONS, TECHNICAL PAPERS & PRESENTATIONS

- White Paper Author, "Planning for Proliferation of Autonomous Vehicles and Its Impact on the Future of Urban Mobility," September 21, 2017
- S&ME Technical Conference Speaker, "Redevelopment 101," January 27, 2017
- American Planning Association – Florida Conference Speaker, "Cold Case: The Florida Planning Files," September 7, 2017
- Florida Redevelopment Association Conference Speaker, "Redevelopment Tales from the Trenches," October 19, 2016

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. The Plan update was adopted by the City in November 2019.

### **Sanford Waterfront Redevelopment & Riverfront Master Plan**

Seminole County, Florida

Principal Planner for the Sanford Waterfront Redevelopment and Riverfront Master Plan. Managed break-out groups at a community design workshop to develop a Conceptual Master Plan for 5+ acres of City-owned property in the heart of the Down town Sanford Riverfront CRA. Initiated discussions with workshop participants to determine preferred development patterns and compatible potential uses within the redevelopment area. Coordinated design-team efforts to produce contextually sensitive preferred development scenarios, including a Conceptual Master Plan and Alternate Conceptual Master Plan development scenario for the City-owned parcels in the Downtown Riverfront redevelopment area. Provided familiarization tours, interviewed and vetted potential development partners and teams to implement the phased development program outlined within the Conceptual Master Plan.

### **Dade City Community Redevelopment Agency Plan Update**

Dade City, Florida

Principal-in-Charge for the update of the Dade City Community Redevelopment Plan. George identified key redevelopment strategies and programming for the Plan update. S&ME worked with Dade City to update its Community Redevelopment Plan to embrace the City's emerging cultural, natural resource and historic tourism development achievements as the City transitions from its agri-business heritage. S&ME's update of Dade City's CRA Plan included place-based economic development strategies to build upon the City's destination themed tourism marketing while encouraging residential redevelopment, identification of redevelopment opportunity sites and small business support programs.

### **DSNID Complete Streets Master Plan**

Orlando, Florida

Principal Planner for the development of a complete streets master plan for the Downtown South Neighborhood Improvement District (DSNID). Worked as part of a diverse consulting team to develop conceptual plans for all of the key streets within the District to govern future street sections, streetscape materials standards, multi-modal mobility needs, technological enhancements and the relative position of buildings adjacent to the street. The work included research of comparable complete street corridors locally and across the nation to bring those lessons to the District.

### **Lakeland Downtown CRA Vision Plan**

Lakeland, Florida

The City of Lakeland underwent an update of their Community Redevelopment Agency's (CRA) Downtown Vision Plan in 2009. As Project Planner, conducted community stakeholder interviews and helped facilitate a community workshop. The information gathered during these sessions along with staff coordination and site evaluations provided the basis for the recommendations report he produced for the effort that was used to updated the City's official CRA Downtown Plan.



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Christopher R. Dougherty, AICP

#### Senior Planner/GIS Specialist

Chris has over 14 years of experience providing public and private sector planning services. Areas of expertise include transportation, planning, land development codes, form-based codes, mobility planning, sector planning, community visioning, meeting facilitation, growth management and development review. He manages the GIS operations in the Orlando office.

#### Key Projects and Assignments

##### Lake Wales Comprehensive Plan Update

Lake Wales, Florida

Project Manager for the City’s plan update, which had not been substantially updated since 2000. At the time that S&ME was engaged, the horizon year of the plan had lapsed by five years. Updating the plan was imperative due to the significant growth (both expansion of city boundaries and population) the City had experienced in the early to late 2000s. Responsibilities included project management, assisting with GIS mapping and analysis, conducting steering committee meetings to understand the issues facing the community, preparing portions of the recommendations matrix, facilitating a visioning public workshop, updating portions of the data and analysis to relevant and current standards, updating portions of the goals, objectives, and policies of the plan to reflect the community’s desires, and presenting the plan to the City’s local planning agency and City Commission at the required hearings. Adoption is anticipated in January 2021.

##### Fort Pierce Comprehensive Plan EAR-Based Amendments

Fort Pierce, Florida

Project Manager for the Comprehensive Plan amendments based on the Comprehensive Plan Evaluation and Appraisal Letter and as outlined in Section 163.3191, F.S. The scope included the preparation of a matrix listing State Statute changes since the last EAR update and noting which portions of the City’s plan needed to be amended. The matrix then served as a guide for plan changes. Mapped the potential flood areas and incorporated development and redevelopment strategies into the Coastal Management Element to reduce flood risks in coastal areas, and to encourage the use of strategies that will result in the removal of coastal property from FEMA flood zone designations. Presented the amendments at required public hearings.

##### Comprehensive Plan Update

Hawthorne, Florida

Project Manager for the update of the Hawthorne Comprehensive Plan. Georgia Pacific shutdown their Hawthorne operation (two miles east of the city limits), which left 400 employees, most of whom reside in Hawthorne, without work and no prospects with the company. In 2015, the need arose to update the City’s plan following the annexation of approximately 1,300 acres and the proposal of a community-altering economic development project.

##### Land Development Code Update

Sumter County, Florida

Project Planner for the update of Sumter County’s Land Development Code. After decades of incremental modifications, the Code needed reorganization and updating to current standards and practices. The project included a comprehensive evaluation and assessment of the adopted Code. Following the evaluation, the Code was amended according to a matrix

**PROJECT ROLE**  
Senior Planner/GIS Specialist

**OFFICE LOCATION**  
Orlando, Florida

**EDUCATION**  
■ Master of Arts in Urban and Regional Planning, University of Florida, 2006

■ Bachelor of Arts in Criminology, University of Florida, 2001

**YEARS OF EXPERIENCE**  
Joined S&ME in 2007 with 2 years of experience

**REGISTRATIONS**  
■ AICP Certification No. 026356, 2013

**CERTIFICATIONS**  
■ Trimble GPS  
■ NASSCO’s Pipeline Assessment Certification Program (PACP)

**PROFESSIONAL MEMBERSHIPS**  
■ American Institute of Certified Planners (AICP)  
■ American Institute of Certified Planners (AICP)  
■ Florida Planning & Zoning Association (FPZA)

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Christopher R. Dougherty  
Page 2

### AWARDS

- FPZA Award for Outstanding Long-Range Plan for the Manatee County Urban Corridors, 2017
- Roy F. Kenzie Award, City of Oviedo Redevelopment & Economic Development Brochure, Florida Redevelopment Association, 2010
- Outstanding Master Plan, Palm Coast/Flagler County Airport Area Master Plan & Zoning Overlays, Florida Planning & Zoning Association Surfcoast Chapter, 2009
- Master Plan Award of Excellence, Palm Coast/Flagler County Airport Area Master Plan & Zoning Overlays, Florida Planning & Zoning Association, 2009
- Outstanding Public Urban Plan, Babcock Street Redevelopment Plan, Florida Planning & Zoning Association, 2008

of findings. Specific responsibilities included evaluating the adopted Code, developing the assessment matrix and drafting the Code amendments according to the matrix.

### **Comprehensive Plan Update**

Mascotte, Florida

Responsible for coordinating the preparation of the updating of all elements of the comprehensive plan to reflect a realistic growth trend. Additional responsibilities included preparing the public facilities, conservation, capital improvements and intergovernmental coordination elements.

### **Evaluation and Appraisal Report (EAR) and EAR-Based Amendments**

Cocoa, Florida

Participated in the preparation of the EAR for the City's Comprehensive Plan. Specifically, responsible for coordinating the public workshop and scoping meeting as well as the assessment of the Coastal Management Element and the effectiveness of the Coastal High Hazard Area as it relates to redevelopment and property rights. Subsequently, prepared the 2010 EAR-based amendments. Responsibilities included drafting the Transportation and Coastal Management Elements. Also produced GIS maps for all the elements. Currently preparing another round of EAR-Based Amendments.

### **Comprehensive Plan Update**

Melbourne, Florida

Participated in two rounds of EAR-Based amendments to the City's Comprehensive Plan. The first round (2010) included the update of the population projections and Future Land Use, Housing, Transportation, Coastal Management and Capital Improvements elements. Managed the update of all maps in GIS. Specific responsibilities during the second round of EAR-based amendments (2017) included preparing the necessary maps for the City to address the peril of flood requirements and assessing the mobility districts' effectiveness and need for expansion.

### **Comprehensive Plan Update**

Sebastian, Florida

Project Manager for the update of five Comprehensive Plan elements for the City of Sebastian, including Capital Improvements, Housing, Future Land Use, Public Schools Facilities and Transportation. Also prepared the City's Future Land Use Map, which included a new residential land use category.

### **Volusia Growth Management Commission (VGMC) Planner**

Volusia County, Florida

Project Manager responsible for conducting comprehensive plan amendment reviews on a continuing basis for all jurisdictions within Volusia County to ensure consistency with the Commission's established criteria. The VGMC is a unique intergovernmental coordination clearinghouse for all comprehensive plan amendments within Volusia County. Specific responsibilities include reviewing amendments for consistency with six criteria, coordinating with each jurisdictions' planners, drafting consistency certifications and achieving consensus among adjacent jurisdictions.

### **Land Development Code Update and Form-Based Code**

Gainesville, Florida

Project Planner responsible for the development of the transportation and subdivision sections of the City's Land Development Code (LDC) update. As part of the update, assisted with incorporating form-based code elements into the Code, including appropriate parking standards, transportation facilities dimensions, regulating plan development, preparation of workshop materials and preparation of an existing conditions report.

## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



## John M. Jones, AICP, FRA-RP

### Senior Redevelopment Planner

John has over 28 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.

### Key Projects and Assignments

#### Pinellas Park Community Redevelopment Plan

Pinellas Park, Florida

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. The Plan update was adopted by the City in November 2019.

#### Lake Wales Community Redevelopment Plan Update

Lake Wales, Florida

Served as Project Manager for the update of the Lake Wales Community Redevelopment Plan. The CRA Plan update included extensive community input, on-line surveys and one-on-one interviews with business owners, stakeholders and residents. Key redevelopment strategies included re-energizing the historic downtown, developing quality affordable housing and public infrastructure improvements to connect activity, employment and residential areas.

#### Comprehensive Planning

Sumter County, Florida

Prepared annual large-scale amendment packages, responses to ORC reports, and other reports as required to facilitate annual text and map amendments to the County's Comprehensive Plan.

#### Economic Development Services

Sumter County, Florida

Prepared and administered State and Federal grants. Prepared departmental budgets. Generated Lake Panasoffkee/Shady Brook Greenway Management Plan. Administered implementation of Sumter County Public Library System. Presented reports and recommendations to County officials and others as required.

#### Dade City CRA Plan Update

Dade City, Florida

Project Manager for the update of the CRA Plan. Identified key redevelopment strategies and programming to embrace the City's emerging cultural, natural resource and historic tourism achievements.

#### Sanford Waterfront CRA-Developer Solicitations

Sanford, Florida

As Project Manager, identified and evaluated potential developer teams for the redevelopment of several City-owned parcels. Developed a conceptual plan that emphasizes the City's

#### PROJECT ROLE

Senior Redevelopment  
Planner

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Master of Public Administration, University of Central Florida, 1991
- Bachelor of Science in Economics, University of Central Florida, 1989

#### YEARS OF EXPERIENCE

Joined S&ME in 2004 with 13  
years of experience

#### REGISTRATIONS

- AICP Certification No. 023074, 2008
- FRA Certified Redevelopment Professional, 2011

#### PROFESSIONAL MEMBERSHIPS

- Florida Redevelopment Association (FRA), Board Member, 2018-2023
- American Planning Association (APA)
- Florida Planning & Zoning Association (FPZA)



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

John M. Jones  
Page 2

### AWARDS

- Roy F. Kenzie Award, City of Oviedo Redevelopment & Economic Development Brochure, Florida Redevelopment Association, 2010
- Outstanding Master Plan, Palm Coast/Flagler County Airport Area Master Plan & Zoning Overlays, Florida Planning & Zoning Association Surfcoast Chapter, 2009
- Master Plan Award of Excellence, Palm Coast/Flagler County Airport Area Master Plan & Zoning Overlays, Florida Planning & Zoning Association, 2009
- Outstanding Public Urban Plan, Babcock Street Redevelopment Plan, Florida Planning & Zoning Association, 2008

historic themes and architectural styles. Created development opportunity packages and identified compatible architectural, design and development groups as potential development partners for the City.

### **Economic Development Services**

Oviedo, Florida

Project Manager for the provision of economic development services to the City of Oviedo with a primary focus on improving the City's economy by attracting new businesses to the area. Tasks completed include development of a business recruitment brochure; establishment of a business retention/recruitment program; creation of a development opportunity sites database; design of an economic development website; and development of a primary business recruitment incentive program.

### **Community Visioning**

Groveland, Florida

Project Manager for the preparation of a vision plan, which identified opportunities for the City to leverage the SR 50 realignment. Identified specific opportunity sites and implementation measures in an effort to encourage economic development in the City in the next five to ten years.

### **Business Assistance Plan**

Apopka, Florida

Project Manager for the Business Assistance Plan that identified challenges and opportunities facing the existing downtown businesses, employers and business community; developed programs and mechanisms to enable the City to assist existing businesses and to recruit new targeted businesses to the downtown area. This project entailed an extensive survey, interview and coordination process with local area merchants and the Chamber of Commerce.

### **Concurrency Assessment of SR 524 Corridor**

Cocoa, Florida

Project Manager for this assessment and prepared an analysis of the Transportation Concurrency Impacts from development on SR 524 and surrounding roadways. The analysis included an evaluation of the impact on traffic levels of service from existing development and the anticipated impact from future development. Analysis identified intersections and segments of SR 524 that had significant level of service issues and proposed long-term transportation concurrency management remedies, roadway improvements and strategies to address anticipated and future development impacts as well as Comprehensive Plan amendments.

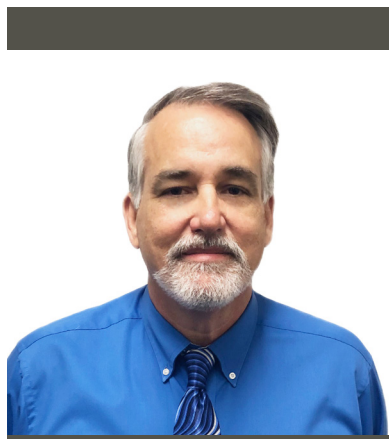
### **Innovation Way Land Use Absorption Projections**

Orange County, Florida

This project was completed to further Orange County's initiatives to diversify the economy of the County in the Innovation Way corridor. An evaluation was required of the current entitlements (supply) approved within the study area to the projected demand for growth by the year 2030 to determine if a reallocation of land use resources may be necessary. The current entitlements were also compared to the Compact Village pattern for land use growth that the County desired for the area to determine its appropriateness.

## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



## Terry A. McKloski, AICP

### Senior Planner

Terry has over 20 years of professional experience in transportation planning and urban design and extensive knowledge of several travel demand modeling software platforms and traffic simulation packages. His project experience includes complete streets, corridor planning, large scale land use scenario planning, traffic impact analyses, corridor and interchange improvement studies, traffic forecasting, travel demand modeling, freight movement, and roadway network simulation. Terry's unique combination of planning knowledge and technical proficiencies make him an effective advocate for positive change through livable transportation systems.

### Key Projects and Assignments

#### Growth Management General Planning Contracts

Florida Department of Transportation – District 2

Project Manager for growth management contracts from 2006-2013. Tasks under these contracts included representing FDOT in negotiations with Development of Regional Impacts (DRIs) and Sector Plans, working with local governments to evaluate land use proposals, and assisting rural communities with planning expertise. Tasks included analysis and modeling of numerous DRIs, traffic impact assessment, traffic forecasting, and land use utilization analysis. Also including analysis of transportation improvements needed to support future land use proposals and final proportionate share calculations. Under these contracts Mr. McKloski's team also performed other duties and planning studies which included corridor studies, comprehensive plan review, EAR reviews, Capital Improvement Plans assistance and review, FDOT District work program assistance, inter-governmental coordination, and providing District wide education courses in areas like trip generation, HCS, traffic impact analysis assessment, and general growth management.

#### US 41 Traffic Analysis, Florida Department of Transportation – District 1

Naples, Florida

Under the Complete Streets Continuing Services Contract with FDOT D1, the S&ME Team was tasked to identify and analyze potential traffic diversion resulting from roadway modifications to the US-41 / SR 45 corridor in Downtown Naples. Part of the task was to identify and evaluate possible impacts to the surrounding roadway network due to reducing and/or widening lanes in the corridor. Specifically responsible for modeling the regional impacts using travel demand modeling, and analyzing and formulating mitigation plans for impacted links and intersections using traffic operations modeling software Synchro and Vissim.

#### Bicycle and Pedestrian Facilities Gap Study

Florida Department of Transportation – District 2

Project Manager for study to inventory and locate gaps in the bicycle and pedestrian facilities over an 18-county area in Northeast Florida. Counties are made up of rural areas and urban areas including Jacksonville, Gainesville, Lake City, and St. Augustine. Graphical Information Systems (GIS) and accompanying databases were used to evaluate the gaps in the bicycle and pedestrian networks. The study utilized Bicycle and Pedestrian Quality Level of Service (LOS) standards to develop algorithms to determine the LOS. The study also evaluated several types of bicycle and pedestrian facilities and several design solutions were considered for facilities lacking facilities.

#### PROJECT ROLE

Senior Planner

#### OFFICE LOCATION

Tampa, Florida

#### EDUCATION

- Master of Urban and Regional Planning, Florida State University, 2006
- Bachelor of Urban and Regional Planning, Florida Atlantic University, 2002

#### YEARS OF EXPERIENCE

Joined S&ME in 2019 with 20 years of experience

#### REGISTRATIONS

- AICP Certification No. 022275

#### PROFESSIONAL MEMBERSHIPS

- American Planning Association (APA)
- Florida Planning and Zoning Association (FPZA)
- Urban Land Institute (ULI)

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Terry A. McKloski  
Page 2

### **6th Avenue Pedestrian Enhancements**

Capital Regional Transportation Planning Area, Tallahassee, Florida

Based on implementing the Complete Streets philosophies, this project proposed reconstruction scenarios for making the 6th Avenue corridor more pedestrian friendly; with enhancements such as wider sidewalks, lane reduction, turning radius reduction, raised intersections, and branding for the Midtown area. The 6th Avenue corridor runs through a commercial area with several restaurants and bars, retail and large residential components. The study involved right-of-way survey and investigation, data collection, public involvement and concept design plans. The project was designed to increase non-motorized transportation in the corridor and a sense of place that attracts people to enjoy the corridor via walking.

### **Large Scale Development Impact Modeling**

Florida Department of Transportation – District 2

Project Manager for growth management contract involving modeling of numerous DRIs (Developments of Regional Impacts) and impact assessment by forecasting land use utilization, traffic, and state- or developer-planned improvements. Assessments determined improvements needed to support future land uses proposed and final proportionate share calculations.

### **Curry Ford Neighborhood Vision Plan**

Orlando, Florida

Lead for transportation planning of a vision plan for the Curry Ford Road corridor and surrounding neighborhoods. The Curry Ford Road area has become a popular destination for new small businesses, who have collectively worked together to become a designated Market Street. In addition to this commercial growth and redevelopment, the area is attracting more residential development as more people want to live in this neighborhood with its proximity to unique retail options and downtown Orlando. The Vision Plan will ensure the foundation of this healthy, vibrant area remains a strong neighborhood and great place to live, and provides for long-term stability for residents, visitors, and businesses. The S&ME Team evaluated the growth potential and probability by land use type expected to strongly impact the Curry Ford existing transportation facilities. The resulting plan will include recommended changes to the transportation network; cross section design for all the major roads in the study area; and recommendations for policy and code changes to direct future redevelopment in the area.

### **2014 Update to Capital Regional Transportation Planning Area Congestion Management Plan (CMP) and Policy**

Capital Regional Transportation Planning Area, Tallahassee, Florida

The CMP, as defined in federal regulation, serves as a systematic process that provides for safe and effective integrated management and operation of the multimodal transportation system. The plan identified congested roadway segments, detailed performance measurements, provided implementation strategies to manage congestion, and supplied measures for determining the effectiveness of the strategies.

### **Roundabouts Evaluation, Roosevelt Boulevard and McDuff**

Florida Department of Transportation – District 2

Project Manager for study to evaluate several roundabout alternatives. Confluence of three streets and a railroad crossing required some unusual configurations to be tested: two roundabouts, one oblong roundabout, a dog-bone type dual roundabout and a large multi-leg roundabout. Project required data collection, traffic forecasting, traffic simulation and stakeholder involvement. Roundabout alternatives were simulated in VISSIM, and 3D output was used for visualization.



## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



## Nickolas Hill

### Planner

Nick has over two years of professional experience. He is well-versed in the field of contemporary urban and regional planning. His professional experience has included conducting entitlement research, land use and rezoning amendments, special use permits and variance requests, community workshops, plan reviews, and conceptual planning tasks. Nickolas is also a skilled Geographic Information System (GIS) technician—completing a multitude of GIS-related projects including creating, interpreting, and projecting shapefiles, authoring metadata, producing hundreds of planning, environmental, and stormwater-related maps, georeferencing historical aerials, conducting area calculations, and acting as a liaison between GIS and AutoCAD specialists.

#### PROJECT ROLE

Planner

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Master's in Urban Regional Planning, University of Florida, 2019
- Bachelor's in Public Administration and Minors in Urban and Regional Planning and Nonprofit Management, University of Central Florida, 2015

#### YEARS OF EXPERIENCE

Joined S&ME in 2019 with 2 years of experience

#### PUBLICATIONS

- "Comprehensive Planning for Autonomous Vehicles in the American South," 2019

### Key Projects and Assignments

#### City of Green Cove Springs Stormwater Mitigation Program

Green Cove Springs, Florida

Aided the local government in creating a citywide stormwater mitigation program by efficiently and accurately hand-measuring impervious surface areas throughout the City using a combination of GIS programs, georeferenced historical aerials, technical drawings, various software packages, and available county data sets.

#### Lake Wales Comprehensive Plan Update

Lake Wales, Florida

Project Planner for the City's Comprehensive Plan update to reflect the significant growth the City experienced in the early to late 2000s. Responsibilities included the development of various elements, assisting with GIS mapping and analysis, assisting with steering committee meetings to understand the issues facing the community and a visioning public workshop.

#### EAR-Based Amendments

Cocoa, Florida

Participated in the update the City's Comprehensive Plan as part of the evaluation and appraisal process as outlined in Section 163.3191, F.S. Prepared a matrix listing the Florida Statute changes that required a change in the Plan, submitted to staff for review and comment and then made the changes to the individual elements. Prepared maps in GIS to meet the requirements of Senate Bill 1094, "Peril of Flood."

#### EAR-Based Amendments

Fort Pierce, Florida

Participated in the update the City's Comprehensive Plan as part of the evaluation and appraisal process as outlined in Section 163.3191, F.S. Prepared maps in GIS to meet the requirements of Senate Bill 1094, "Peril of Flood."

#### Volusia County Growth Management Commission Planner

Volusia County, Florida

Participated in conducting comprehensive plan amendment reviews on a continuing basis for all jurisdictions within Volusia County to ensure consistency with the Commission's established criteria. Specific responsibilities include reviewing amendments (large and small) for consistency with six criteria, conducting research on various regulatory documents, and confirming parcel data using GIS software.

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Nickolas Hill  
Page 2

### **Downtown North CRA Redevelopment Plan Update**

Panama City, Florida

Participated in the update of the City's Downtown North CRA Redevelopment Plan to reflect the recent expansion of the boundary. Drafted sections related to population and demographics, land use, historic buildings, and signage. Prepared a three-point action plan and goals, objectives and policies. Helped facilitate public workshops.

### **Complete King Street Master Plan**

St. Augustine, Florida

Participated in the Master Planning process for a major corridor within the City of St. Augustine. Assisted in facilitating and preparing community workshop. Managed the project's website by frequently responding to public comments and posting regular updates regarding the project's progress.

### **CRA HD King Site - Review of Development Proposals**

Fort Pierce, Florida

Participated in the review of proposals submitted by two development companies for the development of the City-owned HD King Plant site in downtown Fort Pierce. The purpose of the review was to determine compliance with the City's CRA plan and comprehensive plan. Prepared a matrix rating the proposals against each relevant policy in the plans, and attended individual briefings with the CRA Board members.

### **West Tuscaloosa Community Inventory and Blight Study**

Tuscaloosa, Alabama

Assisted City Staff in conducting a community inventory of the West Tuscaloosa neighborhood through a community engagement and visioning process, GIS analyses, aerial observations, site visits, compiling data sets, and synthesizing historical research and anecdotes. This task also required conceptualizing, creating, and implementing a neighborhood blight study using a combination of community statistics, site photos, and various GIS operations.

### **Highest and Best Use Analyses**

North Central Florida

Determined the highest and best use for various properties throughout the region based upon their existing development entitlements. This necessitated reviewing local development standards, meeting with City/County Staff, consulting with civil engineers as needed, and writing comprehensive reports for a diverse range of clientele.

### **FEMA Letter of Map Revisions (LOMRs)**

North Central Florida

Aided civil engineers in successfully revising active FEMA Flood Insurance Rate Maps by completing numerous Letter of Map Revisions. This involved incorporating floodplain data from various public and private databases to recreate and revise existing Flood Maps utilizing a wealth of cutting-edge software.

### **Various Future Land Use (FLU) and Rezoning Requests**

North Central Florida

Drafted and compiled application materials for various FLU and Rezoning requests across the North Central Florida region. This involved drafting justification reports, researching critical land development code and comprehensive planning language, developing clear and concise GIS map sets, and creating Zoning Master Plans as needed for sites designated as Planned Unit Developments.

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Katie A. Martin

#### Planner

Katie's areas of expertise include sustainable community development, affordable housing, community engagement, and public policy. She has experience in qualitative and quantitative research, geospatial analysis, statistical analysis, climate adaptation planning, comparative policy analysis, urban design, and planning for social equity. Katie also has experience in survey creation for community engagement, site plan review, and grant writing.

#### Relevant Project Experience

##### Casselberry Property Maintenance Ordinance

City of Casselberry, Florida

Assisted the City of Casselberry in reviewing their Code of Ordinances and Land Development Code to establish more exact ordinances regarding property maintenance within the City. This project included the review of comparable municipalities to inform the changes made to Casselberry's Code.

##### Sumter County Comprehensive Plan

Sumter County, Florida

Assisted Sumter County in updating their Comprehensive Plan, including reviewing and analyzing data on housing conditions, affordability, and access for residents and potential new residents within the County. The project also includes analyzing access to open space within the County.

##### DeBary Land Development Code Update

City of DeBary, Florida

Assisted the City of DeBary in reorganizing and updating their Land Development Code, and establishing a Form-Based Code for certain areas of the City.

##### Lindbergh Neighborhood Redevelopment

City of Atlanta, Georgia

Worked with City of Atlanta, Georgia Department of Transportation, the BeltLine, MARTA, and other local stakeholders to propose a redevelopment of the Lindbergh neighborhood in Atlanta. The project focused on green space and blue way access, zoning and land use changes, public transit additions, and affordable housing creation.

##### Neighborhood Planning Unit Comprehensive Review, Public Design Workshop

City of Atlanta, Georgia

Worked with the Center for Civic Innovation and researchers at Georgia Tech to develop the qualitative and quantitative research methods for the first comprehensive review of the NPU System in Atlanta. This project involved the development of surveys for public engagement, the creation of tools for qualitative research, and geospatial analysis to observe socioeconomic trends in Atlanta neighborhoods.

#### PROJECT ROLE

Planner

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Master of City and Regional Planning and Master of Science in Public Policy, Georgia Institute of Technology, 2020
- Bachelor of Science, Earth and Environmental Science, Mercer University, 2012

#### YEARS OF EXPERIENCE

Joined S&ME in 2020 with 1 years of experience

#### PROFESSIONAL MEMBERSHIPS

- American Planning Association
- Association of Pedestrian & Bicycle Professionals



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Jalisa Q. Harris

#### Planner

Jalisa’s experience includes data analysis, legislative analysis, research, regulatory compliance, technical writing, public speaking, stakeholder engagement and interagency coordination.

#### Relevant Project Experience

##### City of Groveland CRA Redevelopment Plan Update

Groveland, Florida

Assisted the City of Groveland in spearheading citizen engagement efforts as a means of collecting substantive input to update the community redevelopment plan. Efforts included virtual and COVID19-compliant in-person engagement opportunities that not only collect suggestions, but also provide citizens an opportunity to lead design alternatives.

##### Community Impact Projects Director

Indian River County, Florida

Leveraged organizational resources to encourage the formation of new community partnerships, raise project funding, rebrand community impact project missions and organizational brand. This project included using data collected from past projects and public engagement tactics to drive project restructuring as well as identification of target population needs. Project implementation was supplemented with self-created training regarding inclusionary practices for non-profit organizations.

##### Capital Improvement Plan Updates

Various counties within Central Florida

Evaluated/Analyzed best practices in transportation capital improvement planning and budgeting, revenue structures, and grant application. These projects included review of comparable municipalities within Florida to inform the recommendations made for Capital Improvement Plan updates.

##### ADA Transition Plans

Various counties within Central Florida

Synthesized best practices in public capital infrastructure planning, self-assessment, funding, and implementation regarding the Americans with Disabilities Act (ADA) transition plans for municipal transportation planning. This project included extensive public engagement planning and implementation as well as coordination with municipal-governed institutions.

##### Cocoa Police Department Strategic Plan

City of Cocoa, Florida

Coordinated with the City of Cocoa government and City of Cocoa Police Department in developing a strategic plan to enhance departmental operations and community relations based on analysis of the Organization and the City. This project included a review of comparable law enforcement agencies to inform the internally and externally facing approaches the department should take.

#### PROJECT ROLE

Planner

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Master of Urban and Regional Planning, University of Central Florida (anticipated May 2021)
- Master of Public Administration, University of Central Florida, 2019

#### YEARS OF EXPERIENCE

Joined S&ME in 2020 with 3 years of experience

#### PROFESSIONAL MEMBERSHIPS

- American Planning Association
- University of Central Florida Urban Knights Planning Association
- National Black MBA Association
- National Forum for Black Public Administrators
- International City Manager Association
- The Association of Junior Leagues International

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### **Bruce C. Hall PLA, ASLA**

#### **Technical Principal - Landscape Architect**

Jay has over 32 years of experience with site design and landscape architecture for streetscapes and public spaces. His design influence is featured in the public realm design of places such as Lakeland’s Hollis Garden, Orlando’s Harry P. Leu Botanical Gardens, Winter Park’s Park Avenue and the NoMa District in Washington, DC. His philosophy of design focuses on functional and timeless design, grounded in context and equity of users.

#### **Key Projects and Assignments**

##### **William Bartram Scenic Byway**

St. Johns County, Florida

Served as Principal-in-Charge and Principal Designer for the Master Plan, which included schematic plans for park and amenity improvements along the byway. The William Bartram Scenic and Historic Highway is a 17-mile Florida Scenic Highway known for its historic tree canopy, access to the St. Johns River (a National Heritage River) and its namesake who traveled and lived in this region of Florida. These enhancements provide better facilities for the byway visitor and residents and unify the public space along the byway by creating an architecture and landscape that reinforces the corridor’s story. The effort included a corridor logo, signage plan, gateway features and interpretive and directional signs.

##### **St. Augustine Citywide Mobility Plan**

St. Augustine, Florida

Principal Landscape Architect for a multiyear assignment to develop an integrated mobility plan for the City. The Plan will introduce 21st century best practices to help solve the mobility issues of the City’s residents, visitors and business community. Through a data-driven and inclusive process, the consultant team is taking a holistic view at the transportation and land use relationships of America’s oldest city. The interdisciplinary study includes urban design, multimodal transportation planning, complete streets design, land use planning, historic preservation and economic development.

##### **King Street Complete Street Master Plan**

St. Augustine, Florida

Principal Landscape Architect for an integrated transportation and land use planning effort for the King Street Corridor. Much of the street is owned by FDOT (Business US-1) and efforts have included extensive coordination with District 2. An integrated in-person and online public engagement program was created through collaboration with CoUrbanize; it includes five public workshops complemented by a stand-alone interactive website that allows for both web and text-based input.

##### **US 41 Corridor Vision Plan**

Charlotte County, Florida

Principal Landscape Architect for a Corridor Vision plan for 30 miles of US 41 through Charlotte County. The plan looked at safety, mobility, context classification and the interface between the existing and proposed land uses and the design of the corridor. This work was done under S&ME’s FDOT D1 Complete Street Continuing contract. The effort proactively engaged the citizens and stakeholders along the corridor to identify issues and opportunities along the roadway which will then inform future work program prioritization and funding.

#### **PROJECT ROLE** Design Principal

#### **OFFICE LOCATION** Orlando, Florida

#### **EDUCATION**

- BS Landscape Architecture, Purdue University, 1987

#### **YEARS OF EXPERIENCE** Joined S&ME in 2012 with 25 years of experience

#### **REGISTRATIONS**

- PLA, FL No. LA0001277, 1988
- PLA, CO No. 841, 2009
- CLARB No. 53564, 2018

#### **PROFESSIONAL MEMBERSHIPS**

- Purdue Landscape Architecture Professional Advisory Council, Board Member
- American Society of Landscape Architects (ASLA)
- Florida Recreation and Park Association (FRPA)
- Harry P. Leu Gardens, Board of Trustees, 2012-2016

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Jay R. Hood  
Page 2

### AWARDS

- Outstanding Development Award, Lakefront Park Phase 1, Florida Planning & Zoning Association, 2020
- Project of the Year Award, South Central Park, Florida Engineering Society, Ridge Chapter, 2019
- Grand Award, PK Avenue, American Council of Engineering Companies of Florida, 2019
- Award of Merit, PK Avenue, American Society of Landscape Architects, Florida Chapter, 2019
- Project of the Year Award, Cade Museum, ENR Southeast, 2018
- Planning Project Award of Merit, Paw Park Village, APA-FL 2018
- Lake Nona Urban Forest Plan, Florida Urban Forestry Council, 2009
- Environmental and Sustainability Honor, UCF Health Sciences Campus, ASLA Florida Chapter, 2008
- Master Planning Award, Scenic and Historic A1A Master Plan, Florida Planning & Zoning Association, 2006
- Award of Excellence, Park Avenue Winter Park, ASLA Florida Chapter, 2002

### US 41 Corridor Vision Plan

Charlotte County, Florida

Principal Landscape Architect for a Corridor Vision plan for 30 miles of US 41 through Charlotte County. The plan looked at safety, mobility, context classification and the interface between the existing and proposed land uses and the design of the corridor. This work was done under S&ME's FDOT D1 Complete Street Continuing contract. The effort proactively engaged the citizens and stakeholders along the corridor to identify issues and opportunities along the roadway which will then inform future work program prioritization and funding.

### South Central Park and Magnolia Trail

Winter Haven, Florida

Principal Designer for a multi-purpose civic park and surrounding streetscapes and trails in downtown Winter Haven. The project is comprised of a full city block and includes two flexible plaza areas that could alternately serve as parking during the day and a place for concerts and events during the evening and weekend hours. The project also incorporates a bikeway into the streetscape environment with an associated vertical gateway element to indicate arrival into downtown from the south. **Project received the Project of the Year Award from Florida Engineering Society (FES), Ridge Chapter, 2019.**

### South Pomegranate Avenue Improvements (FDOT D5)

Sanford, Florida

Principal Landscape Architect responsible for this FDOT, D5 project to improve circulation along South Pomegranate Avenue and improve connections to the historic Goldsboro community. The multi-faceted project includes a pedestrian/vehicular bridge overactive railroad tracks which blocks access into Goldsboro multiple times per day. Landscape improvements suitable to the residential character of the area will be included for the new roadway/bridge and the stormwater pond. Responsibilities include coordination with the client, the design team, FDOT and the City of Sanford.

### Park Avenue Streetscape

Lake Wales, Florida

Principal-in-Charge for the design and public involvement of the City of Lake Wales's Park Avenue Streetscape which functions as the heart of the downtown shopping district. The streetscape is a building face to building face project which balances the auto-dominated street by converting the oversized one-way street with angled parking into a 2-way street with parallel parking. Broad sidewalks and planters to accommodate street trees and colorful plantings advance the Olmsted Brothers' vision of a "City within a Garden". The designed street is curbsless and allows for barrier free pedestrian access and flexibility for outdoor dining and events. Green infrastructure components of the design include the use of rain gardens and permeable pavers to aid in capturing stormwater and nutrients.

### Pilaklakah (PK) Avenue Streetscape

Auburndale, Florida

Principal Designer for a five-block section of Pilaklakah Avenue in Auburndale, Florida. The streetscape project included a reduction of travel lanes from four lanes to two lanes, which enabled the addition of a linear bioswale/rain garden along the length of the project as well as a multipurpose trail and on-street parking in the commercial area near the City's historic downtown area. This project received a Grand Award from the American Council of Engineering Companies of FL, 2019 and an Award of Merit from the American Society of Landscape Architects, 2019.



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### **Bruce C. Hall PLA, ASLA**

#### **Principal Landscape Architect**

Jay has over 32 years of experience with site design and landscape architecture for streetscapes and public spaces. His design influence is featured in the public realm design of places such as Lakeland’s Hollis Garden, Orlando’s Harry P. Leu Botanical Gardens, Winter Park’s Park Avenue and the NoMa District in Washington, DC. His philosophy of design focuses on functional and timeless design, grounded in context and equity of users.

#### **Key Projects and Assignments**

##### **Seminole County Trail System Master Plan**

Seminole County, Florida

Principal Landscape Architect for the update to the Seminole County’s Trail System Master Plan. Bruce performed desktop and field reviews to validate the previously proposed trails for the County and identifies new routes to improve connections to cities and communities with no trail access. Through the creation of a hierarchy and updated nomenclature 35 individual trail and connector segments were reduced to 15 Pathways which link the County’s primary showcase trails. Following key stakeholder and public presentations, the completed master plan includes an update to the County’s GIS system reflecting the existing and proposed trails and pathways, Cost estimates and a report document. The standalone exhibits within the report enable County staff to extract each proposed trail as needed for their use in receiving grant funding, updating County Commissioners and informing the public.

##### **Outdoor Interpretive & Wayfinding Venue**

Port St. Joe, Florida

Senior Designer and Project Manager for the City of Port St Joe CRA’s outdoor interpretive and wayfinding venue. The venue is constructed atop a wood deck above an existing stormwater pond and is designed to gain the attention of travelers along US 98; encourage them to stop; inform them of the retail and dining opportunities present in the City’s historic retail village; and provide information about the community’s history. The facility features a tower and trellis structure with scallop-themed bench swings, an interactive kiosk, a periscope linked to community webcams and a postcard photo-op.

##### **Tenoroc Trail Master Plan**

Lakeland, Florida

Project Manager and Senior Designer for the master planning of the City of Lakeland Community Development Department’s 10-mile Tenoroc Trail. The trail connects the General Van Fleet/TECO-Auburndale Trail to Lakeland’s planned trail system through the 8,000-acre FWC Tenoroc Fish Management Area. The trail provides connections to the management area’s hiking trail network, surrounding neighborhoods, three regional and community sports complexes, a future elementary school site and Florida Polytechnic campus.

##### **Crystal Lake Trail**

Lake Wales, Florida

Principal Landscape Architect for the master planning and phase 1 construction documents for the Lake Wales Crystal Trail. The one mile master planned trail links the new S&ME and Chastain Skillman designed Park Avenue complete street streetscape to Lake Wales and the existing Lake Wales Trailway. The first phase of the trail provides a direct trail route

#### PROJECT ROLE

Principal Landscape Architect

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Golf Course and Golf Clubhouse Design, Harvard Graduate School of Design, 1991
- Bachelor of Landscape Architecture, University of Florida, 1988

#### YEARS OF EXPERIENCE

Joined S&ME in 2012 with 24 years of experience

#### REGISTRATIONS

- PLA, FL No. LA0001367, 1990

#### PROFESSIONAL MEMBERSHIPS

- American Society of Landscape Architects (ASLA)
- Florida Recreation and Park Association (FRPA)

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Bruce C. Hall  
Page 2

### AWARDS

- Outstanding Development Award, Lakefront Park Phase 1, Florida Planning & Zoning Association, 2020
- Grand Award, PK Avenue, American Council of Engineering Companies of Florida, 2019
- Award of Merit, PK Avenue, American Society of Landscape Architects, Florida Chapter, 2019
- Project of the Year Award, Cade Museum, ENR Southeast, 2018
- Award of Merit, Winter Garden Plant Street Streetscape, American Society of Landscape Architects, 2003
- Award of Excellence, West Orange Trail, American Society of Landscape Architects, 1998

between the streetscape and the Lake Wailes shoreline via a road diet on Park Avenue and another route runs through Crystal Lake Park and around the lake to create a loop system.

### **NW Neighborhood Pedestrian Implementation Plan**

Lake Wales, Florida

Principal Landscape Architect for the creation of a master plan and design standards document addressing sidewalk and street tree enhancement of the City's Northwest Neighborhood. Based upon the Dover Kohl, Lake Wales Connected plan for the NW Neighborhood, the master plan completes gaps in the existing sidewalks network, suggest where sidewalks should be added to existing streets and addresses the planting of canopy and understory trees to improve pedestrian comfort and the character of the street. The completed master plan and design standards provides the City with a master plan, typical street sections, a palette of trees, implementation priorities, phasing and an estimate of probable construction costs.

### **Park Avenue Streetscape**

Lake Wales, Florida

Principal Landscape Architect for the design and public involvement of the City of Lake Wales's Park Avenue Streetscape which functions as the heart of the downtown shopping district. The streetscape is a building face to building face project which balances the auto-dominated street by converting the oversized one-way street with angled parking into a 2-way street with parallel parking. Broad sidewalks and planters to accommodate street trees and colorful plantings advance the Olmsted Brothers' vision of a "City within a Garden". The designed street is curbsless and allows for barrier free pedestrian access and flexibility for outdoor dining and events. Green infrastructure components of the design include the use of rain gardens and permeable pavers to aid in capturing stormwater and nutrients.

### **St. Augustine Citywide Mobility Plan**

St. Augustine, Florida

Principal Landscape Architect for a multiyear assignment to develop an integrated mobility plan for the City. The Plan will introduce 21st century best practices to help solve the mobility issues of the City's residents, visitors and business community. Through a data-driven and inclusive process, the consultant team is taking a holistic view at the transportation and land use relationships of America's oldest city. The interdisciplinary study includes urban design, multimodal transportation planning, complete streets design, land use planning, historic preservation and economic development.

### **Pinellas Park City Center**

Pinellas Park, Florida

Principal Designer for the City of Pinellas Park CRA's master planning of a new 55-acre city center, renovation of its 29-acre community park and a complete street design for 78th Avenue which links the two projects. The master planning effort is intended to incentivize private sector investment around the area, consolidate facilities, create a walkable community and enhance the community's amenities to its residents. The city center is designed to provide a dense integration of government uses which include a new city hall and fire/police operations center; and residential, retail/restaurant and recreational facilities for the community. The community park also features private sector investment along with a mix of active and passive recreational uses with an expansion of the City's performing arts center.

## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



## Edward A. Browder, PLA, ASLA

### Senior Landscape Architect

Eddie has over 29 years of experience of innovative design and project management, utilizing a full range of professional skills in numerous areas of landscape architecture and historic preservation. His experience includes campus landscape plans, schools, parks and trails, public plazas and municipal buildings as well as high profile commercial, mixed-use and resort projects. His historic preservation experience includes historic surveys, districts, design guidelines, local historic designations and certificates of appropriateness.

### Key Projects and Assignments

#### Magnolia Square Redevelopment Conceptual Design Services

Sanford, Florida

Project Manager for two conceptual designs to redevelop the historic icon of Sanford. In designing the public plaza, input was gathered from the community, the Mayor, City staff and the CRA Board. The well-thought-out plan was approved with no revisions required. Color renderings and cost estimates were also prepared to accompany the conceptual designs. Now that the design has been implemented, Magnolia Square features much needed shade, visual interest and ample seating for special events, all in keeping with the historic character of the area.

#### Lady Lake Commercial Corridor Design Standards

Lady Lake, Florida

Assisted with the preparation of commercial development design standards intended to maintain and enhance the positive characteristics of the existing Town and the Villages and to prevent further impacts of development that are not reflective of the traditional town development patterns and desired appearance. Provided the guidelines booklet and hand-drawn graphics, which demonstrate the characteristics of rural and urban road sections. These standards were later codified into the Town's Land Development Regulations.

#### Lady Lake Development Review

Lady Lake, Florida

Assisted with conducting development review services of site plans, planned unit developments and subdivisions of more than 30 projects under a continuing services contract with the Town of Lady Lake. Also assisted the Town with enforcement of the Landscape and Tree Protection chapter, which was also authored by S&ME.

#### Melbourne Historic Preservation Officer

Melbourne, Florida

S&ME serves as the Historic Preservation Officer for the City. Assisted with multiple preservation projects, including research and presentations on historic structures and local history; report and presentation preparation for Local Historic Designations; grant applications; and reviewing/processing Certificates of Appropriateness.

#### Eau Gallie Historic District and Architectural Design Guidelines

Melbourne, Florida

Assisted the City with the creation of the City's first historic district, the Eau Gallie Historic District. This district is significant for its collection of early 20th century architecture, including one structure listed in the National Register of Historic Places and for its role in the City's development history. Conducted site visits at numerous historic properties and

#### PROJECT ROLE

Senior Landscape Architect

#### OFFICE LOCATION

Orlando, Florida

#### EDUCATION

- Bachelor of Architecture in Landscape Architecture, University of Georgia, 1990
- Bachelor of Science in Ornamental Horticulture, Clemson University, 1986

#### YEARS OF EXPERIENCE

Joined S&ME in 2004 with 14 years of experience

#### REGISTRATIONS

- FL #LA6666790, 2005

#### PROFESSIONAL MEMBERSHIPS

- American Society of Landscape Architects (ASLA)
- Florida Recreation and Park Association (FRPA)
- Committee on Sustainable Environments (CoSE)
- Sanford Historical Society, Treasurer



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES

Edward A. Browder  
Page 2

### AWARDS

- American Planning Association, Florida Chapter, Award for Paw Park, 2018
- Florida Planning & Zoning Association Outstanding Redevelopment Award for the Immokalee CRA Update
- Florida Redevelopment Association Roy F. Kenzie Award for the Spring Hill/Volusia County Community Redevelopment Plan

### PRESENTATIONS

- "Local Designations - Success Stories in Brevard County, Florida", Florida Historical Society, 2015
- "Green Gables - A Preliminary Local Historic Designation", South Brevard Historical Society, 2014
- "Melbourne's Lost Treasures - Celebrating the Past to Inform the Future", Melbourne Historic Preservation Board, 2013
- "Sears Modern Homes in Historic Melbourne", Melbourne Historic Preservation Board, 2012
- "SITES – An Overview on the Sustainable SITES Initiative", American Planning Association Florida Chapter Conference 2012, Florida Planning & Zoning Association Conference 2011 and Florida Urban Forestry Council Conference 2010

prepared the historic surveys/Florida Master Site File. Also prepared design guidelines for rehabilitation/expansion of existing historic structures as well as new construction. Prepared a list of period-appropriate plants based on the popularity of ornamental plants during specific eras.

### Titusville Historic Preservation Officer

Titusville, Florida

S&ME serves as the Historic Preservation Officer for the City. Recent projects include the preparation of several local landmark designation reports and presentations and the preparation and facilitation of public workshops to obtain citizen input on priorities for historic preservation projects. Also provides peer review of staff's work on educational brochures regarding the benefits/misconceptions of historic preservation and the steps required for local historic landmark designations.

### Paw Park Village

Sanford, Florida

Project Manager for the planning and design of the redevelopment of Historic Paw Park Village. When Paw Park opened in 2000, it was the first off-leash dog park in Central Florida. After fifteen years of heavy use, the park was in need of repair and renovation. Organized and facilitated a public workshop to determine the amenities and development program preferred by the users and key stakeholders. The project includes a master plan for the area of Paw Park Village and construction documents for the first phase of the Paw Park renovations, which consists of amenities, new fencing, parking, a segment of multi-use trail and new pet-friendly surfacing. The design work was funded through a Florida Department of Economic Opportunity (DEO) grant that had strict guidelines and deadlines for deliverables. All of the deliverables were submitted on time and exceeded DEO guidelines.

### Immokalee Public Realm Plan

Collier County, Florida

Project Manager for two public plaza designs, a streetscape design, downtown park concepts and cost estimates for the RWA team as part of the preparation of the Immokalee Public Realm Plan. Also responsible for gateway and wayfinding signage designs at both vehicular and pedestrian scales. Assisted with the development of a companion form-based land development code to ensure that future development of downtown Immokalee is consistent and complementary to the public plaza designs, streetscape design and downtown park concepts and also conveys the unified community theme and style.

### Land Development Code, Landscaping and Tree Protection Chapter

Lady Lake, Florida

Prepared guidelines for landscape requirements, tree preservation and tree mitigation for the Town's Land Development Code. These regulations enforced the Town's emphasis on protecting its resources and sustainability. After adopting the Landscaping and Tree Protection Chapter, the Town was awarded the distinctive recognition of 'Tree City USA.'

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Em Schaefer

#### Senior Graphic Designer

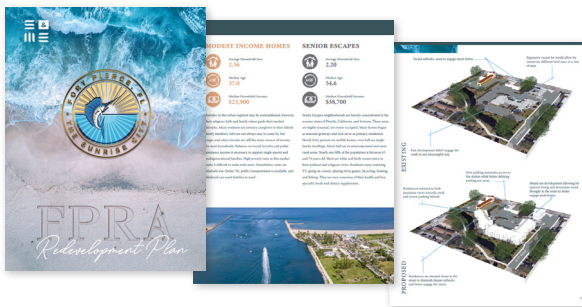
Em has eight years of experience providing creative solutions through print and digital graphic design, illustration, brand development, packaging and production design, environmental graphics, photography, and creative content development. She is proficient with the Adobe Creative Suite and has experience with video editing and motion graphics.

**Project Role:** Branding/Presentations/Graphics

**Education:** MS in Digital Marketing, University College Dublin Michael Smurfit Business School, 2019, Dublin Ireland; BFA Visual Communications, Ball State University, 2007

**Years of Experience:** Joined S&ME in 2020 with 8 years of experience

### Relevant Project Experience



#### Fort Pierce Community Redevelopment Plan Update

Fort Pierce, Florida

Graphic Designer involved in the drafting of design strategies to manage and encourage growth in the historically African American town. Created diagrams and report graphics to help convey design initiatives to a large audience, both city officials and city residents.



#### Downtown Kissimmee CRA Report and Gateway Concepts

Kissimmee, Florida

Senior Graphic Designer in charge of creating a unique branding direction for the city of Kissimmee CRA. Taking inspiration from the city's new logo and the historic branding of Downtown, this theme blends the two and brands the Downtown CRA project with a modern and vibrant style that visually articulates the history and proposed redevelopment through infographics, robust maps and graphs.



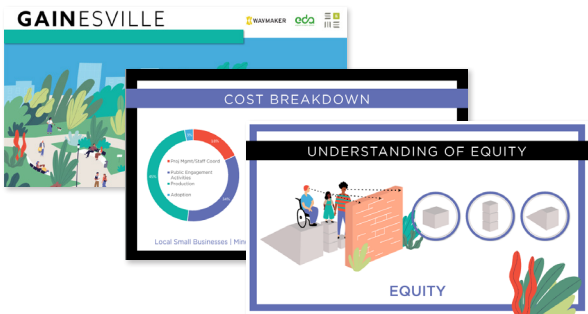
#### Groveland CRA Website

Groveland, Florida

Senior Graphic Designer assisted the city of Groveland in creating a website to communicate the CRA efforts and encourage public engagement through promotion of openhouses and online surveys.

# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Cocoa Parks and Recreation Master Plan

Cocoa, Florida

Senior Graphic Designer composed a unique and cohesively-branded report to document the current park and recreation details of the city and proposed development ideas.

### Gainesville Comprehensive Plan Shortlist Interview

Gainesville, Florida

Senior Graphic Designer in charge of branding presentation for shortlist interview. Collaborated with Planning to design a visually compelling PowerPoint presentation and intro video that articulated the core details of the Comprehensive Plan.

### Osceola Gateway

Osceola County, Florida

Graphic Designer for the design of an iconic gateway element for Osceola County. Working with the County's budget of approximately \$750k, S&ME was tasked with providing design and engineering services for the placement of a large gateway sign to occur at the intersection of the Florida Turnpike ramp/Shady Lane and US-192. Part of the task was to incorporate forms and materials that the County is utilizing for current developments, such as Neo-City, to develop a gateway signage element that is modern, contemporary and provides an aesthetic symbol for the County.

### Melbourne Historic Preservation Story Map

Melbourne, Florida

Senior Graphic Designer collaborated with Planning to design an interactive narrative of the history of the city and historic structures present today.

### SODO Stormwater Brochure

Orlando, Florida

Senior Graphic design developed a print and digital brochure to visually communicate a guide to green development practices. This collateral aided the South Downtown Orlando Area in promoting sustainable efforts to potential developers with the goal of improving the quality for residents and businesses in the area.



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Boris Wong, PLA, ASLA, SITES AP

#### Landscape Architect

Boris has over seven years of international and local experience in site design and landscape architecture for a wide variety of project types, including transportation, urban design, hospitality, healthcare, parks, and streetscapes. Areas of expertise and interest include green infrastructure, visualizations, and urban open space.

**Project Role:** Landscape Architect | **Location:** Orlando, Florida

**Education:** Master of Landscape Architecture, University of Florida, 2011

BS Community and Regional Planning, Economics, Iowa State University, 2007

**Years of Experience:** Joined S&ME in 2016 with 4 years of experience

**Registrations:** Florida RLA #LA6667315, 2017 | SITES AP ID #00001569-SITES

### Relevant Project Experience



#### Brittany Bay Park

Miami Beach, Florida

Landscape Architect for the master plan and landscape architectural construction documents for this waterfront park. S&ME created a “living shoreline” environment between the existing seawall and the new seawall, which is four feet higher in elevation and serves as a seat wall where users can take in views to the waterway and venture onto an overlook which spans the created environment. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.



#### Division Avenue Complete Street Master Plan

Orlando, Florida

Landscape Architect for this 1.3-mile segment of Division Avenue within the City of Orlando’s Downtown South Neighborhood Improvement District (DSNID). The purpose of the plan is to help catalyze a transition of many of the industrial and suburban retail properties within the district to urban mixed-use projects. Produced high-quality 3D rendering perspectives and animation utilizing Lumion and SketchUp.



#### DSNID Complete Streets Master Plan

Orlando, Florida

Landscape Landscape Architect for the development of a complete streets master plan for the Downtown South Neighborhood Improvement District (DSNID). Worked as part of a diverse consulting team to develop conceptual plans for all the key streets within the District to govern future street sections, streetscape materials standards, multi-modal mobility needs, technological enhancements and illustrate potential densities and intensities of future development within the District. Produced high-quality 3D rendering perspectives utilizing SketchUp.

## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



#### **Eola Park Centre**

Orlando, Florida

Landscape Designer for a commercial project that included the design of hardscape and landscape around the building perimeter to enhance outdoor activity space and overall image of the building. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.

#### **UCF Lake Nona Medical Center**

Orlando, Florida

Landscape Architect for the new \$90M, joint venture teaching hospital with the UCF College of Medicine and HCA. The first phase of development includes an 80-bed hospital core, a 60,000- sf medical office building, a helipad and associated site developments. Produced high-quality 3D rendering perspectives and animations utilizing Lumion and SketchUp.

#### **Orlando Health Team Member Courtyard**

Orlando, Florida

Landscape Architect for a courtyard concept and construction documentation of Orlando Health Dr. Philips Hospital Team Member Center. The project included canopy concept development and landscape improvement that help create a sense of welcoming to new members of the organization. Produced high-quality 3D rendering perspectives and animations utilizing Lumion and SketchUp.

#### **US 41 Concept Plans**

Naples, Florida

Landscape Architect for developing concept plans along a 1-mile segment of SR-45/US-41 between Goodlette Frank Road and 5th Avenue North and advance multimodal strategies that are supportive of the existing and future land use context. Produced high-quality 3D rendering perspectives utilizing SketchUp.

#### **Valencia College Osceola Campus Master Plan**

Kissimmee, Florida

Landscape Architect for the landscape master plan for the Valencia College Osceola Campus. The purpose of the landscape master plan for the 80-acre campus is to provide guidance and principles to those who are responsible for the design, maintenance and future development of the campus. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.



# 4. AVAILABLE CAPACITY

## KEY PERSONNEL RESUMES



### Wenjun "Lulu" Lu

#### Landscape Designer

Lulu has experience in urban design, landscape design, green infrastructure, branding, and wayfinding. She is proficient with design programs including Photoshop, InDesign, Illustrator, After Effects, SketchUp, AutoCAD, Lumion, ArcGIS pro, CityEngine, and Rhino.

**Project Role:** Landscape Designer/Graphics

**Education:** Master of Landscape Architecture, University of Florida, 2018;  
Bachelor of Science in Landscape Architecture, Nanjing Forestry University, Nanjing, China, 2016

**Years of Experience:** Joined S&ME in 2018 with 1 year of experience

### Relevant Project Experience



#### Beaumont Redevelopment Master Plan

Kissimmee, Florida

Landscape Designer for the visioning and master planning of this 19.88-acre site. The central organizing element is a large park that serves as an activity hub as well as stormwater for the neighborhood. Mobility is accommodated on the property through the inclusion of generous tree lined sidewalks, a separated bicycle facility along MLK boulevard and a circulator stop that links the development to the downtown Sunrail Station. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.



#### Pinellas Park CRA

Pinellas Park, Florida

Landscape Designer for updating the Pinellas Park Community Redevelopment Plan. The Plan seeks to re-establish a central destination or "Place" in Pinellas Park near the City's historic center while safely connecting City assets and activity areas through complete-streets improvements and streetscaping improvements. The Conceptual Master Plan identifies five (5) strategic capital investment areas: the City Center District; the Performing Arts District; 78th Avenue Complete Street; 70th Avenue Complete Street, and the 49th Street Streetscape. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.



#### King Street Complete Street Master Plan

St. Augustine, Florida

Landscape Designer for complete street design of King Street in St. Augustine. S&ME has been hired by the City to analysis the existing conditions and develop concepts to build a better east-west connection through King Street to downtown area. During meetings with the city and the workshops, S&ME used 3D model fly-through to show the street conditions and 3D section graphics to show the proposed concepts.



## 4. AVAILABLE CAPACITY

### KEY PERSONNEL RESUMES



#### **Lincoln Yard Park**

Gainesville, Florida

Landscape Designer for a neighborhood park project in East Gainesville. Park improvements include pond reconfiguration, a walking path loop, picnic shelters, a playground area, a gateway element, site furnishings and other amenities. S&ME is also facilitating the public participation in the project by leading stakeholder meetings, a public workshop and a final public meeting to present the conceptual Master Plan. Produced high-quality 3D rendering perspectives and animation utilizing Lumion and SketchUp.



#### **US 41 Concept Plans**

Naples, Florida

Landscape Designer for the concept plans along a 1-mile segment of SR-45/US-41 between Goodlette Frank Road and 5th Avenue North and advance multimodal strategies that are supportive of the existing and future land use context. Produced high-quality 3D rendering perspectives utilizing SketchUp.



#### **Eola Park Centre**

Orlando, Florida

Landscape Designer for the renovation of the 14-story Highwoods Properties' Eola Park Centre in downtown Orlando. The project features an outdoor tenant garden and event space, redesign of the parking lot and circulation, signage, building facade and area accent lighting, site furnishings and landscaping. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.



#### **Montecillo Community Center**

El Paso, Texas

Landscape Designer providing site planning and landscape architectural services for this Community Center that includes an event center, a freestanding Clubhouse and a Social Center. Produced high-quality 3D rendering perspectives and animations utilizing Lumion and SketchUp.



#### **Valencia College Osceola Campus Master Plan**

Kissimmee, Florida

Landscape Designer for the landscape master plan for the Valencia College Osceola Campus. The purpose of the landscape master plan for the 80-acre campus is to provide guidance and principles to those who are responsible for the design, maintenance and future development of the campus. Produced high-quality 3D rendering perspectives utilizing Lumion and SketchUp.



**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 George M. Kramer, Area Manager-Planning and Design  
(print individual's name and title)

for S&ME, Inc.  
(print name of entity submitting sworn statement)

whose business address is

1615 Edgewater Drive, Suite 200  
Orlando, Florida 32804

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

59-0791580

(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.

RFP No 2020-20



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.**

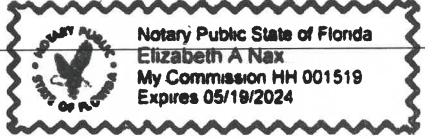
  
\_\_\_\_\_  
(Signature)

Sworn to an subscribed before me this 17th day of December, 2020

Personally known X  \_\_\_\_\_

OR produced identification \_\_\_\_\_ Notary Public - State of Florida

\_\_\_\_\_  
(Type of identification) My commission expires \_\_\_\_\_



(Printed typed or stamped commissioned name of notary public)

**DRUG-FREE WORKPLACE COMPLIANCE FORM**

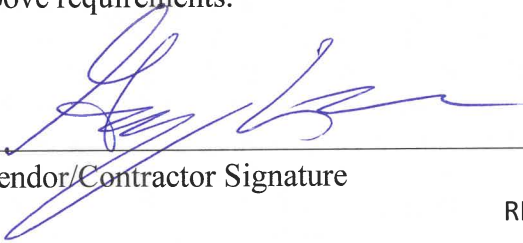
In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that S&ME, 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, S&ME, Inc.

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

  
Vendor/Contractor Signature

December 17, 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



By: George M. Kramer, Area Manager-Planning and Design  
(Printed Name and Title)



ACKNOWLEDGEMENT OF ADDENDUM

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



December 17, 2020

Company Representative Signature