

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF GREEN COVE SPRINGS AND**

THIS AGREEMENT is awarded and entered into this 7th day of December, 2021 between the CITY of Green Cove Springs, a political subdivision of the STATE OF FLORIDA hereinafter referred to as the "CITY" and S&ME Inc. 1615 Edgewater Drive, Suite 200, Orlando, FL 32804, a Florida Corporation, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, the CITY desires to obtain the professional services of said CONTRACTOR to provide and perform services as further described hereinafter as Comprehensive Planning Preparation Services and

WHEREAS, the CONTRACTOR hereby certifies that they have been granted and possesses all necessary, valid, current licenses/certifications to do business in the State of Florida and in the CITY of Green Cove Springs, Florida, issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed by the CONTRACTOR pursuant to this Agreement; and

WHEREAS, the CONTRACTOR has reviewed the professional services required pursuant to this Agreement and is qualified, willing and able to provide and perform all such professional services in accordance with the provisions, conditions and terms hereinafter set forth; and

WHEREAS, all parties hereto agree with all terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants, terms and provisions contained herein, the parties hereto agree that with the mutual acceptance of this Agreement as indicated hereinafter by the execution of this Agreement by both parties that a Contract shall exist between both parties consisting of:

ARTICLE 1.00 - DEFINITIONS

The following are definitions for the terms associated with this Agreement and are provided to establish a common understanding, between the parties, regarding the intended usage, application, and interpretation of same.

- 1.01 AGREEMENT** - As it relates to the requirement of the work contemplated herein, this Agreement shall include **Exhibit A** and any documentation by reference, and shall constitute the entire agreement or understandings, written or oral, relating to the matters set forth herein. Any prior Agreements entered into by the parties hereto, for other services shall not be affected by this Agreement nor shall they have any affect, whatsoever, on this agreement.
- 1.02 AMENDMENTS** - Any additions, modifications or alterations made to this agreement. All amendments shall be made in accordance with Article 23.00.
- 1.03 "CONTRACTOR"** the individual or firm offering professional services, who has executed this Agreement, and who is legally obligated, responsible, and liable for providing and performing any and all services as required under the covenants, terms and provisions contained herein and any and all Amendments hereto. Any reference hereinafter made to the CONTRACTOR shall also include any employees of the CONTRACTOR, and any SUB-CONTRACTORS or employees thereof, who are engaged by the CONTRACTOR for the purpose of performing professional services pursuant to this Agreement.
- 1.04 "CITY"** a political subdivision of the State of Florida, and any official and/or employees thereof, who shall be duly authorized to act on the CITY'S behalf, relative to this Agreement.

1.05 **"PARTIES"** CITY and the CONTRACTOR as defined hereinabove.

1.06 **"PROFESSIONAL SERVICES"** all services, work, materials and other professional, technical and administrative activities as set forth in **Exhibit A**, which are necessary to be provided and performed by the CONTRACTOR and its employees, and any and all sub-consultants and sub-CONTRACTORS the CONTRACTOR may engage to provide, perform and complete the services required pursuant to the covenants, terms and provisions contained herein.

1.07 **"PROJECT MANAGER"** the CITY's Planning and Zoning Director or designee. The PROJECT MANAGER shall be responsible for acting on behalf of the CITY to administer, coordinate, interpret and otherwise manage the contractual provisions and requirements set forth in this Agreement, or any AMENDMENT(S) hereto. The PROJECT MANAGER shall also serve and act on behalf of the CITY, to provide direct contact and communication between the CITY and the CONTRACTOR, providing information, assistance, guidance, coordination, review, approval and acceptance of the professional services, work and materials to be provided and performed by the CONTRACTOR, pursuant to this agreement, and any Amendment(s) hereto. The PROJECT MANAGER shall also review and approve any and all requests, submitted by the CONTRACTOR, for payment of services performed, pursuant to this Agreement.

1.08 **"SUB-CONTRACTOR"** any individual or firm who offers professional services to the CONTRACTOR, to assist providing and performing the professional services, work and materials for which the CONTRACTOR is contractually obligated, responsible and liable to provide and perform under this Agreement. The CITY shall not be a party to, held responsible or liable for, or assume any obligation whatsoever for any provision under any Agreement entered by the CONTRACTOR and any and all SUB-CONTRACTORS.

1.09 **ADDITIONAL DEFINITIONS - RESERVED**

ARTICLE 2.00 - SCOPE OF PROFESSIONAL SERVICES

The CONTRACTOR agrees to provide to the CITY the services identified in **Exhibit A** under the price schedule contained therein and under the established timeline below:

PRELIMINARY SCHEDULE*

Task	Preliminary Estimated Timeline
Project commencement Kick Off Meeting	January 03-07, 2022
Public Engagement	January 3-April 18, 2022
Framework Assessment	January 03-January 17, 2022
Downtown Master Plan and Public Meetings*	
Design Charrette (5 day)	January 17-21, 2022
Downtown Master Plan Development	January 3-April 5, 2022
Presentation to City Council	April 19, 2022

*■ Contingent upon confirmation of availability of participating individuals and groups. Schedule may be modified contingent upon availability.

ARTICLE 3.00 - TERM

The Agreement Term shall commence upon execution of this agreement and shall end on December 31, 2022.

ARTICLE 4.00 FUNDING

This Agreement or any amendments hereto shall be subject to annual funding availability within the City's budget.

ARTICLE 5.00 - OBLIGATIONS OF THE Contractor

The obligations of the CONTRACTOR, with respect to the services provided herein, shall include, but not be limited to, the following:

5.01 LICENSES

The CONTRACTOR agrees to obtain and maintain, throughout the term of this Agreement, and any extensions hereof, all licenses/certifications as required to do business in the State of Florida and the CITY of Green Cove Springs, including, but not limited to, licenses required by any State Boards, or other governmental agencies, responsible for regulating and licensing the professional services provided and performed by the CONTRACTOR pursuant to this Agreement.

5.02 PERSONNEL

(1) Qualified Personnel - The CONTRACTOR agrees to employ and/or retain only qualified personnel where, under Florida law, requires a license, certificate of authorization, or other form of legal entitlement, to practice such services.

(2) CONTRACTOR's Project Manager - The CONTRACTOR agrees to employ and designate, a qualified professional to serve as its Project Manager. The CONTRACTOR's Project Manager shall be authorized to act on behalf of the CONTRACTOR with respect to directing, coordinating and administering all aspects of the professional services to be provided and performed, pursuant to this Agreement, and/or any Amendment(s) hereto. The CONTRACTOR'S Project Manager shall have full authority to bind and obligate the CONTRACTOR on any matter arising under this Agreement or any Amendment(s) hereto, except upon express written agreement of the CITY. The CONTRACTOR agrees that its Project Manager shall devote whatever time is required to satisfactorily manage the professional services performed by the CONTRACTOR, throughout the entire term of this Agreement and any extension hereof. The person or individual selected, by the CONTRACTOR, to serve as its Project Manager is subject to prior approval and acceptance of the CITY.

(3) Sub-CONTRACTORS – If the CONTRACTOR utilizes SUBCONTRACTORS to assist in providing and performing the professional services, CONTRACTOR will solicit and consider Minority-Owned Businesses.

5.03 STANDARDS OF PROFESSIONAL SERVICE

The CONTRACTOR agrees to provide and perform the professional services set forth in this Agreement, or any Amendments hereto, in accordance with generally accepted standards of professional practice and in accordance with the laws, statutes, ordinances, codes, rules, regulations and policies, of any governmental agencies which may regulate, or have jurisdiction over the professional services to be provided and/or performed by the CONTRACTOR, pursuant to this Agreement.

5.04 INDEMNIFICATION

(1) The CONTRACTOR shall be, liable for any and all damages, losses, and expenses incurred by the CITY to the extent caused by the negligent errors, omissions, negligence, or delay(s) of the CONTRACTOR or by any sub-consultant(s) and/or SUBCONTRACTOR(s) engaged by the CONTRACTOR in providing, performing and furnishing services, work and materials pursuant to this Agreement.

(2) The CONTRACTOR shall be liable and agrees to be liable for and shall indemnify, and hold the CITY harmless for any and all claims, suits, judgments or damages, losses and expenses including court costs, expert witness and professional consultation services, and attorneys' fees to the extent caused by the CONTRACTOR'S negligent errors, omissions, or

delay(s), or those of any and all sub-consultants and/or SUBCONTRACTORS engaged by the CONTRACTOR during the providing, performing and furnishing of services, work and materials pursuant to this Agreement and any and all Amendments thereto.

5.05 NOT TO DIVULGE CERTAIN INFORMATION

During the term of this Agreement and forever thereafter and except for the provisions of paragraphs 16 and 18 below, the CONTRACTOR agrees not to divulge, furnish or make available, to any third party, without the express written permission of the CITY, any non-public information, where such information has not been properly subpoenaed, concerning the services rendered by the CONTRACTOR.

ARTICLE 6.00 - OBLIGATIONS OF THE CITY

6.01 AVAILABILITY OF CITY INFORMATION

At the CONTRACTOR'S request to the PROJECT MANAGER, the CITY agrees to make available all pertinent information, known by the CITY to be available, to assist the CONTRACTOR in providing and performing the professional services required herein. Such information may include, but not be limited to, customer billing information, consumption records, other related data. The CONTRACTOR shall be entitled to reasonably rely on the accuracy and completeness of such information.

6.02 AVAILABILITY OF CITY'S DESIGNATED REPRESENTATIVES

The CITY agrees that the PROJECT MANAGER shall be available within a reasonable period, with reasonable prior notice, given by the CONTRACTOR, to meet and/or consult with the CONTRACTOR on matters pertaining to the professional services to be provided hereunder. The CITY further agrees that the PROJECT MANAGER shall respond, within a reasonable period, to written requests submitted by the CONTRACTOR.

ARTICLE 7.00 - COMPENSATION AND METHOD OF PAYMENT

7.01 COMPENSATION AND METHOD OF PAYMENT

For the professional services performed by the CONTRACTOR, pursuant to this agreement, the CITY hereby agrees to pay the CONTRACTOR per the pricing schedule shown in **Exhibit A**. The Contractor shall be allowed one approved draw per month during the term of the contract. Payments are net 30 per State quick pay rules.

7.02 PAYMENT WHEN SERVICES ARE TERMINATED

(1) In the event of termination of this Agreement by the CITY and not due to the fault of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for: (1) all services performed prior to the effective date of termination; and (2) shall pay the costs of such as set forth in Section 7.01 of this agreement.

(2) In the event of termination of this Agreement, due to the fault of the CONTRACTOR or at the written request of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for: (1) all services completed prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY; and (2) shall pay the costs of such as set forth in Section 7.01 of this agreement. Any such payments shall be subject to a set-off, for any damages incurred by the CITY, resulting from delays occasioned by the termination.

7.03 PAYMENT WHEN SERVICES ARE SUSPENDED

In the event the CITY suspends the professional services required to be performed, by the CONTRACTOR, pursuant to this Agreement, the CITY shall compensate the CONTRACTOR for all services performed prior to the effective date of suspension and shall pay the costs thereto as set forth in Section 7.01 of this agreement.

ARTICLE 8.00 - TIME AND SCHEDULE OF PERFORMANCE

8.01 TIMELY ACCOMPLISHMENT OF SERVICES

The timely and expeditious completion, by the CONTRACTOR, of all professional services

provided under this Agreement, or any Amendments hereto is expected. The CONTRACTOR agrees to employ an adequate number of personnel throughout the period of this Agreement, and any extension hereof, so that all professional services to be provided, pursuant to this Agreement, or any Amendments hereto will be provided, performed and completed in a timely and expeditious manner. Time of completion agreed to for this project is May 31, 2022.

Should the CONTRACTOR not be able to complete the services for a project in accordance with the Scope of Services and Schedule agreed to in **Exhibit A**, the CONTRACTOR shall provide the PROJECT MANAGER a revised schedule and narrative indicating the reasons for the delay within a reasonable period of time prior to the expiration date of the original schedule. The PROJECT MANAGER shall review this information and either approve the revised schedule as submitted or provide a written response indicating the deficiencies in the schedule. Once the revised schedule has been approved by the PROJECT MANAGER, it shall then become the schedule for the project. Requests for changes to **Exhibit A** that are denied by the PROJECT MANAGER shall be further reviewed as proposed contract Amendments pursuant to Article 23.00.

8.02 FAILURE TO PERFORM IN A TIMELY MANNER

Should the CONTRACTOR fail to commence, provide, and/or perform any of the professional services required, pursuant to this Agreement, in a timely, continuous, diligent, professional and expeditious manner, the CITY may consider such failure as justifiable cause to terminate this Agreement.

ARTICLE 9.00 - CONFLICT OF INTEREST

The CONTRACTOR represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The CONTRACTOR further agrees that no person having any such conflict of interest shall be employed or engaged by the CONTRACTOR for performance hereunder.

If the CONTRACTOR, for itself and on behalf of its SUBCONTRACTORS, is about to engage in the representation of another client, who it in good faith believes could result in a conflict of interest with the services being rendered pursuant to this Agreement, then the CONTRACTOR shall promptly bring such potential conflict of interest to the CITY'S attention in writing. The CITY will decide in a timely manner. Upon determination that there is a conflict of interest, the CITY will submit written notice of same to the CONTRACTOR and the CONTRACTOR shall decline the new representation. If the CITY determines that there is not any such conflict, then the CITY shall give its written consent to such representation. If the CONTRACTOR accepts such a representation without obtaining the CITY'S prior written consent, and if the CITY subsequently determines that there is a conflict of interest, the CONTRACTOR agrees to promptly terminate such new representation. CONTRACTOR shall require each sub-CONTRACTOR to comply with the provisions of this Section. Should the CONTRACTOR fail to advise or notify the CITY, as provided herein above, of representation, which may, or does, result in a conflict of interest, or should the CONTRACTOR fail to discontinue such representation where a conflict is determined to exist, the CITY may consider such failure as justifiable cause to terminate this Agreement.

ARTICLE 10.00 - ASSIGNMENT/TRANSFER

Any assignments or transfer of rights, benefits or obligations hereunder shall only be allowed if approved as an amendment pursuant to Article 23.00.

ARTICLE 11.00 - APPLICABLE LAW/VENUE

This Agreement shall be governed by the ordinances of the CITY of Green Cove Springs, the laws, rules, and regulations of the State of Florida, procedural and substantive, and applicable federal statutes, rules and regulations. The venue for any and all litigation, arising under this Agreement, shall lie in Clay County, Florida.

ARTICLE 12.00 - WAIVER OF BREACH

Waiver by the CITY, of a breach of any provision of this Agreement, by the CONTRACTOR, shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of

this Agreement.

12.01 JURY TRAIL WAIVER

Each Party waives the right to trial by jury on any issues or suits arising hereunder.

ARTICLE 13.00 - INSURANCE COVERAGES

13.01 GENERAL REQUIREMENTS

The CONTRACTOR shall purchase and maintain such insurance meeting the requirements of the CITY of Green Cove Springs and as will protect it from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts.

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees.

Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees.

Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR or (2) by any other person; and

Claims for damages because of injury to or destruction to tangible property, including loss of use resulting there from.

Certificates of Insurance acceptable to the OWNER shall be filed with the OWNER prior to commencement of the WORK. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled unless at least thirty (30) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified.

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Upon award, the bidder shall provide a certificate of insurance providing at least thirty (30) calendar days guaranteed written notice of cancellation and the CITY listed as an additionally insured with the following minimums:

Workmen's Comprehensive: meeting State Statutes
Product Liability: \$ 100,000 single/\$ 500,000 aggregate
General Liability: \$ 100,000 single/\$ 500,000 aggregate
Commercial General Liability: \$ 1,000,000 combined single limit
Automobile Liability: \$ 500,000 combined single limit
Owned
Hired
Non-owned

Current Form/Comprehensive Form
Premises Operations
Explosion and Collapse Hazard
Underground Hazard
Products/Completed Operations Hazard
Contractual Insurance
Broad Form Property Damage
Independent CONTRACTORS

The CONTRACTOR shall acquire and maintain, if applicable, Fire and Extended Coverage insurance upon the PROJECT to the full insurable value thereof for the benefit of the CITY, the CONTRACTOR, and SUBCONTRACTORS as their may appear. This provision shall in no way release the CONTRACTOR or CONTRACTOR'S surety from obligations under the CONTRACT DOCUMENT to fully complete the PROJECT.

The CONTRACTOR shall procure and maintain at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the work is performed, Workmen's Compensation Insurance, including occupational disease provision, for all of his employees at the site of the PROJECT and in case any work is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarity to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous work under this contract at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

Insurance for WORK to be performed. Unless specifically authorized by the CITY, the amount of such insurance shall not be less than the CONTRACT PRICE totaled in the BID. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious, mischief, wind, collapse, riot, aircraft, and smoke during the CONTRACT TIME, and until the WORK is accepted by the CITY. The policy shall name as the insured the CONTRACTOR, the ENGINEER, and the CITY.

The CITY shall be specifically included as an additional insured. This does not pertain to workers compensation.

All certificates of insurance must be on file with, and approved by, the CITY before the commencement of any work activities.

ARTICLE 14.00 - DUTIES AND OBLIGATIONS IMPOSED ON THE CONTRACTOR

The duties and obligations imposed on the CONTRACTOR, and the rights and remedies available hereunder shall be in addition to, and not a limitation on, any such duties and obligations or rights and remedies otherwise imposed or available by law or statute.

ARTICLE 15.00 - REPRESENTATION OF THE CITY

The CONTRACTOR, in performing the professional services required pursuant to this Agreement, or any Amendments hereto, shall only represent the CITY in the manner, and to the extent, as specifically set forth in this Agreement or any Amendments hereto.

The CITY will neither assume nor accept any obligation, commitment, responsibility or liability, which may result from a representation by the CONTRACTOR, which is not specifically provided for and or authorized by this agreement or any Amendments hereto.

ARTICLE 16.00 - MAINTENANCE OF RECORDS

The CONTRACTOR shall maintain adequate records and supporting documentation, applicable to all services, work, information, expenses, costs, invoices and materials, provided and performed, pursuant to the requirements of this Agreement. Said records and documentation shall be retained by the CONTRACTOR for a minimum of five (5) years from the date of natural expiration or termination of this

Agreement.

The CITY and its authorized agents shall, after providing reasonable notice, have the right to audit, inspect and copy all such records and documentation, as often as the CITY deems necessary during the term of this Agreement, and during the five (5), year period thereafter, as required above, provided that such activity is conducted during normal business hours and at the expense of the CITY.

ARTICLE 17.00 - RESERVED

ARTICLE 18.00 – PUBLIC RECORDS REQUIREMENTS

Notwithstanding any provision in this agreement to the contrary, the following public records requirements shall apply:

The CONTRACTOR, or provider of services hereunder, shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the CONTRACTOR in conjunction with this Contract. Specifically, the CONTRACTOR must:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the services being performed by the CONTRACTOR.
- (2) Provide the public with access to public records on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (4) Meet all requirements for retaining public records and transfer at no cost to the CITY for all public records in possession of the CONTRACTOR upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.
The City's point of contact for all Public Records requests is Erin West, City Clerk,
ewest@greencovesprings.com.

The CONTRACTOR shall promptly provide the CITY with a copy of any request to inspect or copy public records in possession of the CONTRACTOR and shall promptly provide the CITY a copy of the CONTRACTOR's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by the CITY.

THIS ARTICLE WILL BE DEEMED TO APPLY TO ALL SERVICE CONTRACTS UNLESS THE CONTRACTOR CAN DEMONSTRATE BY CLEAR AND CONVINCING EVIDENCE THAT IT IS NOT ACTING ON BEHALF OF THE CITY UNDER FLORIDA LAW.

ARTICLE 19.00 - HEADINGS

The HEADINGS of any Articles, Sections, and/or Attachments, to this Agreement, are for convenience only and shall not be deemed to expand, limit or change any of the provisions contained herein.

ARTICLE 20.00 - RESERVED

ARTICLE 21.00 - NOTICE AND ADDRESS OF RECORD

21.01 NOTICE BY CONTRACTOR TO CITY

All notice to the CITY, pursuant to this Agreement, shall be made in writing and shall be delivered through the United States Postal Service, first class mail, postage prepaid and addressed to the following, CITY, address of record:

The City of Green Cove Springs
City Hall - Development Services –Attn: Heather Glisson
321 Walnut Street
Green Cove Springs, Florida 32043

21.02 NOTICES BY CITY TO CONTRACTOR

All notices to be given to the CONTRACTOR, pursuant to this agreement, shall be made in writing and shall be delivered through the United States Postal Service, first class mail, postage prepaid and addressed to the following, CONTRACTOR'S address of record: 1615 Edgewater Drive, Suite 200, Orlando, FL 32804, Attn: John Jones

21.03 CHANGE OF ADDRESS OF RECORD

Either party may change its address of record, at any time, by written notice to the other party given in accordance with the requirements as set forth in Article 20.01, above.

ARTICLE 22.00 - TERMINATION

22.01 GENERAL PROVISIONS

This Agreement may be terminated by the CITY or the CONTRACTOR, with or without cause by giving thirty (30) days written notice to the other party as required in Article 20.00 above.

22.02 TERMINATION DUE TO BANKRUPTCY OR INSOLVENCY

If the CONTRACTOR is adjudged bankrupt or insolvent, if it makes a general assignment for the benefit of its creditors, if a trustee or receiver is appointed for the CONTRACTOR or for any of its property or if it files a petition to take advantage of any debtor's act or to reorganize under bankruptcy or other similar laws the CITY may, without prejudice to any other right or remedy, and after giving the CONTRACTOR written notice, terminate this Agreement.

22.03 CONTRACTOR TO DELIVER MATERIAL

Upon termination for any reason, the CONTRACTOR shall promptly deliver to the CITY all documents or papers, which the CITY has exclusive rights, by virtue of this Agreement or any other services performed by the CONTRACTOR on behalf of the CITY.

ARTICLE 23.00 - AMENDMENTS

The covenants, terms, and provisions contained herein may be amended, altered and/or modified upon express written consent of the parties hereto. In the event of conflicts between the covenants, terms, and/or provisions hereof, and any amendment(s) hereto, the latest executed Amendment(s) shall take precedent.

ARTICLE 24.00 ADMINISTRATIVE PROVISIONS

In the event the CITY issues a purchase order, memorandum, letter, or other instruments addressing the professional services, to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that such purchase order, memorandum, letter or other instruments are for the CITY'S internal control purposes only, and any and all terms, provisions, and conditions contained therein, shall in no way modify the covenants, terms and provisions of this Agreement, or any amendments hereto, and shall have no force or effect hereon.

ARTICLE 25.00 - ACCEPTANCE

Acceptance of this Agreement shall be indicated by the signature of the duly authorized representative of the parties hereto, in the space provided, and be attested to as indicated hereafter.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement effective this 7th day of December, **2021**.

CITY OF GREEN COVE SPRINGS, FLORIDA

By: 
Edward R. Gaw, Mayor

CITY OF GREEN COVE SPRINGS, FLORIDA

By: 
Steve Kennedy, City Manager

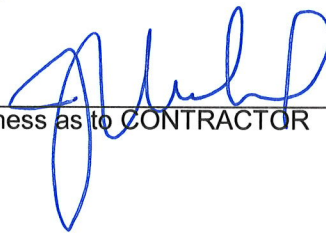
ATTEST: 
Erin West, CITY CLERK

Approved as to form only:


L.J. Arnold III, CITY ATTORNEY

CONTRACTOR –

By: 
George M. Kramer, Vice President


Witness as to CONTRACTOR

EXHIBITS



THE DOWNTOWN MASTER PLAN FOR THE CITY OF GREEN COVE SPRINGS

RFP No. 2021-12



SUBMITTED BY S&ME, INC.
OCTOBER 28, 2021

COPY



COVER LETTER

October 28th, 2021

City of Green Cove Springs
City Hall
321 Walnut Street
Green Cove Springs, Florida 32043
(904) 297-7500 ext. 3317

Reference: RFP No. 2021-12, Downtown Master Plan

Dear Members of the Selection Committee:

A short stroll down Walnut Street is all that is required to understand the vast potential of Downtown Green Cove Springs. The brick streets and historic building stock provide a feeling of the City's history and character that cannot be replicated; but current economic realities belie this potential. A compelling vision paired with an incremental strategy for implementation can increase activity and investment, setting this City and Downtown on the path towards revitalization.

Through our work on the City's Comprehensive Plan, we understand this community as well as the challenges and opportunities associated with the anticipated growth spurred by the First Coast Expressway. We also understand small downtowns and community redevelopment. The S&ME project team is proud to have provided professional consulting services to fifty-four (54) Community Redevelopment Agencies in twenty-five (25) counties throughout Florida.

We are proud to team with the renown architecture and urban design firm of Torti Gallas + Partners for this effort. S&ME and Torti Gallas are frequent collaborators as we share the same passion for true placemaking and community building. This partnership provides our team with additional expertise and a broader perspective from their extensive work outside of Florida.

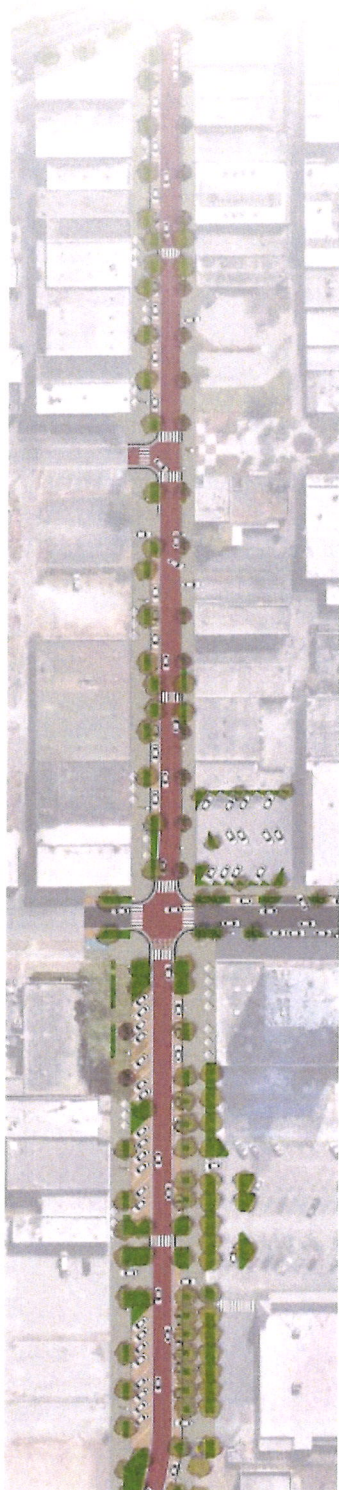
We are excited about the opportunity to continue working with the City of Green Cove Springs through this Downtown Master Planning effort. Thank you in advance for your consideration; we hope to have the opportunity to expand our thoughts and ideas in person through the interview process.

Sincerely,

S&ME, Inc.

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

John Jones, AICP
Project Manager





1615 Edgewater Drive
Suite 200
Orlando, Florida 32804
(407) 975-1273
www.smeinc.com

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1

PROJECT APPROACH

SECTION 1. PROJECT APPROACH

Now is the time for action.

S&ME understands the City's desire to quickly commence and complete a Downtown Master Plan. This approach seeks to leverage our unique knowledge of the City and Downtown, gained over the past year, by hosting a design charrette the week of December 6th and completing the project within four months.

This expediency will not come at the price of quality. Our project team, including Torti Gallas, is very comfortable with the immersive charrette process. This design format provides multiple opportunities for public involvement, stakeholder participation as well as the dedicated and focused attention of a talented design team. Well-organized charrettes streamline the design process for both designers and clients by accelerating the design, feedback and revision loop. We recently completed the Pinellas Park City Center Plan, in an accelerated timeframe, utilizing this very same charrette format.

We also understand the importance of Walnut Street as Downtown's main street. The revitalization of Walnut Street, including activity generation, improving the crossing/intersection at Orange Avenue and connecting to the river must be addressed in the first phase of implementation.

As part of the design charrette we would like to explore a tactical urbanism component by closing Walnut Street, between Orange and Palmetto, for one evening to host a community engagement event. Removing automobiles, even temporarily, allows the community to experience streets as public spaces and helps residents reframe their perspective to envision a different type of space and place.





2

SCOPE OF SERVICES

SECTION 2. SCOPE OF SERVICES



S&ME CORE VALUES



LISTEN FIRST



WORK & GROW
TOGETHER



DO THE RIGHT
THING & DO
THINGS RIGHT



DO WHAT
YOU SAY



LEAD FROM
WHERE YOU
ARE



BE SAFE



S&ME, Inc.

Task 1 – Project Commencement & Management

Task 1.1: Kick-off Meeting & Data Upkeep

On November 30, 2021 S&ME will conduct a **virtual project kick-off meeting** with City Staff. During the kick-off meeting, the following items will be discussed:

- » Introduction of the Project Team
- » Primary points of contact & responsible parties
- » Project scope & schedule
- » Potential design charrette dates and venue(s)
- » Expectations for deliverables

Considering that S&ME is currently working with City Staff to update the Green Cove Springs Comprehensive Plan, our firm does not anticipate a substantial data collection process prior to beginning work on the project. During the comprehensive planning process, the Project Team received, reviewed, and analyzed a majority of the City's GIS and planning document library. Additionally, S&ME has previously met with local stakeholders, elected officials, department heads, residents and Downtown business owners who have already provided invaluable insights as to the conditions, challenges, and opportunities facing the Downtown community.

Immediately following the kick-off meeting, the Project Team will submit a memorandum summarizing the findings of the meeting and identify any additional data needs to be addressed by the City.

Task 1.2: Project Management

S&ME will provide **bi-weekly progress meetings** throughout the duration of the four-month project schedule. These regularly-scheduled calls with the City's Project Manager will focus on the project's progress, upcoming events, and expectations for forthcoming deliverables.

Task 1 Deliverables:

- » Virtual kick-off meeting & summary memorandum
- » Bi-weekly progress meetings

Task 2 – Public Engagement Materials

S&ME appreciates and shares the City's desire for an inclusive and equitable public engagement process throughout the project's lifespan. The central component of the public engagement process will be the five-day design charrette outlined in Task 4.1, which will be supplemented and supported by a variety of public engagement materials. These materials are listed as follows:

Task 2.1: Project Website

With over 4,000 total website visits, 1,200 unique users, and 150 survey responses, the implementation of the Social Pinpoint platform used throughout the City's Comprehensive Plan Update process has proven to be a successful engagement method. By capitalizing on the community's prior familiarity with the Social Pinpoint platform, S&ME can revamp and expand the suite of engagement tools implemented on the new Downtown Master Plan's **project website**. In addition to acting as a centralized hub for project-related updates and documents, as well as hosting an online survey, the Downtown Master Plan website will feature an interactive engagement map which allows users to create

SECTION 2. SCOPE OF SERVICES

and place spatially-referenced comments, questions, or recommendations for improvements on a map of the Downtown area, as well as upvote, downvote, and respond to other user's comments. The website will also include a 'Vote for your Vision' exercise where visitors can select their favorite words and phrases which they feel best reflect their ideal vision for Downtown Green Cove Springs. Finally, website visitors will have the opportunity to play a 'Pick your Projects' game where users will be given a limited set of funds to determine which amenities, programs, and/or improvements they want to see prioritized within the forthcoming Downtown Master Plan.

Task 2.2: Social Media Campaign Template

To assist the City with increasing awareness about the project, S&ME will develop a **social media campaign** template designed to provide City Staff with all the tools, guidance, and expertise needed to develop and maintain a social media campaign for the project across each of the City's preferred social media platforms. As part of this effort, S&ME will provide a recommended posting schedule, branded and formatted images designed for posting on social media (including five (5) header images, five (5) post images, and five (5) profile images), and assistance in drafting the messaging for each post.

Task 2.3: Advertising Materials (Flyer, Website Cards, Podcast Recording)

S&ME will work with City Staff to develop a **flyer** to promote upcoming project-related public input opportunities and **business cards** highlighting the project website. Up to one (1) round of revisions for these materials will be performed upon request by Staff. To increase awareness of the project, Staff should plan to disseminate these materials to elected officials, on reception desks at City services buildings, at local events, and within popular local venues.

Additionally, S&ME would also be delighted to join City Staff on an episode of the **Convo Around The Cove** to discuss the Downtown Master Plan project, the project website, and upcoming public engagement opportunities.

Task 2 Deliverables:

- » Project website
- » Social media campaign template
- » 8.5" x 11" Project flyer (pdf)
- » 3.5" x 2" Website cards (pdf)

- » Guest on an episode of Convo Around the Cove

Task 3 – Framework Assessment (Existing Conditions Analysis)

During the comprehensive planning process for the City conducted throughout 2021, S&ME completed an extensive existing conditions analysis for land use and transportation within the entire city, with a particular focus on Downtown Green Cove Springs. Over this period, we have grown to understand the conditions facing the Downtown community as illustrated in the Data and Analysis portion of the forthcoming update to the City of Green Cove Springs Comprehensive Plan. As such, we will use the relevant portions of the Data and Analysis as a base to develop the **framework of the Downtown Master Plan**. Using a combination of desktop investigations and in-person field reviews (as well as any insights and data provided by City Staff), our Team will advance prior Downtown analyses into a framework which will clearly illustrate redevelopment issues and opportunities which can feasibly be addressed by the Downtown Master Plan. The topics to be researched and analyzed during this effort will include:

Land Use and Zoning. An evaluation of existing land use conditions and zoning regulations to identify potential barriers to redevelopment and opportunities to advance the Goals, Objectives, and Policies of the Comprehensive Plan (particularly within the Economic Development Element).

Infrastructure. An inventory of existing infrastructure and future development plans to identify where infrastructure gaps can be found and thus, where additional planning may be necessary.

Mobility and Parking. An analysis of current mobility conditions within the project area supplemented by the findings of the Downtown Parking Study (which is currently being performed under a separate contract) to identify potential projects to improve mobility (particularly through non-motorized modes) throughout Downtown.

Parks and Open Space. An exploration of opportunities to leverage the success and popularity of Spring Park in cultivating a more complete and vibrant parks and open space system within Downtown.

Demographics and Market Analysis. An investigation of

SECTION 2. SCOPE OF SERVICES

Downtown's demographic composition and its resulting affects on the local economy. Understanding the City's desire for a vibrant mixed-use Downtown, S&ME will develop a realistic **Retail Action Plan** that seeks to fill existing market gaps and provide an incremental approach to increasing commerce and activity Downtown.

Redevelopment/Catalyst Sites. An identification of opportunity sites for catalytic redevelopment projects, including large mixed-use developments.

Task 3 Deliverables:

- » Framework assessment report (existing conditions analysis), including a Retail Action Plan

Task 4 – Downtown Master Plan

Using the findings observed during Comprehensive Plan update process and the framework analysis completed in Task 3 as a guide, the Project Team will begin to draft the Downtown Master Plan. This process will include ample opportunities for both City Staff and the public to provide their input on the project, context-sensitive recommendations for the development of the forthcoming Form-Based Code (FBC), and draft language to be included to the final Downtown Master Plan document. This process is further elaborated in Tasks 4.1 through 4.3, as follows:

Task 4.1: Design Charrette

S&ME firmly believes that through our prior analysis of the Downtown, existing relationship with the community, and wealth of experience and capabilities within the planning and design realm, our Project Team is uniquely capable of conducting a more efficient and engaging public engagement process to assist in the development of the Downtown Master Plan. In lieu of providing a long-term public engagement process which risks losing the interest and passion of the Downtown community, our firm is recommending the implementation of a curated and intensive five-day design charrette during the week of December 6th with our design partners, Torti Gallas. Our firms have been highly successful with this approach in the past, as demonstrated with our recent partnership on the Pinellas Park City Center Plan. The recommended schedule for the design charrette process is outlined as follows:

Monday, December 6 – Early afternoon walking audit of Downtown with City Staff followed by a public kick-off/ visioning session (**public meeting #1**)

Tuesday, December 7 . – Stakeholder interviews and begin drafting of the initial Downtown vision concepts

Wednesday December 8 . – Advancing the Downtown vision concepts throughout the day followed by a tactical urbanism event that evening (**public meeting #2**) which will close the Walnut Street corridor between Orange and Palmetto—allowing attendees to vote on their preferred vision and conceptual designs for Downtown Green Cove Springs in a setting intended to shift their existing paradigms for what the corridor could become via the implementation of the forthcoming Downtown Master Plan *Parks and Open Space*. An exploration of opportunities to leverage the success and popularity of Spring Park in cultivating a more complete and vibrant parks and open space system within Downtown.

Thursday, December 9 . – Finalize vision and conceptual designs for Downtown

Friday, December 10 – Host the public unveiling/pin-up session (**public meeting #3**) mid-afternoon to allow the Downtown community to pour over the results of the week-long design charrette

Task 4.2: Form-Based Code

S&ME will leverage the project framework, along with the results of the design charrette, to develop the general guidelines and aspirational principles for the future development of a FBC for Downtown. These guidelines will be documented within a **recommendations report** which will be submitted to City Staff along with the first draft of the Downtown Master Plan and identify recommendations/best practices for cultivating a pedestrian-oriented public realm, promoting aesthetically-pleasing spatial enclosures, regulating building form, and achieving high-quality private and public spaces. This sub-task does not include drafting a form-based code for the Downtown.

Task 4.3: Downtown Master Plan Draft & Revisions

S&ME will compile the results of the framework assessment (existing conditions analysis), public engagement process and design charrette, and FBC recommendations into a **Downtown Master Plan** document with up to three (3) rounds of revisions. The Downtown Master Plan will include the following sections:

SECTION 2. SCOPE OF SERVICES

- » Introduction
- » Planning process overview
- » Framework assessment (existing conditions analysis)
- » Vision statement and guiding principles
- » Conceptual vision plan (which includes conceptual images)
- » Implementation strategy
 - Regulatory review and FBC recommendations
 - Capital improvements
 - Phasing Plan for 5, 10, and 15-year increments
 - Potential funding strategies
 - Possible events and event space expansion opportunities

consistent with the findings of the Downtown Master Plan, the recommendations of the FBC, and the Downtown identity/brand.

Task 4 Deliverables:

- » Design charrette (including three (3) public meetings)
- » FBC recommendations
- » Downtown Master Plan (including branding & design package and signage & wayfinding plan)

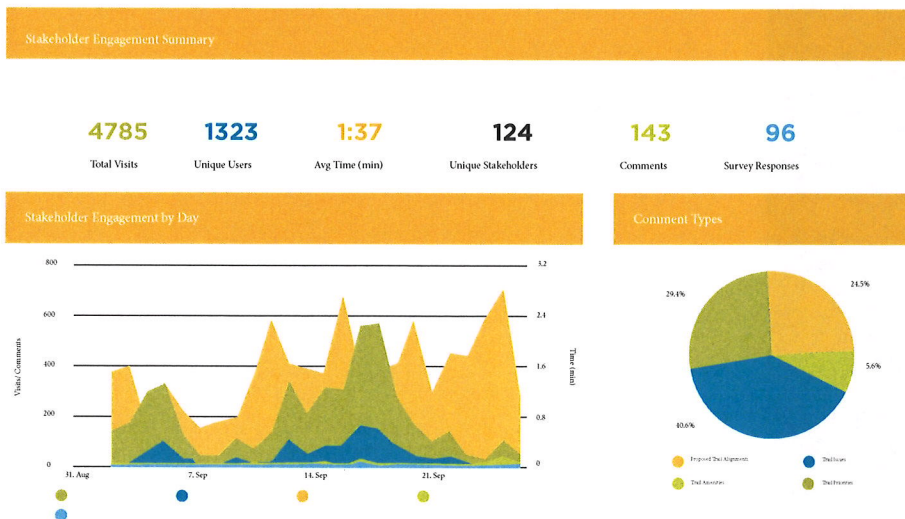
Task 5 – Presentation to City Council

S&ME will assist City Staff in **developing and presenting a PowerPoint** slideshow which summarizes the results of Downtown Master Planning effort to the Green Cove Springs City Council. Our Project Team will also be available to answer questions prior to, during, and following the event.

Task 5 Deliverables:

- » Downtown Master Plan Summary PowerPoint
- » City Council Hearing Presentation

Also included within the Downtown Master Plan will be a **branding and design package**, which will provide a consistent a brand and design template for all Downtown-related documents, events, and advertising. Included within the branding and design package will be a unique logo for Downtown along with a style guide which illustrates appropriate uses of the logo and color callouts within future marketing templates, letterheads, business cards, or any materials associated with the Downtown community. Additionally, the package will also include a **signage and wayfinding plan** that is



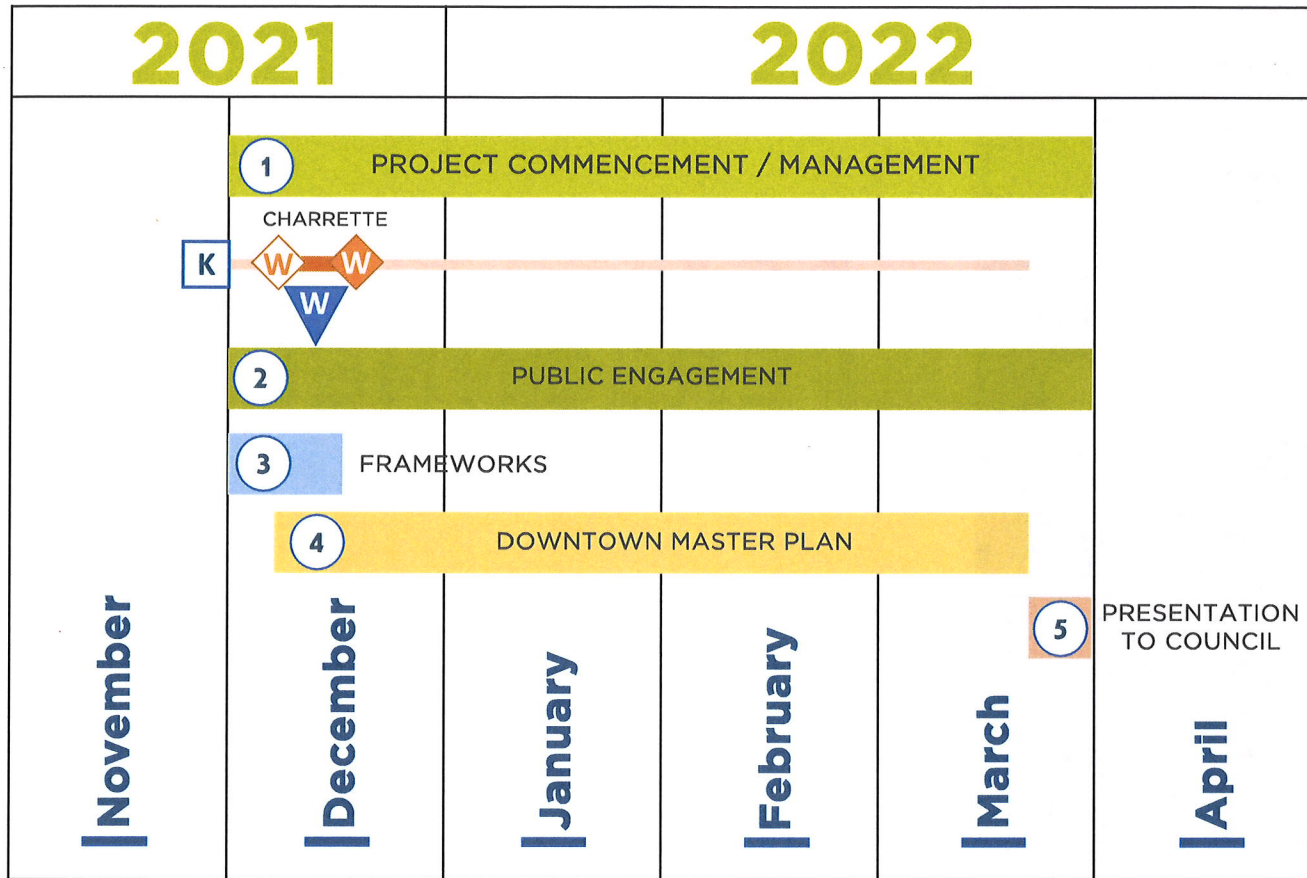


3

SCHEDULE

SECTION 3. SCHEDULE

SCHEDULE



— Social Media / Social Pinpoint Campaign

W Public Kick-off/Visioning Session

K Virtual Kick-Off Meeting with Staff

▼ Public Review Session

◆ Public Unveiling/Pin-up Session




4

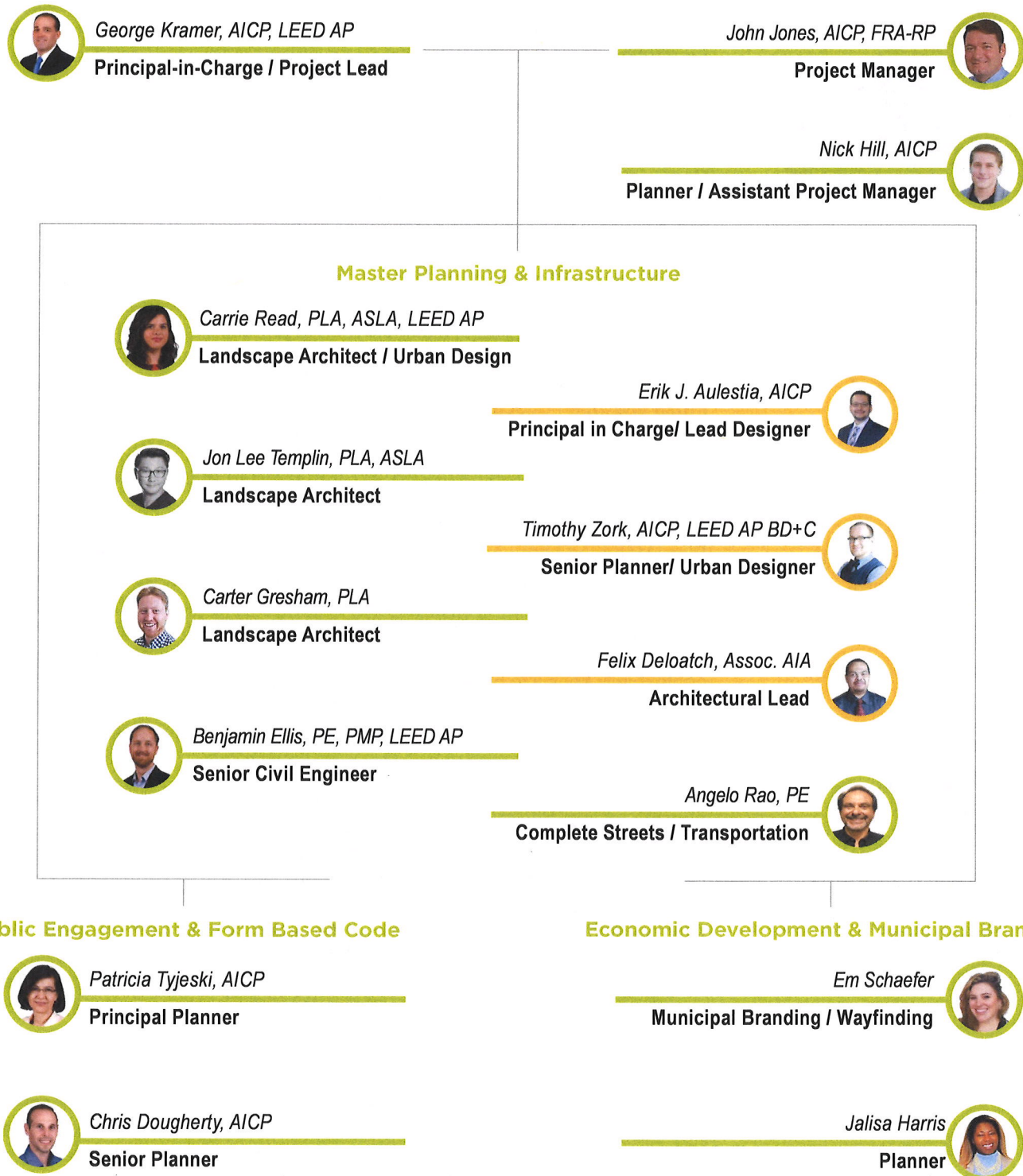
KEY PERSONNEL

ORGANIZATIONAL CHART



 S&ME, Inc. Team Members

 Torti Gallas + Partners Team Members



SECTION 4. KEY PERSONNEL



GEORGE KRAMER, AICP, LEED AP PRINCIPAL-IN-CHARGE / PROJECT LEAD

George has over 20 years of experience specializing in strategic planning and entitlement efforts for private and public sector clients. 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.

Pinellas Park City Center Plan | Pinellas Park, FL

Served as Principal-in-Charge/Project Lead after S&ME was selected by the City of Pinellas Park to develop a City Center Plan. This effort was an advancement of one of the primary goals identified in the City's Community Redevelopment Plan, which S&ME completed in 2019. The project included the development of an interactive project website that served to both gather input from stakeholders and post project updates. S&ME hosted a week-long charrette that included three public workshops/presentations and targeted stakeholder engagement. The Final Plan included a detailed site plan, implementation strategy, branding/logo development and five frameworks: Real Estate Market Analysis, Transportation (Circulation and Parking), Parks and Open Space, Utilities and Stormwater. A 3D model and Lumion fly-through video were also included as part of the final deliverable package.

Sanford Waterfront Redevelopment & Riverfront Master Plan | Seminole County, FL

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 Downtown 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.

Dr. Phillips - Princeton Master Plan (Packing District | Orlando, FL

Served as Principal-in-Charge for this 84-acre, urban mixed-use redevelopment project. The project, which is now known as the "Packing District," utilizes strategic public and private infrastructure investments in order to create the premier walkable redevelopment project in the region. The plan features a multi-modal framework of transportation options and open spaces to create a highly desirable new neighborhood close to the City Center and connected to the College Park Neighborhood. The Master Plan was closely coordinated with the Client, FDOT and the City of Orlando and included an existing conditions analysis, transportation modeling, streetscape design conceptual design and phasing strategies.

St. Augustine Mobility Planning and Complete King Street Master Plan | St. Augustine, FL

Principal Planner for a comprehensive citywide mobility plan for the oldest municipality in the United States, which serves as a destination to more than 5M annual visitors. The project includes extensive community engagement and facilitation of a 16-member Mobility Advisory Task Force. The final plan included five sections addressing Street Network, Land Use/Urban Design, Parking, Transportation Demand Management and a Capital Improvements Program.

LOCATION

- Orlando, FL

EDUCATION

- MA Urban and Regional Planning, University of Florida, 2007
- BA Political Science, University of Florida, 1999

YEARS OF EXPERIENCE

- Joined S&ME in 2014 with 14 years of experience

CERTIFICATIONS

- Certified Planner #020533

PROFESSIONAL MEMBERSHIPS

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

SECTION 4. KEY PERSONNEL



JOHN M. JONES, AICP, FRA-RP

REDEVELOPMENT MANAGER / PROJECT MANAGER

John has over 29 years of experience in economic development, community redevelopment, land planning, impact fees and community visioning. John has personally managed the preparation of 17 Community Redevelopment Plans in the past 10 years. Mr. Jones is a graduate of the inaugural class of the Florida Redevelopment Association's Community Redevelopment Academy and is a member of the Florida Redevelopment Association's Board of Directors.

City of Kissimmee Downtown CRA Plan Update and Operational Timeframe Extension | *Kissimmee, FL*

Served as Project Manager for the update of the City of Kissimmee's Downtown Community Redevelopment Plan. Identified key redevelopment strategies and programming for the Plan update. S&ME worked with the City of Kissimmee's to update its Community Redevelopment Plan to embrace the City's burgeoning Medical Arts District, redeveloping waterfront, and arts and cultural resources as the City transitions from its historic agri-business heritage. S&ME's update of the CRA Plan included place-based economic development strategies to build upon the City's redevelopment achievements, position the Downtown Community Redevelopment area for continued redevelopment and private sector investment while protecting the City's historic downtown neighborhoods.

Gateway/ Catalyst Site Market Analysis | *Orlando, FL*

S&ME was retained by the City of Orlando to prepare a market-study analysis of a 10-acre, vacant, former K-Mart plaza to identify potential target users and redevelopment options. The market study looked at the 1-3-5-mile market area and current and forecast population, income and purchasing habits to evaluate potential retail users that the current and future local market could support. As Project Manager, he evaluated the market area findings and the site selector criteria of twenty-nine (29) national retail and restaurant users to identify what the local market could support. Based on the findings, S&ME prepared several redevelopment scenarios that included public improvements and amenities to create sense of place or destination and to better position the property to mitigate the weaker 1-mile marketplace findings.

Economic and Fiscal Impact Evaluation | *City of Lakeland, FL*

Project Manager in charge of evaluating the potential economic and fiscal impacts of several redevelopment scenarios associated with three separate parcels located in the Lakeland CRA. S&ME utilized the regional economic impact modeling software ImPlan to perform the evaluation. Items evaluated included direct, indirect and induced "economic" and "fiscal" impacts upon the employment and earnings during the one-time "construction period" and then annually during the "operations" period of each scenario. Economic impacts evaluated measured direct, indirect and induced employment (jobs) and spending (wages). The fiscal impacts evaluated measured the additional taxes (sales tax, ad-valorem tax, tourism tax), licensing and fee revenues that would be realized by the City and County during the construction period and operations period. This evaluation identified which potential redevelopment scenarios would have the highest potential impacts upon the City of Lakeland and the CRA.

LOCATION

- Orlando, FL

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

CERTIFICATIONS

- 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)

SECTION 4. KEY PERSONNEL



NICKOLAS HILL, AICP

PLANNER / ASSISTANT PROJECT MANAGER

Nick is well-versed in the field of contemporary urban and regional planning. His professional experience has included updating comprehensive plans and community redevelopment plans, performing reviews of development applications for municipalities, conducting entitlement research, land use and rezoning amendments, special use permits and variance requests. Nick is also a highly skilled Geographic Information System (GIS) technician.

Comprehensive Plan Update | Green Cove Springs, FL

Deputy Project Manager for the update to the Future Land Use and Transportation Elements of the City's comprehensive plan. The purpose of the update was to maintain consistency with statutory requirements and address changes in local conditions, such as the construction of the First Coast Expressway and an interchange just south of the City limits, substantial recent and upcoming annexations, efforts to revitalize the downtown, future actions to protect the city's historic sites, urban form along major transportation corridors, complete streets, and introducing mobility strategies. Responsibilities for the project also included conducting an existing conditions analysis, updating all project-related maps, and facilitating an equitable and far-reaching public engagement process with both virtual and in-person components.

Lake Wales Comprehensive Plan Update | Lake Wales, FL

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.

Kissimmee Community Redevelopment Plan Update | Kissimmee, FL

Participated in the update of the 2012 Community Redevelopment Plan to achieve consistency with the adopted comprehensive plan and land development code. Identified capital projects and redevelopment programming, and evaluated the extension of the operational timeframe for the Community Redevelopment Agency. Also assisted the Project Manager with public engagement tasks, which included numerous one-on-one interviews with stakeholders, open house events and workshops, and preparing project maps and strategies.

Groveland Finding of Necessity Study | Groveland, FL

Researched and developed the Groveland Findings of Necessity Study for the City of Groveland Community Redevelopment Agency's expansion area. Tasks completed included conducting multiple site visits, collecting data, and conducting an analysis of the expansion area using a combination of GIS, satellite imagery, City and County datasets, and ground-truthing exercises.

Fort Pierce Community Redevelopment Plan Update | Ft. Pierce, FL

Project Planner for the City's update of the 2001 Community Redevelopment Plan to reflect changes in the conditions of the CRA subsequent to the 2001 Plan's adoption and the current implementation status of long-term redevelopment projects. Responsible for creating a project Webpage, developing and posting an online survey to solicit feedback and preparing for and helping facilitate community input sessions in 5 different locations within the CRA, preparing the background portion of the CRA plan update, preparing maps and drafting strategies.

LOCATION

- Orlando, FL

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 2.5 years of experience

CERTIFICATIONS

- Certified Planner #33455, 2021

PUBLICATIONS

- "Comprehensive Planning for Autonomous Vehicles in the American South," 2019
- "Innovation During Crisis: Remote Engagement Methods for the Future of Public Participation," 2020

SECTION 4. KEY PERSONNEL



CARRIE READ, PLA, ASLA, LEED AP LANDSCAPE ARCHITECT / URBAN DESIGN

Carrie has over 15 years of experience in site design and landscape architecture throughout the Southeast. Areas of specialty and interest include streetscape design, green infrastructure and sustainable sites utilizing LEED principles; educational and institutional facilities; and multi-modal transportation and bicycle facilities.

LOCATION

- Orlando, FL

EDUCATION

- MS Landscape Architecture, University of Wisconsin, 2008
- BS Landscape Architecture, University of Kentucky, 2004

YEARS OF EXPERIENCE

- Joined S&ME in 2015 with 9 years of experience

REGISTRATIONS

- FL, LA #6667316, 2017

CERTIFICATIONS

- LEED Accredited Professional

PROFESSIONAL MEMBERSHIPS

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

St. Andrews CRA Landscape Design Improvements | *Panama City, FL*

Project Manager for Landscape Design Improvements for the St. Andrews Community Redevelopment Agency area. S&ME provided plans for Landscape design improvements at key gateways into the area and along main street corridors throughout the CRA area. Plans also identified layout and landscape improvements for City owned parking areas within the CRA area. As part of the planning and design process, S&ME conducted a two-day charrette with City staff and key stakeholders to evaluate site opportunities and constraints and to allow input during the early conceptual design phase. The ultimate goal for the CRA is to improve the appearance of blight in the area and to make the area more appealing for tourist activities and future economic redevelopment.

South Central Park and Streetscape Improvements | *Winter Haven, FL*

Landscape Architect 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 Project of the Year Award, Florida Engineering Society, Ridge Chapter, 2019.**

Pilaklakah (PK) Avenue Streetscape | *Auburndale, FL*

Landscape Architect 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. Project received Grand Award, American Council of Engineering Companies of FL, 2019.

Ocoee Lakefront Park Master Plan | *Ocoee, FL*

Senior Landscape Architect for the City of Ocoee's Lakefront Park Master Plan. The master planning process for this 15-acre park included working with City staff in a design charrette and multiple review meetings, presentations to the City Commission, 3-D graphic modeling of the City Hall grounds and developing an estimate of probable construction cost. The park components include the new City Hall grounds; an expansion to the Lakeshore Center; a splash pad; a waterfront boardwalk promenade; multiple large and small event venues in the upper and lower commons; multipurpose parking areas; a memorial garden; renovation of the Withers-Maguire House grounds to include a wedding garden; and a trailhead for a spur of the West Orange Trail. The master plan is estimated to cost \$7M.

SECTION 4. KEY PERSONNEL



PATRICIA A. TYJESKI, AICP

PRINCIPAL PLANNER

Pat has over 32 years of experience with long range comprehensive planning, land development regulations, zoning, and site plan review. She possesses training in design and specializes in areas of urban design and historic preservation. Pat has worked with over 30 jurisdictions 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.

LOCATION

- Orlando, FL

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

CERTIFICATIONS

- Certified Planner, AICP No. 069120, 1992, FL

PROFESSIONAL MEMBERSHIPS

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

Comprehensive Plan Update | *Green Cove Springs, FL*

Project Manager for the update of the Future Land Use and Transportation Elements of the City's comprehensive plan to address changes in local conditions since the last update. The update focused on the following key topics: the construction of the First Coast Expressway and an interchange just south of the City limits, substantial recent and upcoming annexations, efforts to revitalize the downtown, future actions to protect the city's historic sites, urban form along major transportation corridors, complete streets, and introducing mobility strategies. Social Pinpoint, a web-based community engagement tool, was utilized to facilitate public input through a survey, an interactive map to gather location-specific comments, and a virtual meeting portal.

Land Development Code Update and Form-Based Code | *Gainesville, FL*

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.

Land Development Code Update and Form-Based Code | *Kissimmee, FL*

Project Manager for the update of the City's Land Development Code. This update incorporated form-based code regulations for the downtown area. The form-based code and other LDC revisions established a framework for the City to facilitate infill and redevelopment; implement past studies and plans for the downtown and surrounding areas; enable better and safer development patterns, thereby improving the quality of the built environment; and give citizens, developers, builders and property owners predictable standards. Facilitated a public workshop and presented the project at public hearings.

Wekiva Parkway Interchange Land Use Plan | *Apopka, FL*

Project Manager for the preparation of an interchange land use plan for the City of Apopka based on the requirements of The Wekiva Parkway and Protection Act. The project included a visioning component with several workshops held to obtain input from City and County residents. The interchange plan addressed land uses and development compatibility, road access/access management, right-of-way protection, vegetation protection, water conserving landscaping, height and appearance of structures and height and appearance of signage. Coordinated the effort with staff from Orange County, the Orlando-Orange County Expressway Authority and various local and regional citizen groups. S&ME was retained subsequently to prepare a form-based code for the Wekiva Parkway Interchange Area.

SECTION 4. KEY PERSONNEL



JON LEE TEMPLIN, PLA, ASLA LANDSCAPE ARCHITECT

Jon Templin has proven experience in project planning, quality assurance, multimedia communications, and client services. Jon is exceptional at implementing new skills and thrives both independently and within a team environment. He has experience working with all facets of landscape architecture and is able to convey the design intension through conceptual perspective sketches. His project experience includes award winning landscape architecture and planning for clients including Polk County Parks, City of Sanford, and Lake Nona.

LOCATION

- Orlando, FL

EDUCATION

- BLA Landscape Architecture, Polytechnic Institute & State University, Virginia, 2016

YEARS OF EXPERIENCE

- Joined S&ME in 2021 with 17 years of experience

REGISTRATIONS

- FL, LA #6667227

PROFESSIONAL MEMBERSHIPS

- American Society of Landscape Architects (ASLA)

City of Sanford Downtown Plan | *Sanford, FL*

Landscape Architect for site analysis, conceptual design and presentation graphics for the Downtown Master Plan, Riverwalk, First Street Improvements and Memorial Park Design. Worked with the Urban Design and Master Planning teams to help restore the historic traditional downtown and stimulate economic development. Participated in public outreach through community charrettes and town meetings.

AWARD: ASLA Award of Honor.

Sanford Riverwalk | *Sanford, FL*

Landscape Architect responsible for creating the vision and character for the 6,000 linear foot Riverwalk and produced construction documents. As the "front porch" to the community, design elements were inspired by the architecture from the memorial park's old band pavilion, which included shade overlook pavilions, garden trellis swing structures, seating walls and educational displays. AWARD: FPZA Award of Honor.

City of Palm Coast Community Center | *Palm Coast, FL*

Landscape Architect for site planning, architectural, interior design, and landscape architectural services for the new 20,107 SF Community Center building.

Daytona Museum of Arts and Sciences | *Daytona Beach, FL*

Landscape Architect for the addition of 35,000 GSF including new entry with plaza and water features, gallery space, administrative space, multi-purpose areas, and gift shop.

St. Petersburg Pier | *St. Petersburg, FL*

Landscape Architect for conceptual master planning and architecture as part of a design competition for the St. Petersburg Pier. Stantec's design solution transforms the St. Petersburg Pier into a new public destination combining art, cultural history, and Marine education showcasing St. Pete's multi-dimensional community.

Christina Park | *Polk County, FL*

Worked with the Parks team to help design and renovate an existing softball park into a girl's fast pitch softball venue which was featured in the 2013 NSA Southern World Series. Provided conceptual design through construction administration services and insured a timely, on budget, first class championship softball venue.

Fort Blount Park | *Bartow, FL*

Landscape Architect for conceptual design, presentation graphics and supervised the construction document process. Transformed previously existing parking lot into a beautiful civil park commemorating Polk county's history; inspired by the historic former county courthouse. Design elements included 12 columns with historical facts and a shallow, 3-tiered reflection fountain inspired by a beautiful, fleur-de-lis mosaic from the original courthouse floor.

SECTION 4. KEY PERSONNEL



CARTER GRESHAM, PLA LANDSCAPE ARCHITECT

Carter has seven years of experience on numerous public and private sector projects. His experience includes historic master planning, campus planning and recreation design projects. He has led efforts on planning and design standards/guidelines, corridor design standards, architectural guidelines and mapping. He is proficient with design programs including Photoshop, InDesign, Illustrator, SketchUp, AutoCAD, ArcGIS, Land F/X, Public Participatory Design, Design Code Drafting, and Realtime.

LOCATION

- Orlando, FL

EDUCATION

- Bachelor of Landscape Architecture, Virginia Polytechnic Institute & State University, 2016

YEARS OF EXPERIENCE

- Joined S&ME in 2019 with 5 years of experience

REGISTRATIONS

- FL, LA #6667460, 2019
- VA, LA#0406002129, 2019

Pinellas Park City Center | *Pinellas Park, FL*

Assistant Project Manager 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.

St. Andrews CRA Landscape Design Improvements | *Panama City, FL*

Landscape Architect for Landscape Design Improvements for the St. Andrews Community Redevelopment Agency area. S&ME provided plans for Landscape design improvements at key gateways into the area and along main street corridors throughout the CRA area. Plans also identified layout and landscape improvements for City owned parking areas within the CRA area. As part of the planning and design process, S&ME conducted a two-day charrette with City staff and key stakeholders to evaluate site opportunities and constraints and to allow input during the early conceptual design phase. The ultimate goal for the CRA is to improve the appearance of blight in the area and to make the area more appealing for tourist activities and future economic redevelopment.

Fort Pierce Community Redevelopment Agency Master Plan | *Ft. Pierce, FL*

Landscape Architect 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

Park Avenue Streetscape | *Lake Wales, FL*

Project 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.

SECTION 4. KEY PERSONNEL



BENJAMIN ELLIS, PE, PMP, LEED AP SENIOR CIVIL ENGINEER

Ben has over 16 years of experience in the management, design and construction of infrastructure and site development projects. Areas of expertise include stormwater management, water and wastewater utility transmission design, geometric roadway and site design and pavement design.

Town of Oakland Master Sanitary Sewer Project | Oakland, FL

Project Manager and Engineer of Record for the master design of sanitary sewer infrastructure improvements in Oakland, Florida. Was retained by the Town to analyze revenue sources and project costs; research available funding opportunities; draft a phasing plan and preliminary engineering design; calculate existing and future demand; and assist with an Inter-local utility service agreement with the City of Clermont. The final master plan calls for the collection and transmission of 1.1M gallons of domestic wastewater per day. Engineer of Record for approximately two miles of 12" force main, one mile of 18" gravity main and one-quarter mile of 10" force main crossing under the Florida Turnpike. Also provides Engineering Review for the Town and has served on their Development Review Committee.

Ocoee-Apopka Road Small Area Plan | Apopka, FL

Project Engineer providing engineering support. Reviewed proposed land uses and offered recommendations for roadway and utility improvements associated with the proposed concepts. Summarized existing stormwater conditions and future design criteria for permitting through the SJRWMD around Lake Apopka.

The Yard at Ivanhoe | Orlando, FL

The proposed development, located just north of Downtown Orlando, will offer over 600 residential apartment units for lease and approximately 50,000 sq. ft. of retail and restaurant space. The project will also include a 1,100-space parking structure to be located on site.

West Livingston Street Extension | Orlando, FL

Project Manager for the roadway and streetscape design for the West Livingston Street extension between New Terry Avenue and Paramore Avenue. Designed as a complete street, the street includes bike lanes, landscape, lighting, parallel parking and pedestrian amenities to create a unique sense of place for the area.

Villa City DRI | Lake County, FL

Project Engineer for the engineering portion of the proposed 2,467-acre DRI project. Prepared analysis of existing and future master utility systems including potable water, reclaimed water, and sanitary sewer. The project requires creative techniques, such as stormwater reuse and reclaimed water to meet anticipated water demands while limiting groundwater and surface impacts. S&ME coordinated with City of Groveland officials to help the City update their Consumptive Use Permit and Water Supply Plan through SJRWMD.

LOCATION

- Orlando, FL

EDUCATION

- BS Civil Engineering, University of Florida, 2005

YEARS OF EXPERIENCE

- Joined S&ME in 2013 with 8 years of experience

REGISTRATIONS

- PE, FL #72469, 2011

CERTIFICATIONS

- LEED Accredited Professional
- Certified Project Management Professional (PMP) #2282512
- Florida Water StarSM, 2012

PROFESSIONAL MEMBERSHIPS

- Winter Park, FL Sustainability Advisory Board, Chair, 2015-2021
- U.S. Green Building Council, Central FL Chapter Board Member, 2012-2015

SECTION 4. KEY PERSONNEL



ANGELO RAO, PE

COMPLETE STREETS / TRANSPORTATION

Angelo has a passion for reinventing transportation infrastructure and embodying the notion of S.A.M. (Safety, Accessibility, and Mobility). Developing innovative traffic operational systems with a view of reducing fatality and incapacitating crashes towards meeting a “Vision Zero” environment, while enhancing operational mobility.

City of Lakeland Vision Zero and Near-Miss Program | *City of Lakeland, FL*
Assisted the City of Lakeland’s Planning Department in the development and deployment of projects aimed at reducing fatal and incapacitating crashes to zero. This lofty goal is feasible and indeed the fatality and incapacitating crash rates have been steadily falling over the past four years.

City of Lakeland Complete Streets Program | *City of Lakeland, FL*
As an employee of the City of Lakeland, Angelo managed the lane repurposing of Massachusetts Avenue, the New York Avenue Cycle Track, the Lake Miriam Drive “Diagonal Crosswalk” system, the Interlachen Parkway Bicycle Boulevard, the proposed “Five Points” roundabout, and the first intersection “Mural painting” project.

Lakeland Area Alternatives Analysis – US 98 BRT Feasibility Study | *City of Lakeland, FL*

Assisted the City of Lakeland’s Planning Department in the Lakeland Area Alternatives Analysis (LAAA) study. Working with FDOT District One and other stakeholders, in defining a program of context-based projects for all transportation users.

Intersection Collision Avoidance Safety Program (iCASP) FDOT D-1 | *City of Lakeland, FL*

Project developer for the Lakeland deployment provides a system that predicts a red-light runner in advance and then extends the all-red phase (delays the perpendicular green) accordingly.

SR 37 (S. Florida Avenue) FDOT D-1 Lane Repurposing Project and the US 92 FDOT D-1 Safety Project / “HAWK” Installations | *City of Lakeland, FL*

Project manager for the traffic analysis component utilizing “Bluetooth” sensor equipment, and crash data analysis. District One Traffic Operations staff on a corridor safety study on US 92 (Memorial Boulevard), particularly to enhance the safety of pedestrians and bicyclists while minimizing capacity losses.

St. Johns County Traffic Calming Program Manager

Partnering with Matthews Design Group (Prime), we planned, conceptualized, designed, and conducted construction engineering inspection services for the County’s Traffic Calming Program. Conducted over 30 public meetings for projects such as:

- Heritage Park Drive
- Kensington Subdivision
- Johns Creek Parkway; and
- Cunningham Creek.

These projects required significant interaction with the public, including three working meetings per project, with a mission to foster consensus throughout the community.

LOCATION

- Tampa, FL

EDUCATION

- Civil Engineering, University of Toronto, 1980

YEARS OF EXPERIENCE

- Joined S&ME in 2021 with 40 years of combined public and private sector transportation engineering experience

REGISTRATIONS

- PE, FL #58147
- PE, TN #125379
- PE, VA #0402050347
- PE, MI #6201049058
- PE, Ontario #38144507 (Ret.)

PROFESSIONAL MEMBERSHIPS

- Institute of Transportation Engineers (ITE)

PUBLICATIONS

- HAWK Signals Florida Bicycle Association Messenger Magazine, Summer 2020
- Lakeland TMC, Intelligent Transport, London, England, Volume 2, 2020
- Lakeland Transportation Bold, Interview, Intelligent Transport, 2020
- Leading Pedestrian Intervals APWA Report, August 2017

SECTION 4. KEY PERSONNEL



CHRISTOPHER R. DOUGHERTY, AICP

SENIOR PLANNER/ GIS SPECIALIST

Chris has over 17 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 has a strong background in GIS and manages the GIS operations in the Orlando office.

City of Kissimmee Downtown CRA Plan Update | Kissimmee, FL

Planner for the update of the City of Kissimmee's Downtown Community Redevelopment Plan. Identified key redevelopment strategies and programming for the Plan update. Specific responsibilities included developing a housing strategy for the plan, assisting with the creation of the plan, updating GIS data, and assisting with the facilitation of a virtual public workshop in Zoom.

Eloise CRA Plan Update | Polk County, FL

As Project Manager, was responsible for coordinating and scheduling public engagement opportunities, establishing new priorities and improvements for the CRA, and evaluating existing programs. Other duties included developing a survey, coordinating with County staff, reviewing existing characteristics and data of the community, preparing maps and reviewing GIS data, drafting the updated plan, and presenting the proposed concepts of the updated plan.

Oviedo Community Redevelopment Plan | Oviedo, FL

Prepared the City's first Community Redevelopment Plan. Responsibilities included identification and evaluation of potential redevelopment projects, preparation of GIS maps, preparation of cost estimates and implementation plan, future TIF revenue projections and identification of potential alternate revenue sources. Assisted in the drafting of a conceptual master plan that provided an illustrative example of the proposed improvements.

Fort Pierce CRA Plan Update | City of Ft. Pierce, FL

Planner for the update of the 2001 Community Redevelopment Plan to reflect changes in the conditions of the CRA subsequent to the 2001 Plan's adoption and the current implementation status of long-term redevelopment projects. The scope included the identification of capital projects and redevelopment programming and the evaluation of the proposed extension of the Operational Timeframe of the Community Redevelopment Agency. Additionally, developed a project theme/brand and created a Webpage. Developed and posted an online survey to solicit feedback and prioritize projects. Assisted with strategy development, GIS analysis and public engagement.

Historic Downtown Melbourne Story Map | Melbourne, FL

GIS specialist for the creation of an interactive online GIS map showcasing over 300 commercial and residential structures that have been surveyed for inclusion in the Florida Master Site Files (FMSF). The interactive map was incorporated in a story map (<http://arcg.is/0zvwmWe>) that includes a narrative of the City's history, highlights the discovery of kit homes in downtown, and provides access to the individual FMSF forms recorded. The project was funded by the Florida Department of State, Division of Historical Resources.

LOCATION

- Orlando, FL

EDUCATION

- MA Urban and Regional Planning, University of Florida, 2006
- BA Criminology, University of Florida, 2001

YEARS OF EXPERIENCE

- Joined S&ME in 2007 with 2 years of experience

REGISTRATIONS

- Certified Planner #026356, 2013

CERTIFICATIONS

- Trimble CPS
- NASSCO's Pipeline Assessment Certification Program (PACP)

PROFESSIONAL MEMBERSHIPS

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

SECTION 4. KEY PERSONNEL



JALISA Q. HARRIS

PLANNER

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

Casselberry Strategic Economic Development Plan | Casselberry, FL

Assisted the City of Casselberry in identifying and analyzing policies, opportunities, and partners that impact the City's economic development. Managed interactive breakout sessions within a virtual environment to increase the comfort and engagement level of attendees.

Palatka CRA Redevelopment Plan Update | Palatka, FL

Assisted the City of Palatka in illustrating the accomplishments of the CRA, calculating tax increment projections, developing action strategies for the future of the CRA, as well as developing goals, objectives, and policies. Also, assistance was provided in hosting CDC-compliant in-person public engagement in addition to virtual events.

Groveland CRA Redevelopment Plan Update | Groveland, FL

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 CDC-compliant in-person engagement opportunities that not only collected suggestions, but also provided citizens an opportunity to lead design alternatives.

Community Impact Projects Director | Indian River County, FL

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 FL

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.

Panama City Downtown North CRA Plan Update | Panama City, FL

Assisted in the preparation of the Downtown North CRA Plan Update, including CRA boundaries expansions. Efforts included the drafting of Existing Conditions reports, Tax increment Financing, (TIF) revenues projection, development of the Conceptual Master Plan, Coordinating Public input efforts, and drafting Strategic Goals and Action Points.

LOCATION

- Orlando, FL

EDUCATION

- Master of Urban & Regional Planning, University of Central Florida, 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 (APA)
- University of Central Florida Urban Knights Planning Association
- National Black MBA Association
- National Forum for Black Public Administrators
- International City Manager Association

SECTION 4. KEY PERSONNEL



EM SCHAEFER

MUNICIPAL BRANDING AND WAYFINDING

Em has 9 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. Em strengthens the Planning and Design team as a creative storyteller who can translate complex ideas into cohesive visual experiences through infographics, report design and uniquely themed presentations.

LOCATION

- Orlando, FL

EDUCATION

- MS, Digital Marketing, University College Dublin Michael Smurfit Business School, 2019
- BFA, Visual Communications, Ball State University, 2007

YEARS OF EXPERIENCE

- Joined S&ME in 2020 with 8 years of experience

CERTIFICATIONS

- Google Analytics
- Intercultural Development

Fort Pierce Community Redevelopment Plan Update

City of 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.



Groveland Redevelopment 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 open houses and online surveys.



Downtown Kissimmee Redevelopment 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.



Pinellas Park City Center Plan

Pinellas Park, FL

Senior Graphic Designer led branding, marketing and graphic efforts of new city center logo, website to communicate the city center plan efforts, public workshop collateral, social media, and interactive engagement tools. Deliverables included a brand guidelines package that addressed the logo usage, colors, fonts, and wayfinding concepts.



SECTION 4. KEY PERSONNEL



ERIK AULESTIA, AICP

PRINCIPAL IN CHARGE, LEAD DESIGNER

Mr. Aulestia is a Partner who has been with Torti Gallas since 1998. He leads the Region and Town Planning Studio and has led planning and design efforts throughout the United States and abroad for both public and private sector clients. His public sector expertise includes District Plans, Neighborhood Plans, Corridor Plans, Form Based Codes, Design Guidelines, and Urban Design. Mr. Aulestia's private sector expertise includes Transit Oriented Development, Mixed-Use, Sprawl Repair, Healthy Communities, Innovation Districts, Placemaking and Urban Design. Mr. Aulestia often lectures on the topics of Smart Growth, Placemaking, and Form Based Codes.

LOCATION

- Tampa, FL

EDUCATION

- BA of Landscape Architecture, Department of Landscape Architecture and Environmental Planning, Utah State University, 1994

REGISTRATIONS

- Certified Planner, AICP #021220, 2006

Downtown Wyandance Area Plan and Form Based Code | *Babylon, NY*

Torti Gallas was commissioned by the Town of Babylon and the New York Department of State to lead a multi-disciplinary team to create a highly sustainable and implementable TOD plan, undertake a corridor study, and create a new form-based zoning ordinance. The Town is pursuing LEED-ND certification of this brownfield revitalization. The principal public space and several mixed-use buildings, including a new train station, have been built.

Memphis Uptown Community Plan | *TN*

Working for the Community Redevelopment Authority, TG+P lead an extensive public engagement process to develop a consensus vision, goals, objectives, and recommendations for historic assets, transportation, environmental, parks and open space, housing, land use, design and zoning, infrastructure and utilities, as well as an implementation strategy for this 2,582 acre multi-neighborhood district. This plan will serve to guide the investment of \$95,000,000 available TIFF funds. The detailed Land Use Plan will be incorporated into the Comprehensive Plan.

Miramar Town Center Master Plan and Pattern Book | *Miramar, FL*

Creation of a Town Center and Civic Center Master Plan, Regulating Plan, architectural pattern book, and detailed Civic Center site planning. This vibrant, 54-acre town center includes Miramar's new City Hall, a Cultural Arts Center, Library, and Bus Transit Hub, as well as 526 residential units, 101,000 square feet of retail, and 78,000 square feet of office.

Cathedral District Master Plan | *Jacksonville, FL*

Jacksonville's Cathedral District was once a thriving downtown residential neighborhood with five churches that were the centers of community life. This once-vibrant neighborhood has experienced disinvestment and significant population loss where parking lots now predominate. The Cathedral District-JAX, Inc. hired Torti Gallas + Partners to develop a vision for neighborhood revitalization and a roadmap for implementation that leverages the many strengths of the district.

Garvies Point | *Glen Cove, NY*

A former brownfield waterfront industrial site that is being transformed into a mixed-use neighborhood with a mile long waterfront esplanade, marinas, Hemstead Harbor views, and access to Manhattan via a new high-speed ferry. Torti Gallas was commissioned to develop mixed-use concepts for 4-blocks that include apartments, luxury condos, retail, grocery, hotel, event space, office, and an interconnected open space network that maximizes views and connectivity to the water.

SECTION 4. KEY PERSONNEL



TIMOTHY ZORK, AICP, LEED AP BD+C SENIOR PLANNER/ URBAN DESIGNER

Mr. Zork joined Torti Gallas in 2007. He is a Senior Planner and Urban Designer with extensive experience in integrated town planning, transit oriented development, large scale sustainable master planning, inner city revitalization, neighborhood design, formbased codes and contextual architecture. Mr. Zork's work experience allows him to immerse himself into a project's context, keenly understanding the clients vision, and articulate plans that deliver places of the highest caliber to reinforce the client's brand and celebrate local cultures.

LOCATION

- Tampa, FL

EDUCATION

- BA of Landscape Architecture, Andrews University, 2005
- Master of Architecture, Andrews University, 2006

REGISTRATIONS

- Certified Planner, AICP, 2015
- LEED Accredited Professional, 2009

Cathedral District Master Plan | Jacksonville, FL

Jacksonville's Cathedral District was once a thriving downtown residential neighborhood with five churches that were the centers of community life. This once-vibrant neighborhood has experienced disinvestment and significant population loss where parking lots now predominate. The Cathedral District-JAX, Inc. hired Torti Gallas + Partners to develop a vision for neighborhood revitalization and a roadmap for implementation that leverages the many strengths of the district.

Camana Bay | Grand Cayman, Cayman Islands

Development of the program for the first residential phase in the new town of Camana Bay. Building on the initial Master Plan, Torti Gallas developed a plan that maximizes waterfront value by increasing the number of waterfront and water view units. A total of 331 new residential units are being built, along with 61,700 SF of commercial and retail space.

Memphis Uptown Community Plan | TN

Working for the Community Redevelopment Authority, TG+P lead an extensive public engagement process to develop a consensus vision, goals, objectives, and recommendations for historic assets, transportation, environmental, parks and open space, housing, land use, design and zoning, infrastructure and utilities, as well as an implementation strategy for this 2,582 acre multi-neighborhood district. This plan will serve to guide the investment of \$95,000,000 available TIFF funds. The detailed Land Use Plan will be incorporated into the Comprehensive Plan.

Crystal City Master Plan | Arlington, VA

Creation of a Master Plan with Form-Based urban and architectural regulations and a policy framework to be used in future development. Arlington County initiated the Master Planning process, which included a public charrette, following Federal Government BRAC decisions which will leave over 4,000,000 sf of existing office space available in Crystal City over the next 10 years. Torti Gallas created a TOD, mixed-use, pedestrian friendly vision for the future of the City and facilitated a public process to see this Master Plan through to realization. This LEED-ND Certified Master Plan was adopted by the Arlington County Planning Commission and the Arlington County Board as the Sector Plan.

Main Street Unionville | Markham, Ontario, Canada

Torti Gallas was engaged by the City of Markham to develop a strategic vision for Main Street Unionville, a historic town precinct located in Toronto. The Master Plan Process involved extensive public engagement to give all stakeholders a voice and create a shared vision and strategic plan for future growth opportunities within the village. The proposed Plan includes 172,900 SF of new commercial and between 325 and 625 new residential units.

SECTION 4. KEY PERSONNEL



FELIX DELOATCH, ASSOC. AIA ARCHITECTURAL LEAD

Mr. Deloatch is the Director of Florida Operations at Torti Gallas. As a Senior Equity Director and Project Manager, Mr. Deloatch has gained significant experience in a variety of building and construction types including residential, commercial, senior living, government, educational, healthcare, and industrial projects. Mr. Deloatch's extensive experience includes working with both small and large scale projects starting in the schematic stage. This has ranged from designing small-budget university facility renovations to managing multi-million dollar new construction. His role at Torti Gallas involves direct interaction with the Client and consultants as the project team leader working to meet fiscal and construction milestones. His recent work has focused on large, mixed-use buildings usually including a combination of residential, retail, office and parking. Mr. Deloatch's role as a team leader / project manager has involved coordinating contract negotiation, developing project schedules, leading coordination meetings with local jurisdiction and community agencies, developing construction documents and construction phase services. Recent mixed-use projects have required that he provide post-occupancy services, specifically in the area of tailoring existing Torti Gallas projects for new retail space tenants.

LOCATION

- Tampa, FL

EDUCATION

- BA of Science (Industrial Technology), Elizabeth City State University, 1993
- Master of Architecture, The Ohio State University, 1993

Pixon Apartments | Lake Nona, FL

Located a few miles south of the Orlando International Airport this 11-story, contemporary mixed-use building consists of 201 rental apartments with 32,500 sf of ground floor retail, state-of-the-art services and amenities, and structured parking above grade in an adjacent parking garage.

The Mirrorton | Lakeland, FL

A transformative development designed to bring an urban lifestyle to downtown Lakeland, this new mixed-use neighborhood provides 278 new apartments units, 28 new townhomes, an 8,900 SF clubhouse and a multi-level outdoor amenity package including electric car charging stations and a community dog park.

Delamarre | Orlando, FL

A new multifamily community in Celebration containing 379 rental apartments in a mix of 1-, 2-, and 3-bedroom units with a community center and parking for 60 cars.

Greater Ridgecrest | Pinellas County, FL

The Greater Ridgecrest Area (GRA) comprises the largest portion of an unincorporated community in the midwestern section of Pinellas County. The community is made up of 11 neighborhoods. As part of its continuing effort to identify and address the needs of the community, Pinellas County initiated a planning/community engagement process to create a revitalization vision/feasibility study for Greater Ridgecrest. Following the success of the recent revitalization concept vision for The Oaks at Ridgecrest community (formerly Rainbow Village), Pinellas County hired Torti Gallas to lead the visioning/feasibility process for the GRA.



5

PROJECT QUALIFICATIONS & EXPERIENCES

SECTION 5. PROJECT QUALS. & EXPERIENCE

COMPANY INTRODUCTION



IN-HOUSE PLACEMAKING SERVICES

- » Planning
- » Economic Development
- » Redevelopment
- » Historic Preservation
- » Landscape Architecture
- » Urban Design
- » Civil Engineering
- » GIS-Management
- » Environmental Services
- » Transportation
- » Survey & Mapping
- » Geotechnical Engineering
- » Complete Streets



S&ME, Inc. (S&ME) was incorporated in North Carolina in 1973 and now has offices in 10 states, with two offices in Florida. Our team delivers planning, transportation, engineering, design, environmental and construction services for the built environment. Founded in 1973, we have grown to a 1,100-person corporation operating from 34 offices across the United States. We offer a comprehensive suite of land development consulting services.

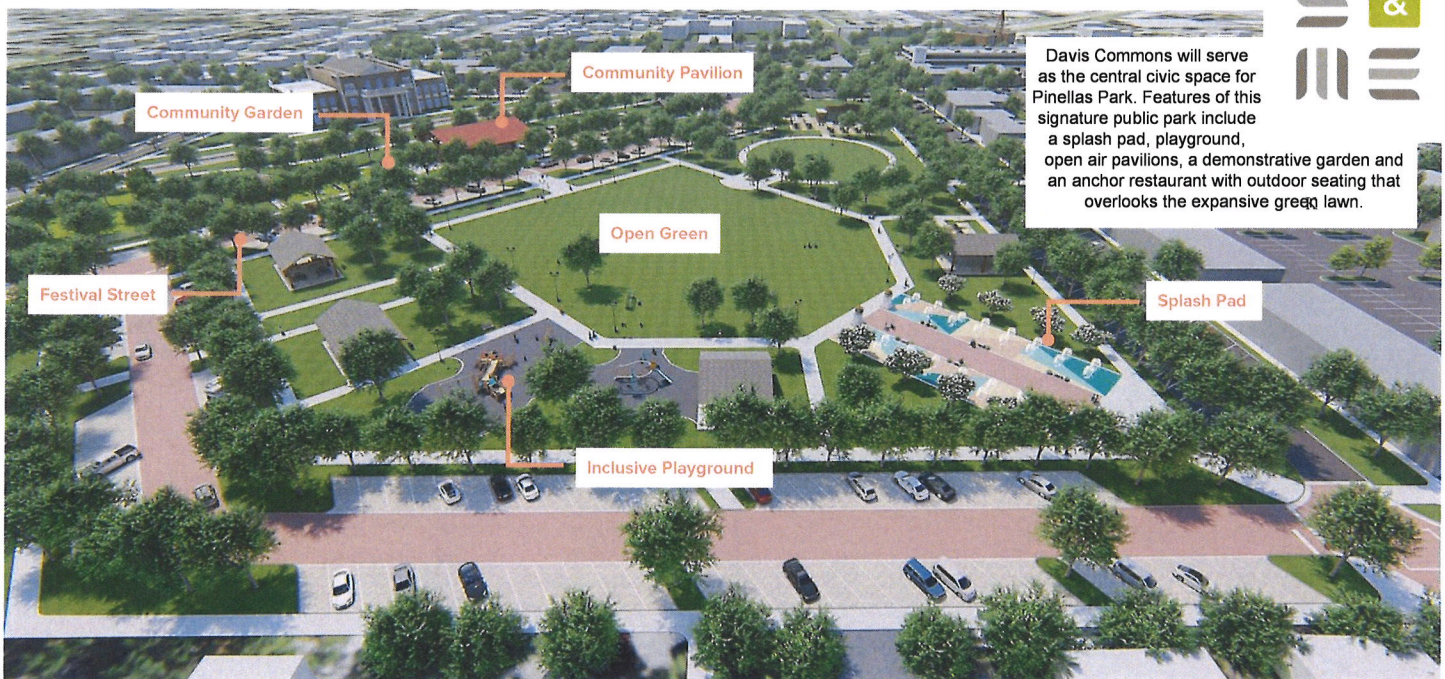
S&ME is owned by our employees who remain faithful to our core values of safety, quality, and client service. Our goal is to provide practical solutions to our clients' infrastructure, development, and environmental challenges. We care about our clients and devote our abundant resources and technical 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, rigorously tested for workability. We define success through quality-built projects.

Our planning team has developed a specific practice area focused on traditional planning services including Comprehensive Planning, Land Development Code updates, Redevelopment, Economic Development, Historic Preservation, and Small Area Studies. S&ME has assisted numerous cities and counties with the preparation of streamlined, user-friendly land development regulations, form-based codes, design standards, Comprehensive Plans, 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 public participation and visioning coupled with an analysis of the latest economic and demographic data. Our reports are user-friendly with concise writing and clear concepts that provide predictability for the local government, the development community, and the public. We have strategically coordinated a team that will provide the highest delivery of service to the City of Green Cove Springs.

SECTION 5. PROJECT QUALS. & EXPERIENCE



PINELLAS PARK CITY CENTER PLAN PINELLAS PARK, FLORIDA

S&ME was selected by the City of Pinellas Park to develop a City Center Plan and large branding initiative to help strengthen the city center identity. Pinellas Park is located in the center of Pinellas County, Florida, the most densely populated County in the State. Like many cities in Florida, Pinellas Park has experienced rapid growth over the last fifty years and is now home to more than 50,000 residents. The development form of Pinellas Park, typical of the post-World War II-era, is suburban in nature and lacks a traditional downtown or main street. Yet, Pinellas Park residents exude a deep sense of community and are deserving a physical place that embodies this spirit. Commencement of this effort included the development of an interactive project website that serves to both gather input from stakeholders and post project updates. A pre-branding survey was conducted to gather data about logo preferences from residents and visitors of Pinellas Park. In April of 2021, S&ME hosted a week-long charrette with interactive boards featuring project-branded graphics. The charrette also included three public workshops/presentations and targeted stakeholder engagement. The Final Plan includes a detailed site plan, implementation strategy, branding/logo and style guide development and four frameworks: Real Estate Market Analysis, Transportation (Circulation and Parking), Parks and Open Space, and Utilities. A 3D model and Lumion fly-through video, a signage/wayfinding concept package, and social media template assets were all part of the final deliverable package.

Torti Gallas + Partners was part of the S&ME team for this effort; leading urban design efforts and participating in the week long design charrette.

PROJECT DATES

January - August 2021

OWNER

City of Pinellas Park

PROJECT OVERVIEW VIDEO

[Click Here](#)

FULL REPORT

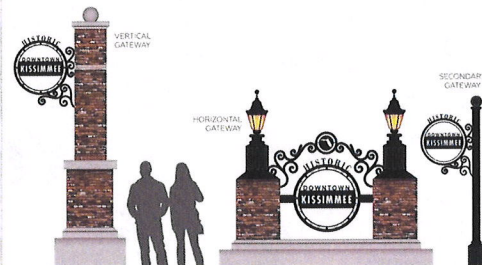
[Click Here](#)

FULL STYLE GUIDE

[Click Here](#)

SECTION 5. PROJECT QUALS. & EXPERIENCE

MASTER PLAN



DOWNTOWN KISSIMMEE REDEVELOPMENT PLAN KISSIMMEE, FLORIDA

S&ME updated the City of Kissimmee's Downtown Redevelopment Plan and extended the operational timeframe of the Community Redevelopment Agency (CRA) to 2052. The S&ME Team identified key redevelopment strategies, redevelopment programming and a capital improvement schedule for the Plan update. Plan content was reflective of extensive community engagement and input. This public engagement included individual stakeholder interviews, a project-specific website and online survey, an in-person, all-day, open house event, and a virtual community workshop to present the draft Plan for public comment. The Downtown Redevelopment Plan update embraces the City's burgeoning Medical Arts District, redeveloping waterfront, and growing arts and cultural resources as the City continues to transition from its historic agri-business heritage into a thriving and vibrant community for families and industries alike. S&ME's update of the CRA Plan included place-based economic development strategies to build upon the City's redevelopment achievements, position the Downtown Community Redevelopment Area for continued redevelopment and private sector investment, and protect the City's historic downtown neighborhoods.

In parallel with this effort, S&ME was hired by the City of Kissimmee to develop a Form-Based Code (FBC) for their Downtown. Over the course of the project's extensive public engagement process, which included public workshops, stakeholder interviews, and public hearings with elected officials, our firm collaborated with City Staff and the Downtown community to facilitate a context-sensitive and progressive overhaul of their existing zoning regulations into a FBC designed to prioritize building form over uses and excessive compatibility requirements. Components of the code that were developed and/or refined during the update process included the regulating plan, bonuses and incentives, administration and procedures, and standards for block and site layout, building form,

PROJECT DATES

February 2020 - July 2020

OWNER

City of Kissimmee, FL
Downtown Redevelopment
Agency

DOWNTOWN KISSIMMEE REDEVELOPMENT PLAN

[Click Here](#)

SECTION 5. PROJECT QUALS. & EXPERIENCE



SoDo PLANNING & DESIGN SERVICES ORLANDO, FLORIDA



Through our continuing services contract with the City of Orlando, S&ME was selected to assist with several planning and design projects in the SoDo District of downtown Orlando.

Complete Street Master Plan: S&ME assisted in the development of conceptual plans for the key streets within the District to govern future street sections. We addressed the public realm design of the District corridors including street and crosswalk materials standards, street trees, street furniture, lighting, wayfinding, on-street parking, bike/pedway facilities, transit stops and opportunities for public art.

Division Avenue Complete Street: S&ME provided conceptual design services for this 1.3-mile segment of Division Avenue. The project includes three roundabouts, parallel parking and the extension of the Orlando Urban Trail.

Downtown South Development Standards: S&ME prepared form-based standards for development and redevelopment in the Downtown South Neighborhood Improvement District (DSNID) to implement the vision for the area; a vibrant redevelopment district to be realized by leveraging the economic forces of both the Orlando Health Medical Campus and proximity to Downtown as well as the accessibility provided by SunRail.

O-Line Phase One: S&ME provided conceptual design services for the pedestrian and bicycle multi-use trail facility that will parallel the CSX/SunRail corridor that runs from downtown Orlando south through the SoDo district

tying into the Orlando Urban Trail Extension, the existing SunRail Station and the Historic AMTRAK station. The concept for the Orlando O-Line was born out of the desire to provide a 'green spine' through the District that would provide an oasis extending through this urban and industrial area of Orlando.

Green Development Brochure: S&ME provided a brochure and guide for 'green' development in the District that outlined various strategies for sustainable development such as permeable paving, bioretention systems (i.e. rain gardens and bioswales), and vegetated/green roofs.

SoDo District Utility Analysis and Development Brochure: S&ME provided an analysis of the existing sanitary sewer and water utility infrastructure in the District with the goal of identifying areas of concern for future infrastructure improvements.

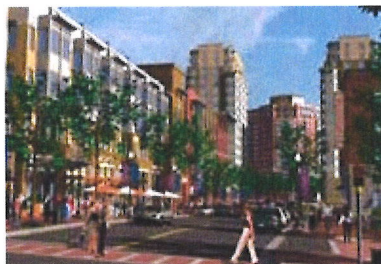
PROJECT DATES

2017 - 2020

OWNER

City of Orlando

SECTION 5. PROJECT QUALS. & EXPERIENCE



COMPANY INTRODUCTION

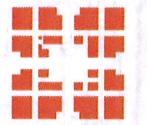
Torti Gallas + Partners was established in Silver Spring, Maryland in 1953. Today, with offices in Washington, DC, Los Angeles, California, Philadelphia, Pennsylvania, Tampa, Florida, and Istanbul, Turkey, the firm is one of the largest planning and architectural firms in the United States dedicated to advancing the principles of the New Urbanism and Smart Growth to meet the challenges of our time.

Torti Gallas has extensive experience with all scales of master planning and building projects in the residential, mixed-use, transit-oriented, and commercial markets, applying jurisdictional needs and code requirements in local, national and international markets. With extensive experience in the public and private sectors, we take pride in balancing the diverse needs of communities with the realities of the marketplace to arrive at buildable solutions that bring value to our clients and to the communities in which we work. In applying this successful, market-focused balance, Torti Gallas has designed over 485,000 residential units and planned over 2,300 residential and mixed-use communities. Since our founding, these projects have resulted in more than \$78 billion of construction. Our dedication to full implementation of our designs and master plans over 67 years of practice enables our team to arrive at inventive solutions for communities and downtowns that provide value to our clients and to the people who will ultimately live, work, learn, shop, visit and play in them.

Torti Gallas' approach to creating great places in our communities is based on the strategic employment of Placemaking design principles. We firmly believe great places are those where people want to live, work, shop and play – places that enliven, inspire and entertain their residents and guests. To that end, our goal is to create pedestrian-oriented, walkable, amenity-rich neighborhoods that provide the framework for enriching experiences, social engagement, and patron ownership.

Torti Gallas brings together teams of experts in Placemaking Visioning and Placemaking Design to access, identify and design all aspects of the destination. Our integrated and highly collaborative teams focus on retail strategies, brand design, urban design, architectural design, and landscape design to create a holistic "place" aimed at offering unique and appropriate solutions for the given market, demographics, and location. All team experts play important roles in the collaborative process and inform decision making based upon the client's underlying development goals and brand positioning – from developing the project name and logo to identifying the appropriate retail tenant mix, to streetscape and amenity planning, to landscape and lighting design, to building design.

SECTION 5. PROJECT QUALS. & EXPERIENCE



JACKSONVILLE CATHEDRAL DISTRICT MASTER PLAN JACKSONVILLE, FL

Jacksonville's Cathedral District was once a thriving downtown residential neighborhood with five churches that were the centers of community life. While the Cathedral District has many remaining architectural masterpieces – from religious and civic buildings to commercial buildings and houses – this once-vibrant neighborhood has experienced disinvestment and significant population loss where parking lots now predominate. St. John's Cathedral sponsored a Neighborhood Ecumenical meeting with the five churches to discuss the condition of the neighborhood, their individual needs, and their overlapping missions. An ecumenical vision for redevelopment has emerged with the following goals:

- Bring diverse denominations together to work towards the common goal of neighborhood revitalization
- Revitalize the Cathedral District so that it becomes a desirable place to live
- Provide opportunities for congregants to not only serve in this neighborhood, but also to live there
- Create a safe and pleasant environment

Following the Ecumenical Meeting, Cathedral District-JAX, Inc. was formed to further pursue these shared goals. Cathedral District-JAX, Inc. hired Torti Gallas + Partners and Genesis Group to develop a vision for neighborhood revitalization and a roadmap for implementation. After reaching out and speaking with members of the community (residents, churches, property owners, developers, elected officials, and the Downtown Investment Authority), a vision and Master Plan for the 118 acre site emerged that leverages the many strengths of the district and is organized around 7-Key ideas:

- Create a residential core, returning people and life to the District
- Make improved connections to surrounding neighborhoods and existing resources
- Bring a mix of uses, including neighborhood-serving retail
- Create safe, friendly, walkable, and bike-able streets
- Add open space/parks
- Attract a charter school
- Develop a district parking strategy to make infill development possible

DATES

March 2017 - October 2017

OWNER

Jacksonville, FL Cathedral District

SECTION 5. PROJECT QUALS. & EXPERIENCE



UPTOWN COMMUNITY PLAN

MEMPHIS, TN

The Uptown Community Plan incorporates 8-distinct neighborhoods (2,582 acres) immediately north of Downtown. While much of the area is economically distressed, it is also home to significant City assets including the Mississippi River, Wolf River Lagoon, St. Jude Children's Research Hospital, Slave Haven Underground Railroad Museum, several historic industrial buildings, the new Harbortown neighborhood, and even the apartments where Elvis lived as a teenager. TG+P was selected to lead a team of planners, engineers, architects, landscape architects, implementation experts, and public relations firm to create a comprehensive and cohesive vision that will guide land use, public and private investment (including \$95M in TIFF funds), create more geographically focused catalyst projects, and create an implementation plan. The plan was developed through an extensive public outreach process that included going out into the neighborhoods with pop-up events, as well as more traditional public meetings. The plan establishes a Vision and Goals, defines a community framework with 10-Community Anchors, develops strategies and concept plans for each of the 10-anchors, and analyses and develops recommendations for Transportation, Housing, Design and Zoning, Land Use, Environment, and Equity & Upward Mobility. Some of the Anchor Concepts include:

- The Pinch and Gayoso Bayou – A mixed-use district immediately adjacent to St. Jude Children's Research Hospital, a new Bayou water focused park, new residential, and adaptive reuse of the historic Greyhound building
- Burkle Park District – Adaptive re-use of warehouses into residential, brew pub, food incubators, a new city park that give prominence to the Slave Haven Museum, as well as preservation and infill of single-family homes and introduction of townhomes and small multi-family.
- Manassas Market – A concept plan and strategies to bring back a grocery to the north side, retain restaurants that are city institutions, add residential, create a better integration with the hospital, and improve the roadway into a multi-modal facility in a manner that reflective as its role as a gateway into Uptown. An implementation strategy focuses on leveraging neighborhood strengths, facilitating neighborhood native entrepreneurship, geographically focusing available funding in catalyst nodes, and leveraging public funding with private investment.

DATES

March 2018 - October 2018

OWNER

City of Memphis and Shelby County CRA



6

COST

SECTION 6. COST

Green Cove Springs Downtown

Personnel	Percent of Hours	Cost
George Kramer	3%	\$3,600
John Jones	16%	\$19,200
Nick Hill	10%	\$12,000
Carrie Reed	10%	\$12,000
Jon Templin	2%	\$2,400
Carter Gresham	3%	\$3,600
Benjamin Ellis	2%	\$2,400
Angelo Rao	2%	\$2,400
Patricia Tyeski	8%	\$9,600
Chris Dougherty	2%	\$2,400
Em Schaefer	10%	\$12,000
Jalisa Harris	2%	\$2,400
Erik Aulestia	15%	\$18,000
Timothy Zork	7.5%	\$9,000
Felix Deloatch	7.5%	\$9,000
Total Lump Sum Cost		\$120,000



7

REFERENCES

SECTION 7. REFERENCES



CLIENT'S NAME	ADDRESS	CONTACT PERSON	PHONE #	EMAIL	PROJECT NAME
City of Pinellas Park	5141 78th Avenue North Pinellas Park, FL 33781	Ms. Laura Canary <i>Community Redevelopment Agency Coordinator</i>	727-369-5613	lcanary@ pinellas-park. com	Pinellas Park City Center Plan
City of Kissimmee Downtown Redevelopment Agency	101 Church Street Kissimmee, FL 34741	Ms. Samia Singleton <i>CRA Manager- Development Services</i>	407-518-2587	samia. singleton@ kissimmee. gov	Downtown Kissimmee Redevelopment Plan
South Downtown Improvement District	400 S. Orange Avenue Orlando, FL 32802	Mr. Martin Hudson <i>Project Manager</i>	407-246-3242	martin. hudson@ cityoforlando. net	SoDo Planning and Design Services



8

APPENDIX

PUBLIC ENTITY CRIMES REQUIREMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**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, Florida
(print name of the public entity)

by C. Shannon Sweitzer, PE, CCM, DBIA, Senior Vice President
(print individual's name and title)

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

whose business address is

1615 Edgewater Dr, Suite 200, Orlando, FL, 32804

and (if applicable) its Federal Employer Identification Number (FEIN) is:
56-0791580

(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.
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 26th day of October, 2021

Personally known ✓

Rob. Thomas

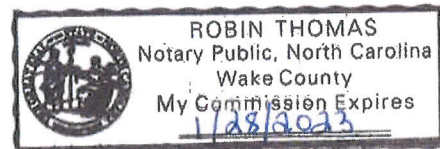
OR produced identification _____

Notary Public - State of North Carolina

(Type of identification)

My commission expires 1/28/2023

Robin Thomas
(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

October 26, 2021
Date

**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.

CITY OF GREEN COVE SPRINGS

CONTRACTOR/FIRM/INDIVIDUAL

By: _____
Ed Gaw, Mayor

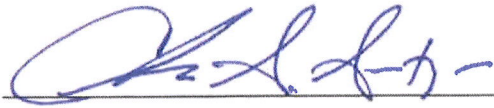
By: 
Name: C. Shannon Sweitzer Title: Senior Vice President
S&ME, Inc.

ATTEST:

By: _____
Erin West, City Clerk

ACKNOWLEDGEMENT OF ADDENDUM

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

A handwritten signature in blue ink, appearing to be "K. L. H.", is written over a horizontal line.

Company Representative Signature