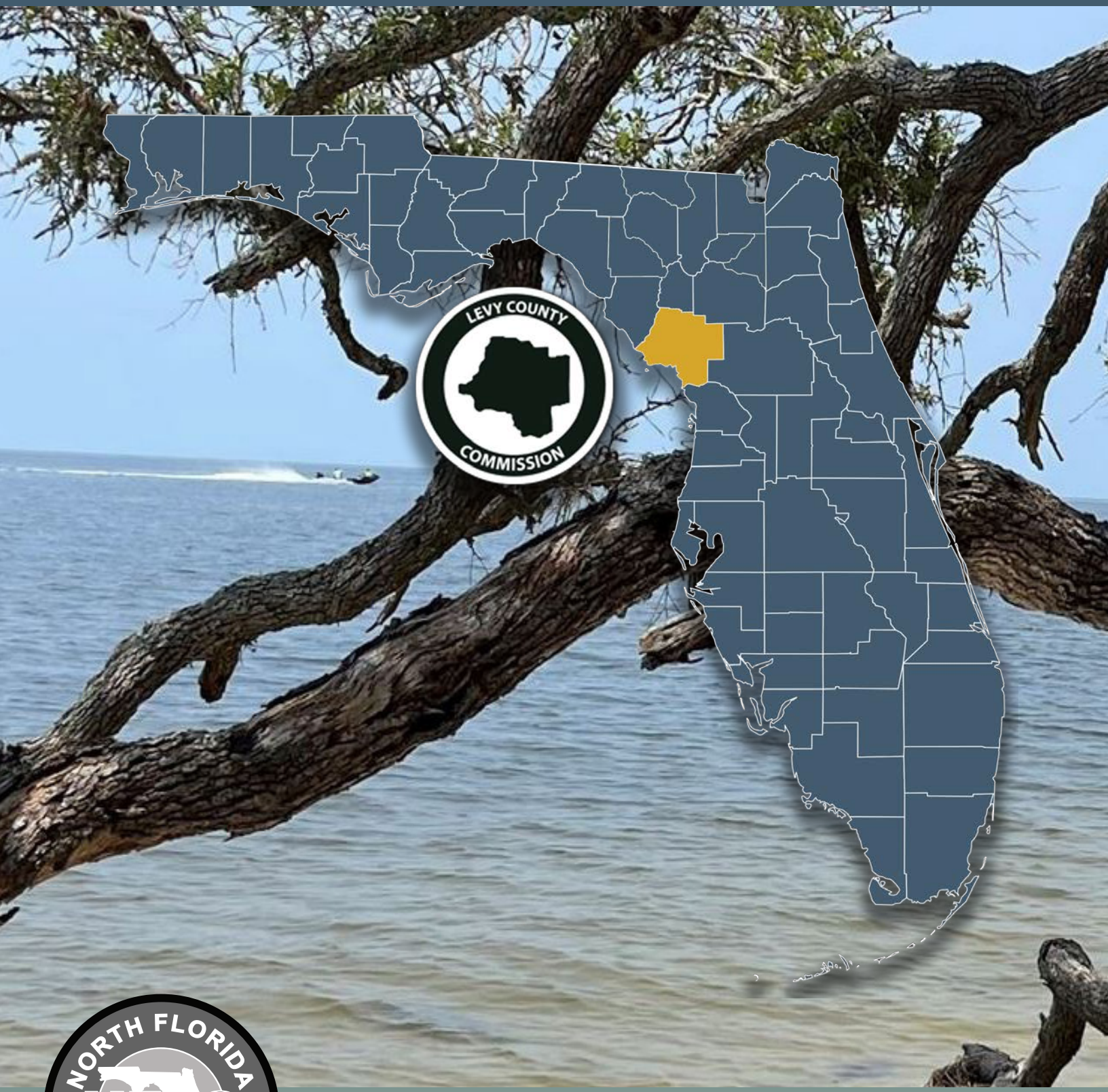
Levy County

RFP #2026_09 Planning and Zoning Official



North Florida Professional Services, Inc.

Lake City • Jacksonville • Panama City • Tallahassee

PO Box 3823, Lake City FL 32056 • 386-752-4675 • www.nfps.net

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Cover Letter

North Florida Professional Services, Inc.
PO Box 3823, Lake City FL 32056
877-335-1525 | www.nfps.net | info@nfps.net | FL License #29011

October 12, 2026

RFP #2026_09 Planning and Zoning Official

North Florida Professional Services, Inc., (NFPS) is excited to present our team of highly qualified professionals for consideration in response to your Request for Proposal for Professional Services to support Levy County. NFPS is a licensed corporation in good standing with the State of Florida and is registered as a Small Business Enterprise with the Florida Department of Transportation (FDOT). Our principals have been in partnership in North Florida since 1990, and our team is familiar with the unique needs of this area. The mission of our firm has been to provide exceptional, dedicated service to this region. NFPS has extensive, successful experience in assisting our continuing services clients with more than $177 million of funding secured in the last twenty (20) years. Our staff is ready to start a close working relationship with the County Administrators and key staff to make future projects a success!

NFPS understands your intent to solicit a firm with the capabilities to provide planning and zoning services. We will coordinate with County staff on the assimilation of data required to provide comprehensive planning and zoning services, including development review, land use and zoning amendments, subdivision and plat review, special exceptions, variances, conditional uses, lot splits, zoning compliance, and related applicant and property owner assistance.

As a comprehensive firm focused on local economic development, NFPS brings a wealth of experience to tackle a variety of challenges. Our expertise enables local governments to enhance infrastructure and public facilities within their communities. Since NFPS has an in-house Planning Team, we can provide creative planning solutions to make important projects a reality. Please find examples of our Planning Services projects on pages 16-21.

NFPS is equipped to respond quickly and provide a hands-on partnership to the County's needs for the duration of the contract. If selected, we will make ourselves available when you need us, regularly attend County Commission and public meetings to address our agenda items directly to the council and stakeholders, and give advice as requested by your staff. This contract's designated client manager and direct contact person will be Mr. Brandon Stubbs. He will have at least fifty-five percent (55%) of his time available to work on this contract. His contact information is as follows: bstubbs@nfps.net | c.386-965-2977 | o.386-752-4675 | PO Box 3823, Lake City FL 32056 (mailing) | 1450 SW State Road 47, Lake City FL 32025. The responsible office for this contract will be our Lake City Corporate Office, approximately 53 miles from your offices. This gives us the ability to provide a face-to-face responses promptly to meet your needs. The NFPS team respectfully requests that you select our firm to continue to help bring your vision for Levy County to life.



Sincerely,

Megan Carter
Secretary/Treasurer of North Florida Professional Services, Inc.



Part 1. Knowledge, Experience, and Qualifications of Personnel & Firm

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Consultant Profile



North Florida Professional Services, Inc.
HQ: 1450 SW State Road 47, Lake City FL 32025
4741 Atlantic Boulevard, Suite F, Jacksonville FL 32207
9323 N Highway 231, Panama City FL 32404
2551 Blairstone Pines Drive, Tallahassee FL 32301
mailing: PO Box 3823, Lake City FL 32056
www.nfps.net | info@nfps.net | FEI #27-1868423
FL License #29011 | FL Corp Charter #P10000011749
386-752-4675 (office) | 386-752-4674 (fax)

NFPS is committed to excellence in engineering, surveying, planning, and grant administration. Our integrated team of specialists manage projects seamlessly, from planning and engineering through construction inspection. You'll find enclosed the qualifications, certifications, and resumes of the professionals who will lead your contract. Our ultimate goal is to ensure cost-efficiency and success while making a positive impact for clients, communities, and generations to come.

Our History

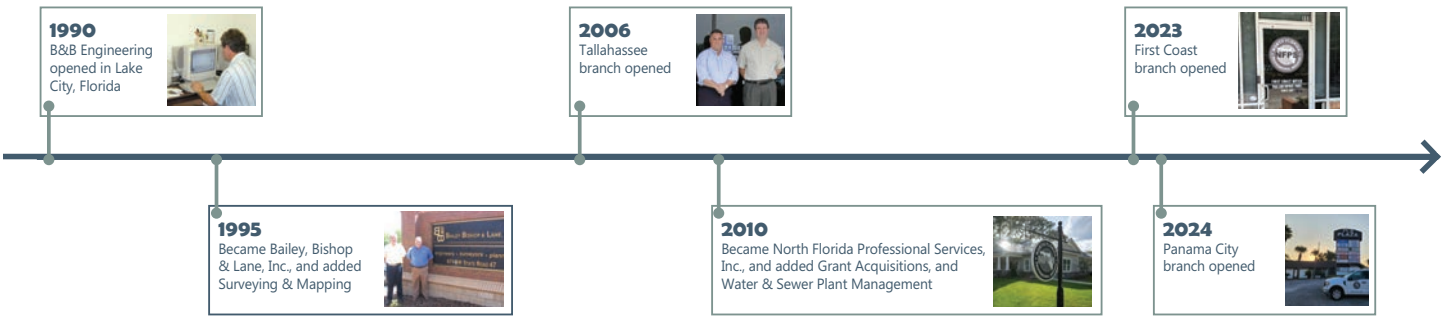
Since 1990, NFPS has demonstrated a steady commitment to serving North Florida with excellence. From our beginnings as B&B Engineering in Lake City, we have expanded strategically to meet the evolving needs of our clients. The acquisition of WC Hale & Associates in 1995 added surveying and mapping capabilities. With this acquisition, B&B Engineering transitioned into the full-service engineering, surveying, and planning firm, Bailey, Bishop & Lane, Inc. A branch office was opened in Tallahassee (2006). In 2010 rebranding to North Florida Professional Services, Inc., marked the addition of grant acquisition and water and sewer plant services. With branch offices in Jacksonville (2023) and Panama City (2024), we now deliver professional services in North Florida from the Panhandle to the First Coast, building on a solid legacy of growth and reliability.

Our Qualifications

As a full-service firm, NFPS delivers innovative professional solutions across a diverse array of service fields. We take pride in providing exceptional service on every project, from initial concept through completion. With continuing services contracts in place with many counties and municipalities in North Florida, we bring our expertise in areas such as structural, utility and transportation engineering, as well as CEI, land use planning, and grants administration to each partnership. Our commitment to excellence ensures that we achieve and surpass the goals of our clients.

Our local presence gives us an edge that other firms cannot replicate. Unlike competitors who come to work here but live elsewhere, we personally benefit from the infrastructure we create. This connection drives our relentless commitment to quality and the success of every project. We understand the urgency and dedication required to deliver public projects that fuel economic development and meet the needs of residents. Through meticulous planning, critical analysis, and cost-effective solutions, we consistently provide results that meet and exceed expectations.

NFPS has never had any past or pending litigation, nor claims pending, paid, or settled against our firm, employees, and contracted employees.



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Our Quality Commitment

NFPS approaches every project with a clear understanding of the benchmarks required for success. All of our clients are important to us, and we are steadfast in our commitment to meeting your deadlines. Our dedication to technical excellence, precise planning, and critical analysis drives the quality of our work.

Our commitment to quality assurance and quality control has led to NFPS' reputation for excellence. By adhering to industry-leading standards and employing thorough checks at every phase, we guarantee that our work is accurate, dependable, and aligned with client goals.

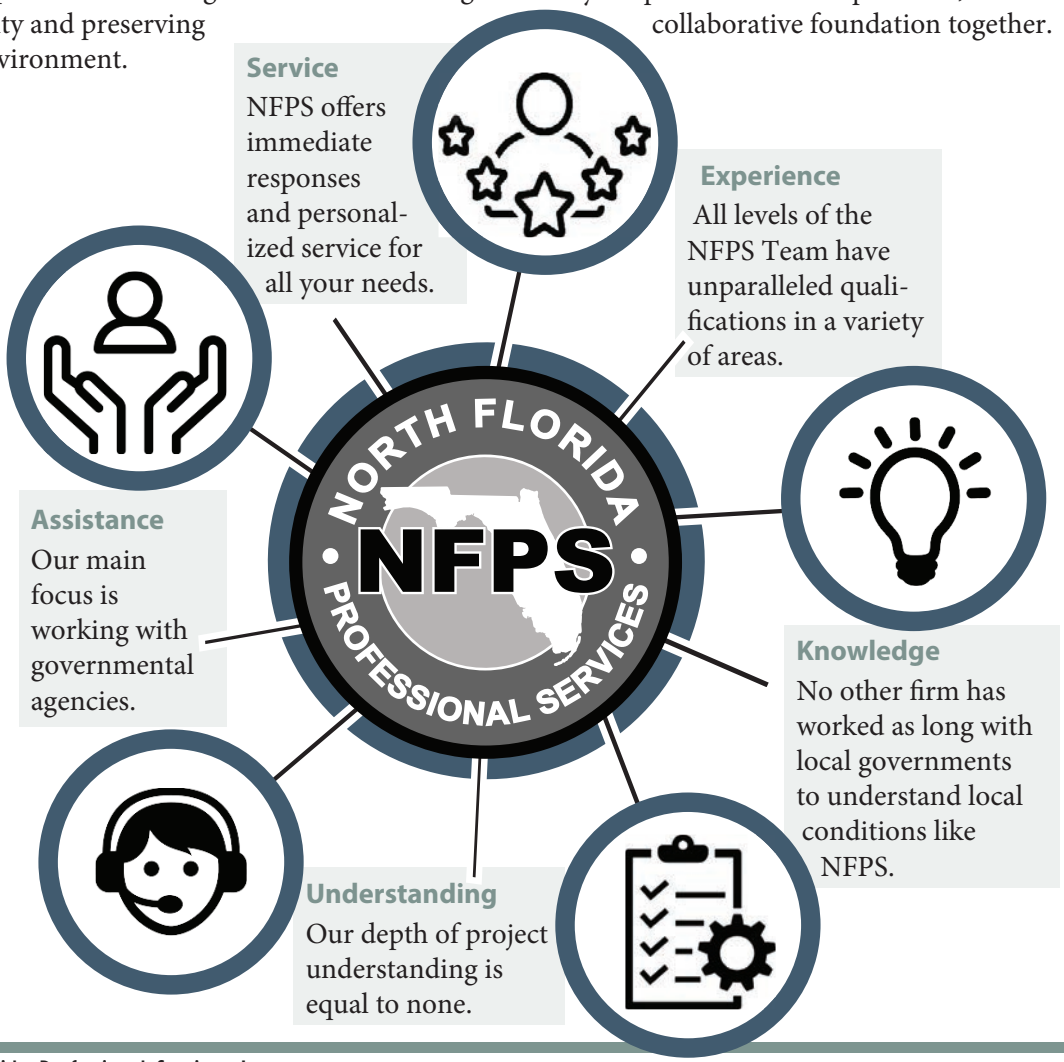
Local Needs

Supporting rural communities with limited resources is a mission NFPS takes to heart, and we're proud to leverage our skilled team as an extension of yours. At the same time, our expertise in economic development projects positions us as a versatile partner. We are thrilled at the chance to work with Levy County, contributing to North Florida's development and smart growth while honoring its unique identity and preserving our beautiful environment.

Our unique ability to comprehend the diverse needs of governmental agencies sets NFPS apart. With some relationships spanning over 20 years, we've built a reputation for delivering consistent, high-quality service. We specialize in identifying hidden funding opportunities and leveraging grants to bring essential projects to fruition in under-served areas.

NFPS has served as Levy County's planning consultant since 2020, consistently delivering expert support. If selected for this opportunity, we will take immediate action to ensure the success of your project, as we understand the time-sensitive nature of funded initiatives. Our senior partners bring decades of experience and proven best practices to every project, while our team remains readily available to advise key officials on engineering, planning, project management, and grant funding.

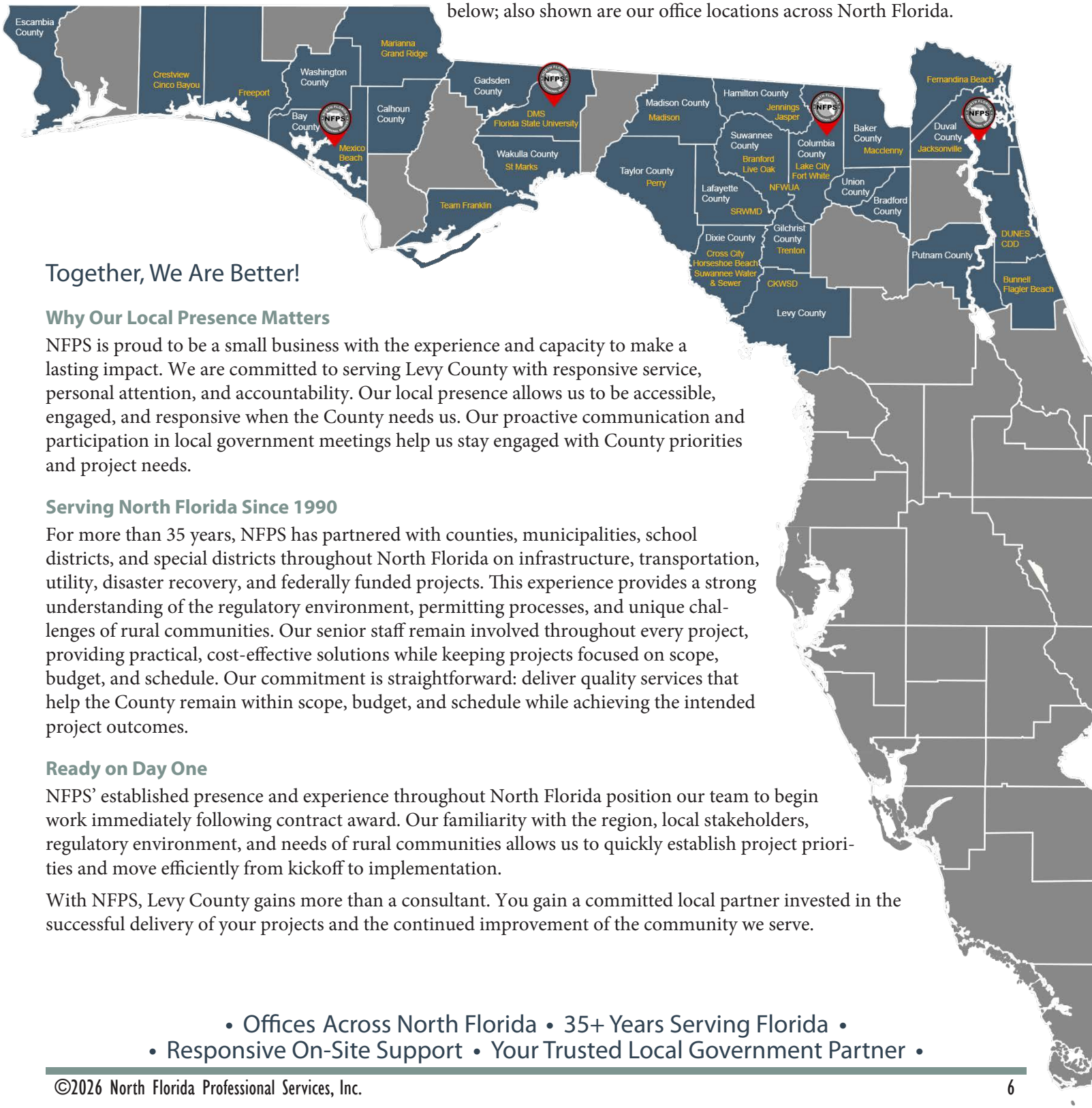
As your planning and zoning provider, NFPS will foster meaningful connections with your team. By understanding your past and future aspirations, we'll build a strong, collaborative foundation together.



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Start to Finish Solutions for Your Community

At NFPS, our team approaches every project with a tailored strategy, managing the full development process from start to finish. This includes initial planning such as zoning, surveying, and geotechnical testing; progressing through the design and permitting stages; and continuing into construction with bidding assistance, contract administration, and CEI services. Our experienced staff has provided engineering, surveying, planning, and grant services to numerous municipalities, counties, special districts, and state agencies. Currently, NFPS proudly represents the governmental entities listed below; also shown are our office locations across North Florida.



Together, We Are Better!

Why Our Local Presence Matters

NFPS is proud to be a small business with the experience and capacity to make a lasting impact. We are committed to serving Levy County with responsive service, personal attention, and accountability. Our local presence allows us to be accessible, engaged, and responsive when the County needs us. Our proactive communication and participation in local government meetings help us stay engaged with County priorities and project needs.

Serving North Florida Since 1990

For more than 35 years, NFPS has partnered with counties, municipalities, school districts, and special districts throughout North Florida on infrastructure, transportation, utility, disaster recovery, and federally funded projects. This experience provides a strong understanding of the regulatory environment, permitting processes, and unique challenges of rural communities. Our senior staff remain involved throughout every project, providing practical, cost-effective solutions while keeping projects focused on scope, budget, and schedule. Our commitment is straightforward: deliver quality services that help the County remain within scope, budget, and schedule while achieving the intended project outcomes.

Ready on Day One

NFPS' established presence and experience throughout North Florida position our team to begin work immediately following contract award. Our familiarity with the region, local stakeholders, regulatory environment, and needs of rural communities allows us to quickly establish project priorities and move efficiently from kickoff to implementation.

With NFPS, Levy County gains more than a consultant. You gain a committed local partner invested in the successful delivery of your projects and the continued improvement of the community we serve.

• Offices Across North Florida • 35+ Years Serving Florida •
• Responsive On-Site Support • Your Trusted Local Government Partner •

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Diversity Commitment

- **Within Our Company:** NFPS, a registered Small Business Enterprise with FDOT, is committed to diversity and equal opportunity. While not part of a federal diversity program, we prioritize inclusive hiring and mentoring, recruiting from high schools and universities to foster young talent. Our Jacksonville and Panama City offices reflect our ongoing growth and job creation efforts.
- **Within The Community:** We extend our commitment to diversity through community engagement, supporting youth sports, local initiatives, and serving on advisory boards. Our team actively participates in professional associations like the American Public Works Association and Florida Stormwater Association.
- **Utilization of Small & Emerging Businesses:** NFPS has a proven history of partnering with diverse subconsultants, including MBE, DBE, and veteran-owned firms. We maintain strong relationships with small businesses and remain dedicated to working with qualified partners as required by Levy County.

From: Passetti, Ingrid <Ingrid.Passetti@dot.state.fl.us> **On Behalf Of** Small Business
Sent: Tuesday, April 21, 2026 3:44 PM
To: Clint Capps <ccapps@nfps.net>; Small Business <SmallBusiness@dot.state.fl.us>
Cc: Carr, Mike <Mike.Carr@dot.state.fl.us>; Barbara White <bwhite@nfps.net>
Subject: RE: NORTH FLORIDA PROFESSIONAL SERVICES, INC. Small Business Affidavit

Greetings,

Your small business affidavit has been processed. Please note the system takes 24 hours to update. FDOT does not issue physical certificates, however, your firm will be listed as active and showing in the directory after 24 hours. The link to access the Professional Services directory is below: Professional Services: InternetGroupX - SQL Server Reporting Services

This self-certification is valid for one year, or until your firm exceeds the small business threshold, whichever occurs first.

As a certified small business with FDOT, your firm is eligible to pursue set aside projects specifically designed for professional services. You may check them out here: Small Business Reserved Contracts

Please let us know how we can help your business!

Small Business Program
Business Growth and Engagement Office
Florida Department of Transportation
605 Suwannee Street, MS 65
Tallahassee, FL 32399-0450

Office: (850) 414 4747
smallbusiness@dot.state.fl.us

FDOT

Please note that this report may contain information that is confidential and/or exempt from public records disclosure. Please ensure the report is reviewed (and redacted, if necessary) by the Office of General Counsel before any disclosure.

Consultant Capabilities

Planning & GIS Capabilities

Our team is dedicated to helping your community sustainably grow, while ensuring that your community's character is not lost over time. With over 80 years of combined professional experience, much of which has been dedicated to helping small and rural communities, our team is committed to the needs of your community. We will assist you with the following processes and systems:

Comprehensive Planning

- Evaluation & Appraisal of Comprehensive Plans
- Visioning
- Community Engagement
- Redevelopment/Downtown Revitalization

Governmental Planning

- Zoning Administrator
- Planner-on-Call Services
- Comprehensive Plan Consistency & Code Compliance Reviews
  - Building Permits
  - Land Use Amendments
  - Rezonings
  - Site Plans
  - Subdivisions
  - Special Exception & Special Use Permits
  - Text Amendments
- Amendments to Land Development Codes, including
  - Design/aesthetic requirements for non-residential uses
  - Signage
  - Alcoholic beverage regulation
  - Site design/landscaping; event permitting
  - Solar facilities
  - Data Centers
  - Subdivision and site plan development procedures
  - Parking requirements; and statutory compliance

Site Planning & Development

- Land Use Entitlements
- Rezonings
- Master Planning
- Site Design
- Environmental Permitting
- Floodplain Management
- Subdivision Design & Platting

Geographic Information Systems (GIS)

- Data Management & Maintenance
- Creation of Story Books
- Engaging Visuals and Maps
- Interactive Online Mapping Features
- Data Editing
- Data Analysis
- Flood Modeling



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Key Personnel

The organizational chart on this page highlights the key NFPS staff that will be assigned to this contract. Every individual was selected for their specialized knowledge and experience, ensuring we deliver the best results.

NFPS has experienced staff who provide hands-on project management for all our clients with pleasure. We proudly employ fifty (50) full-time, local employees. Among those, we employ seven (7) Professional Engineers, four (4) Engineer Interns, nine (9) project managers, four (4) planners, three (3) CEI inspectors, seven (7) designers/CAD technicians, and two (2) Professional Survey & Mappers. Additionally, we have a Grants Team and administrative support.



North Florida Professional Services, Inc.

Megan Carter
Secretary/Treasurer &
Administrative Director

BS Business
Florida State University

20 Years Experience
16 Years with NFPS
Lake City FL

Planning & Zoning

Brandon Stubbs
Planning & GIS Manager

BA Business Administration
Saint Leo University

22 Years Experience
3 Years with NFPS
Lake City FL

Justin Tabor, AICP, CFM
Senior Planner

BA Public Administration
University of Central Florida

19 Years Experience
1+ Years with NFPS
Lake City FL

Eryn Mertens, JD, AICP-C
Planner

Juris Doctor, Barry University
BA Criminal Justice, St Leo Univ

13 Years Experience
<1 Years with NFPS
Lake City FL

Bomin Koh, PhD
GIS Specialist

PhD Geography
University of South Florida

9 Years Experience
<1 Years with NFPS
Lake City FL

Laurie Hodson, CFM
Planning
Administrator

28 Years Experience
2 Years with NFPS
Lake City FL

★ = Client Manager

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Megan Carter

ADMINISTRATIVE & PLANNING DIRECTOR



Education

BS, Florida State University

- Major: Real Estate, College of Business
- Minor: Urban and Regional Planning, College of Social Sciences

Licenses/Certifications

- TIN# C636553839460
- CTQP Certified Final Estimates Level 1 & 2
- CTQP QC Manager
- FDOT Advanced TTC

Areas of Expertise

- Land Use Planning
- Feasibility Studies
- Grant Acquisition
- Grant Administration
- RCS and EEO Compliance

Professional Affiliations

- Hamilton County Economic Development Authority Board (Governor Appointed)

Years of Experience

- 20 years total
- 16 years with NFPS

Professional Experience

Mrs. Carter specializes in the fields of land use planning and grant coordination. She has worked for NFPS since graduation from FSU in 2006. She has been very successful in maximizing the grants and other funding opportunities of the small counties and municipalities she has worked with. Megan has continued her education by attending workshops and conferences on the topics of growth management, comprehensive plan development, she has continued her education by attending workshops and conferences on the topics of growth management, comprehensive plan development, and the Community Development Block Grant (CDBG) program conducted by the Florida Department of Economic Opportunity. She has developed a close working relationship with DEO staff and has completed many successful comprehensive plan amendments.

Related Experience

COUNTY PLANNER, HAMILTON COUNTY LAND USE DEPARTMENT – Mrs. Carter served as the Hamilton County Planner, and carried out the day-to-day tasks of the Hamilton County Land Use Department for over ten (10) years under a continuing services contract between NFPS and the County. Megan was responsible for the duties of Land Development Regulation Administrator and administers the County's Comprehensive Plan. She accepted, reviewed, and processed all land use and zoning applications including site plans, variances, zoning changes, special exceptions, special permits, temporary use permits, certificates of concurrency, etc. She also served as the secretary to the Hamilton County Planning and Zoning Board, coordinating their meetings, developing agendas, keeping minutes, creating and sending out meeting materials to Board members for review.

TOWN PLANNER, FORT WHITE FL – Mrs. Carter served as the Fort White Town Planner under a continuing services contract between NFPS and the Town. Megan was responsible for the duties of Land Development Regulation Administrator and administered the Town's Comprehensive Plan. She assisted the Town's staff in the day-to-day operations regarding land use and zoning. She was responsible for accepting, reviewing, and processing all land use and zoning applications including special exceptions, site plans, variances, zoning changes, special permits, temporary use permits, certificates of concurrency, sign permits, etc.

QUAIL HEIGHTS DEVELOPMENT, LAKE CITY FL – Mrs. Carter and the NFPS team was engaged to complete a "highest and best use" analysis and conceptual planning report for the Quail Heights residential development in Lake City, Florida. She served as the Project Manager, and was responsible for developing the data and writing the comprehensive planning report. The report considered existing conditions and impacts that future development would have on residents of the Quail Heights neighborhood as well as surrounding areas. Megan completed a traffic analysis considering proposed FDOT improvements to SR 247, and potential additional access routes via Bascom Norris Drive and Sisters Welcome Road. She also completed a comprehensive concurrency study investigating the proposed development's impacts to water and sewer, reclaimed water (re-use), stormwater, solid waste, schools, recreation and open-space, and environmental impacts such flood zones and endangered/listed species. Mrs. Carter used the findings of the concurrency study to make recommendations to the developer regarding the most feasible and practical design for the proposed development.

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= Client Manager

Brandon Stubbs
PLANNING MANAGER



Education
BA in Business Administration Management, Saint Leo University

Areas of Expertise
- Local Government Planning & Permitting
- Comprehensive Planning
- Land Development Regulations
- Site Planning & Zoning
- Floodplain Management
- Stormwater Management
- Grants and Appropriations
- Geographical Information Systems (ArcGIS)

Years of Experience
- 22 years
- 3 years with NFPS

Professional Experience
Mr. Stubbs has worked in planning for three (3) separate jurisdictions and has extensive experience in local government planning, including 8-years experience as the Community Development Coordinator, Land Development Regulations Administrator, and Floodplain Manager for Columbia County, Florida, and 3-years experience as the Land Development Regulations Administrator and Floodplain Manager for the City of Lake City, Florida. Brandon specializes in local government planning, geographical informational systems, comprehensive planning, land development regulations, zoning, site and development planning, floodplain management, stormwater management, geographical information systems, and grant and appropriations. He has over 17 years of experience working with ArcGIS and has created and maintained numerous databases for many clients.

Planning & Zoning Related Experience
ST JOHN LAND USE & ZONING – The St. Johns Future Land Use Map Amendment and Site-Specific Amendment to the Official Zoning Atlas project consisted of +/-50.19-acres of land. Mr. Stubbs served as the Senior Planner in reviewing the applications for consistency with the Comprehensive Plan and compliance with the Land Development Regulations; drafting and preparing advertisements, resolution, and ordinance; drafting and preparing a data and analysis report and concurrency impact analysis; and presenting the proposed amendments to the Planning & Zoning Board and City Commission.

GILCHRIST COUNTY GENERAL AMENDMENTS TO LAND DEVELOPMENT REGULATIONS - Mr. Stubbs served as the Senior Planner in reviewing and updating the text of the Gilchrist County Land Development Regulations. Beginning with just a set of notes which listed goals the Gilchrist County Board of County Commission desired to incorporate into the Gilchrist County Land Development Regulations, Mr. Stubbs transformed the Commission's goals and gave the Commission's goals life via amending the text of the Land Development Regulations. In all, Mr. Stubbs amended over 30 sections of the Gilchrist County Land Development Regulations and brought the old regulations into conformance.

GILCHRIST COUNTY SOLAR FACILITIES REGULATIONS – Gilchrist County, like many other counties, had antiquated regulations related to Solar Facilities; and like many other counties, these antiquated regulations violated the newly adopted Solar Facilities approval process established in Section 163.3205, Florida Statutes. Mr. Stubbs served as the Senior Planner in revising the Gilchrist County Comprehensive Plan to bring the Comprehensive Plan into compliance with Chapter 163.3205, Florida Statutes.

BAKER COUNTY EVALUATION & APPRAISAL REPORT AND COMPREHENSIVE PLAN UPDATE – Mr. Stubbs served as the planner and project manager for the update to Baker County's Data & Analysis Report and Comprehensive Plan to reflect the 20-year planning horizon.

BRADFORD COUNTY UPDATES TO THE COMPREHENSIVE PLAN & LAND DEVELOPMENT REGULATIONS – Mr. Stubbs served as the Planner/Project Manager for the update to the Bradford County Comprehensive Plan and Land Development Regulations to update the Subdivision Regulations.

LEVY COUNTY OFFICIAL ZONING ADMINISTRATOR – Mr. Stubbs served as the Official Zoning Administrator for Levy County during the absence of Levy County having a Planning Director. Mr. Stubbs also continuing serving as a consultant and provided guidance to the Planning Department after a Planning Director was hired.

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Justin Tabor, AICP , CFM

SENIOR PLANNER



Education

BA Public Administration
Minor in Urban & Regional Planning
University of Central Florida

Licenses/Certifications

- AICP FL #025477
- ASFPM Certified Floodplain Manager #US-25-13803

Memberships

- APA, San Felasco Chapter
- Association of State Floodplain Managers

Areas of Expertise

- Comprehensive Planning
- Current Planning
- Development Review
- Site Planning & Design
- Subdivision Design & Platting
- Land Use & Zoning Amendments
- Land Development Regulations
- Redevelopment
- Floodplain Management
- Geographic Information Systems (GIS)

Years of Experience

- 19 years total
- <1 year with NFPS

Professional Experience

Mr. Tabor is a certified member of the American Institute of Certified Planners (AICP) through the American Planning Association (APA) and is also a Certified Floodplain Manager (CFM). His expertise spans long-range and current planning, as well as redevelopment projects. Justin has a strong background in local government planning, rural planning, and Geographic Information Systems (GIS). He is skilled at presenting complex planning issues to both appointed and elected officials during public meetings. Additionally, he has served as project manager for multiple Comprehensive Plan text amendments and Land Development Regulations (LDR) text amendments, covering a wide range of topics. He has also worked with redevelopment organizations to improve historic districts and revitalize downtown areas.

Related Experience

PLANNING & ZONING ADMINISTRATION, GILCHRIST COUNTY FL – Mr. Tabor serves as a Land Development Code Administrator for the County. He is responsible for processing and reviewing development applications, including Future Land Use Amendments, Rezonings, Special Use Permits, Subdivisions, Zoning Compliance Reviews, Lot Splits, Temporary Use Permits, and Variances. Responsibilities also include implementation of FEMA floodplain management regulations, responding to requests for information from the public, and attending public hearings to provide expert testimony.

TECHNICAL PLANNING ASSISTANCE, BRADFORD COUNTY FL – Mr. Tabor provides technical planning assistance to Bradford County. Services have included reviewing Comprehensive Plan Amendments and Rezoning petitions for consistency with the County's Comprehensive Plan and compliance with the County's Land Development Regulations as well as consultation with County Staff regarding development proposals.

AMENDED COMMUNITY REDEVELOPMENT PLAN FOR COMMUNITY REDEVELOPMENT AGENCY, ALACHUA FL – Mr. Tabor was instrumental in updating the Community Redevelopment Plan of the City of Alachua Community Redevelopment Agency (CRA). The amended plan extended the validity of the CRA for an additional 30 years to a total lifespan of almost 60 years. This effort provided the CRA with an extended period to complete redevelopment efforts and allowed for the continuation of the base year utilized for tax increment financing that serves as the funding source for redevelopment efforts within the CRA.

GIS UPDATE & MAINTENANCE, ALACHUA FL – Mr. Tabor coordinated with a professional consultant to verify GIS data for future land use and zoning. Justin's efforts included reviewing historical land use and zoning changes to ensure that data was accurate and that amendments were correctly documented within digital geospatial data. Following the update, he was responsible for continued management and maintenance of geospatial data to ensure the data remained accurate and current.

INTERACTIVE PROJECT MAPPING FEATURE, CITY OF ALACHUA, FL – Using ArcGIS Online features, Mr. Tabor created and maintained an online interactive mapping feature which enables the public to view information about recently approved and proposed land use changes and new development projects.

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Eryn Mertens, JD, AICP-C

PLANNER



Education

Juris Doctor
Barry University

BA Criminal Justice
Saint Leo University

Licenses/Certifications

- AICP-C
- Notary Public
- American Planning Association Member

Memberships

- APA, San Felasco Chapter

Areas of Expertise

- Current & Long-range Planning
- Development Review
- Redevelopment
- Planning Policy
- Land Use Law
- Plan Making
- Plan Implementation
- Ethical Codes
- AICP Code of Ethics

Years of Experience

- 13 years total
- 1 years with NFPS

Professional Experience

Ms. Mertens provides valuable insight and a unique perspective on legal issues in planning projects she has engaged. As a strong advocate for small-town Florida, and garnering a passion for being a voice for communities with a need for strong policies and guidelines to support them as they field unprecedented growth, Eryn is puts her legal lens to perfect use in crafting and building guiding documents for both our rural and urban community partners, alike.

Related Experience

PLANNING CONTINUING SERVICES, LEVY COUNTY FL – Ms. Mertens served as a Project Manager, providing professional planning services for the County on an as-needed basis to review and evaluate land development applications submitted to Levy County to ensure consistency with the County's Comprehensive Plan and Land Development Code

TOWN OF INTERLACHEN LAND DEVELOPMENT CODE UPDATE, INTERLACHEN FL – Eryn served as the Project Manager for the Town of Interlachen's Land Development Code Update. In this role, she was responsible for managing the overall project timeline and deliverables, coordinating closely with Town staff and leadership, and overseeing the drafting and revision of updated development regulations. As part of this effort, Eryn lead a public workshops series to ensure that the updated code reflects local values and priorities, while also aligned with the Town's comprehensive plan and applicable state statutes. She was also managing the technical review of zoning districts, development standards, and administrative procedures to create a modern, user-friendly code that supports Interlachen's long-term vision for growth and preservation.

DEVELOPMENT REVIEW PLANNER, MARION COUNTY FL – Eryn served as a Development Review Planner for Marion County, Florida. In this role, she was responsible for reviewing and processing a variety of development applications, including rezonings, special use permits, subdivisions, site plans, and variances. She worked closely with applicants, County staff, and external agencies to ensure that proposed developments complied with the Marion County Comprehensive Plan, Land Development Code, and relevant state regulations. Eryn prepared staff reports, presented recommendations to the Planning & Zoning Commission and Board of County Commissioners, and provided technical guidance on zoning and land use issues. Her work contributed to a more consistent, transparent, and efficient development review process within the County.

PROJECT MANAGER / PLANNER FOR JBPRO, GAINESVILLE FL – Eryn was responsible for reviewing and researching a variety of development applications which enlist the assistance in a variety of stages. Eryn provided clients with quality work in assembling application packages, coordinating Neighborhood Workshops, preparing and presenting at public hearings, putting her legal background to work to ensure clients receive the best possible representation on a wide range of land use entitlement and development needs, including land use changes, rezonings, special use permits, special exceptions, annexations, and variances. She worked closely with engineers and planners at all levels, as well as jurisdiction staff, and other external agencies to ensure that proposed developments comply with the applicable Comprehensive Plan, Land Development Code, and relevant state regulations.

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Bomin Koh, PhD

GIS SPECIALIST



Education

PhD Geography, Environmental Science & Policy
University of South Florida

MS Civil & Environmental Engineering
Seoul National University

BS Applied Mathematics & Statistics
Stony Brook University, NY

Licenses/Certifications

- ArcGIS Certification
- Community Real Estate Development Certificate
- IRB & CITI Research Ethics Certified
- Junior Survey Analyst, HRD Korea

Areas of Expertise

- ArcGIS Pro, Python, SQL
- Spatial Analysis
- Planning Expertise

Years of Experience

- 9 years total
- <1 years with NFPS

Professional Experience

Dr. Koh is a highly skilled GIS Analyst, and Transportation and Urban Planner with specialized expertise in spatial-statistical analysis and urban systems research. Proficient in a range of technical tools and statistical software, Bomin has supported planning projects across transportation, housing, and community development.

Highly proficient in geospatial tools and statistical software, Dr. Koh has supported a wide range of initiatives spanning transportation planning, housing affordability, and urban policy. Her technical capabilities include conducting Geographically Weighted Regression (GWR), managing large-scale spatial datasets, and developing interactive dashboards and map services to support data-driven decision-making.

With a proven ability to bridge advanced analytics and planning theory, she is uniquely positioned to deliver actionable insights that promote equity, efficiency, and long-term impact. Dr. Koh is a valuable asset to our team who is focused on integrating precision data analysis with meaningful community outcomes.

Related Experience

VULNERABILITY ASSESSMENTS, CITY OF TRENTON & COLUMBIA COUNTY FL – As the GIS Analyst, Bomin created maps visualizing HEC-RAS flood model outputs to support vulnerability assessments under Florida's climate resilience mandates. She analyzed inundation extents to identify critical infrastructure at risk, and developed supporting elevation products including hillshade, slope, and contour maps. Her work contributed to the documentation of resilience strategies for local government stakeholders under Section 380.093, F.S.

USF CENTER FOR URBAN TRANSPORTATION RESEARCH (CUTR), TAMPA FL – As the Spatial & Statistical Analyst Bomin developed GIS layers and conducted spatial analysis to support Florida's motorcyclist safety initiatives. She also modeled crash severity and analyzed AM treatments using GWR and probabilistic models, and supported survey design, data cleaning, and map production for state transportation research.

THE SEOUL INSTITUTE, SEOUL SOUTH KOREA – As the Transportation Researcher Bomin led data collection and analysis for Seoul's OD trip matrix updates supporting regional transit and TOD projects. She also delivered policy recommendations and rapid response reports to Seoul's mayoral office, and supported research on sustainable mobility and congestion relief planning.

ENGINEERING RESEARCH INSTITUTE, SEOUL NATIONAL UNIVERSITY – As the Research Associate & Urban Strategy Bomin contributed to "Global Top 5 Seoul Grand Plan" including modeling of transit access and land-use scenarios.

VERTICES, NEW BRUNSWICK NJ – As the Transportation & Public Health Mapping GIS Intern Bomin conducted community mapping for BP Oil Spill response and Safe Routes to School programs, and managed geodatabase updates, created maps for risk and access analysis.

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Laurie Hodson
PLANNING ADMINISTRATOR



Licenses/Certifications
- ASFPM Certified Floodplain Mangager

Areas of Expertise
- Building & Zoning Department Operations Management
- Government Permitting
- Government Planning & Zoning
- Financial Management
- Land Development Regulations
- Land Development Applications
- Site Planning
- Floodplain Management
- Government Grants
- Construction Project Management

Years of Experience
- 28 years total
- 2 year with NFPS

Professional Experience
Mrs. Hodson has extensive experience in local government, particularly in Building, Zoning, and Code Enforcement Departments. With 23 years as the administrative supervisor for the Building and Zoning Department in Columbia County, Florida, she brings a total of 27 years of experience in local government planning. She has also served twice as Interim County Planner and Floodplain Manager. Laurie specializes in local government permitting, land development regulations, zoning, site and development planning, and floodplain management.

Related Experience
PLANNING SERVICES CONTRACT, GILCHRIST COUNTY FL – Mrs. Hodson serves as the Planning Assistant for Gilchrist County under the NFPS continuing services contract. In this role, she ensures compliance with the regulations outlined in the local municipality's Land Development Code. Her duties include but are not limited to, managing Building Permits, Zoning approvals, Subdivision rules, Lot Split determinations, Special Family Lot Permits, Temporary Use Permits, Temporary Recreational Vehicle Permits, Alcohol Licenses, and Special Use Permits. Additionally, she oversees Floodplain Management, coordinates with the County Review Staff, manages concurrency issues, responds to daily citizen inquiries, and prepares staff reports.

LAND DEVELOPMENT CODE, GILCHRIST COUNTY FL – NFPS maintains a continuing services contract delivering professional planning services. Ms. Hodson has been instrumental in revising over thirty sections of the Gilchrist County Land Development Code, updating the regulations to align with the commission's contemporary vision. The scope of services encompasses evaluating development applications for completeness and compliance with these regulations and applicable State and Federal regulations. Furthermore, these services include preparing review comments, public notices, and resolutions or ordinances for public hearings.

BUILDING DEPARTMENT, COLUMBIA COUNTY FL – Mrs. Hodson held the position of Administrative Supervisor, establishing the current procedures for building permit submittals, compliance review procedures, and inspection reports. She diligently monitored compliance with Florida Statutes, the Florida Building Code, and Land Development Regulations to ensure departmental adherence. Additionally, Laurie projected and managed the department's budget, overseeing the preparation of financial deposits and audit reports. Moreover, she prepared reports and ensured compliance through audits by the Effectiveness Grading Scale Building Code, as well as maintained state monthly and quarterly report filings. Furthermore, Mrs. Hodson compiled data for local government grant applications.

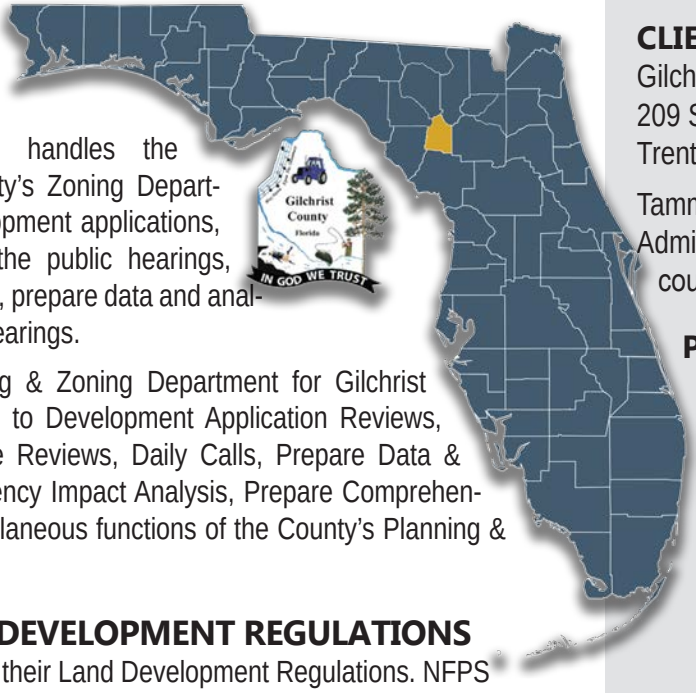
ZONING DEPARTMENT, COLUMBIA COUNTY FL – Mrs. Hodson served as the Interim County Planner and Floodplain Manager, where she was responsible for drafting advertisements, resolutions, and ordinances. She also generated data and analytical reports and acted as the Secretary for both the Board of Adjustment and the Planning & Zoning Boards. Laurie has reviewed development and building permit applications to ensure compliance with the County's Land Development Regulations, as well as State and Federal regulations. She has also revised regulations concerning floodplain management and stormwater management. In her role as Administrative Supervisor of the Building and Zoning Department, she has worked to interpret and amend the County's Land Development Regulations to improve clarity and align with the Commission's vision and the Comprehensive Plan. Additionally, she has compiled audits and annual reports for the National Flood Insurance Program Community Rating System to maintain the county's participation and rating.

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Project Experience



PLANNING & ZONING DEPARTMENT SERVICES
LAND USE PLANNING & ZONING



Gilchrist County required professional planning services for the evaluation and processing of various development applications. NFPS handles the day-to-day operations of the County's Zoning Department. We provide reviews of development applications, prepare comments, advertise for the public hearings, create resolutions and/or ordinances, prepare data and analysis reports, and attend the public hearings.

The daily functions of the Planning & Zoning Department for Gilchrist County, includes, but is not limited to Development Application Reviews, Building Permit Zoning Compliance Reviews, Daily Calls, Prepare Data & Analysis Reports, Prepare Concurrency Impact Analysis, Prepare Comprehensive Plan Analysis, and other miscellaneous functions of the County's Planning & Zoning Department.

AMENDMENTS TO LAND DEVELOPMENT REGULATIONS

Gilchrist County required updates to their Land Development Regulations. NFPS collaborated with County staff during a workshop to review the text, presented a final draft as a Resolution to the board, and delivered the final version as an Ordinance to the Board of County Commissioners. Their responsibilities included drafting advertisements for required meetings and actively participating in all related workshops and presentations.

Starting with a simple set of notes outlining the goals of the Gilchrist County BOCC, NFPS skillfully refined and expanded the text to reflect the Commission's vision. Over 30 sections were amended to bring the regulations into compliance.

CLIENT REFERENCE

Gilchrist County BOCC
209 SE First Street
Trenton FL 32693

Tammy Moore, Interim County Administrator, 352-463-3198
countyadmin@gilchrist.fl.us

PROJECT MANAGER

Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

TOTAL PROJECT FUNDING

(approximately)

$168,030

PERFORMANCE PERIOD

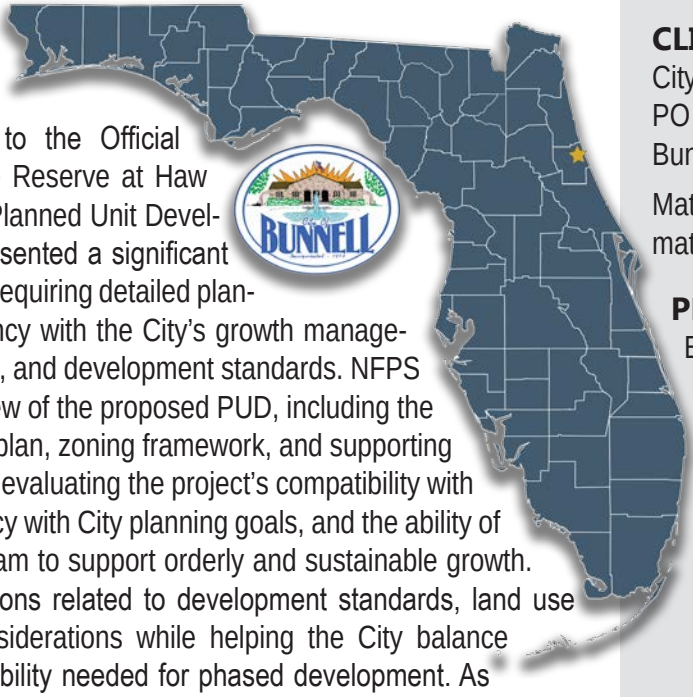
May 2024 to TBD

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RESERVE AT HAW CREEK PLANNING REVIEW

LAND USE PLANNING & ZONING



The City of Bunnell retained NFPS to provide professional planning and zoning evaluation services for a site-specific amendment to the Official Zoning Atlas associated with the Reserve at Haw Creek, a proposed ±2,800-acre Planned Unit Development (PUD). The project represented a significant long-term development initiative, requiring detailed planning analysis to ensure consistency with the City's growth management objectives, land use policies, and development standards. NFPS conducted a comprehensive review of the proposed PUD, including the development agreement, master plan, zoning framework, and supporting exhibits. The analysis focused on evaluating the project's compatibility with surrounding land uses, consistency with City planning goals, and the ability of the proposed development program to support orderly and sustainable growth. The firm provided recommendations related to development standards, land use planning, and infrastructure considerations while helping the City balance regulatory oversight with the flexibility needed for phased development. As part of the review process, NFPS evaluated zoning and development applications, analyzed the proposed build-out of utility infrastructure, and coordinated with City staff regarding anticipated impacts associated with future development. The firm also prepared data-driven analyses, technical memoranda, and planning reports to support the City's review and decision-making process. NFPS participated in public hearings, workshops, and City Commission meetings, presenting findings and providing professional planning guidance throughout the amendment review process.

CLIENT REFERENCE

City of Bunnell
PO Box 756
Bunnell FL 32110

Mat Wood
matwood@bunnellcity.us

PROJECT MANAGER

Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

TOTAL PROJECT FUNDING

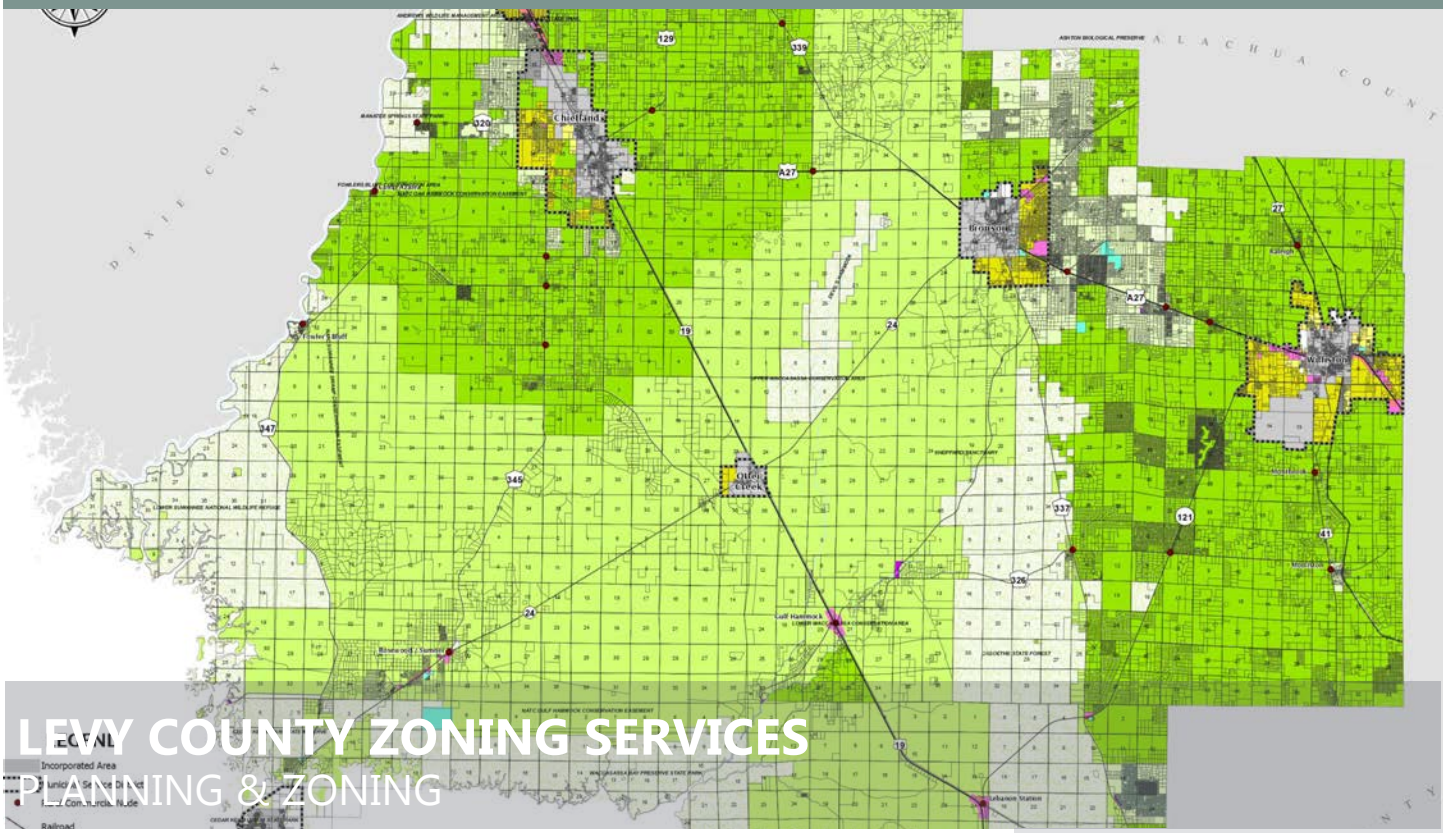
(approximately)

$12,375

PERFORMANCE PERIOD

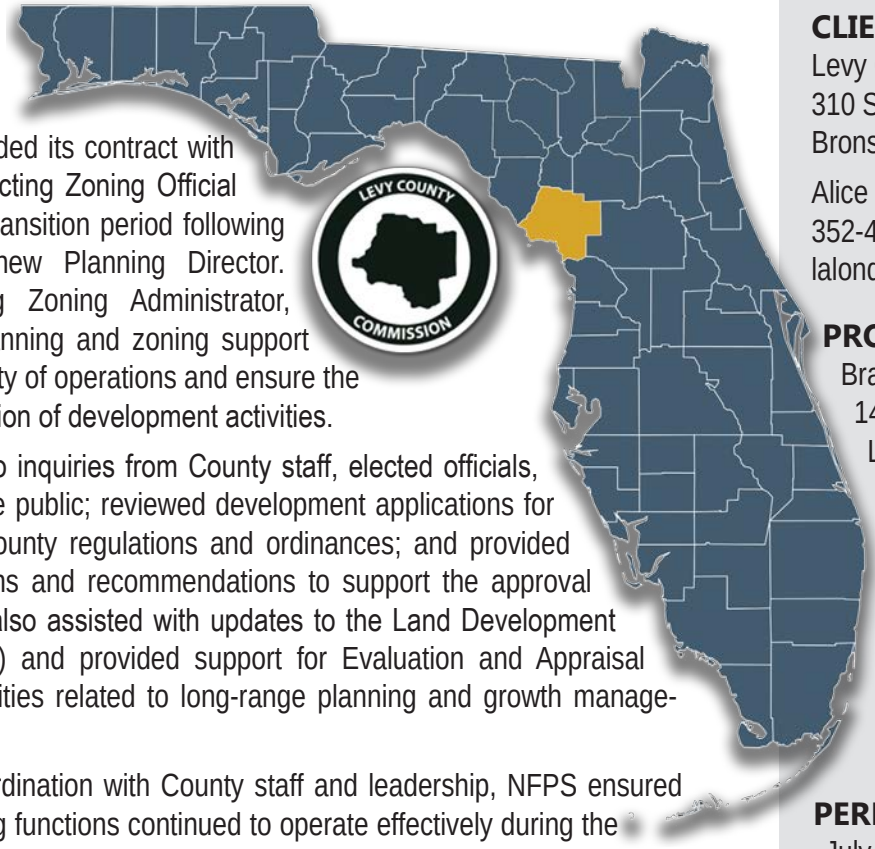
June 2024 To July 2026

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LEVY COUNTY ZONING SERVICES

PLANNING & ZONING



Levy County amended its contract with NFPS to provide Acting Zoning Official services during a transition period following the hiring of a new Planning Director. Serving as Acting Zoning Administrator, NFPS provided planning and zoning support to maintain continuity of operations and ensure the efficient administration of development activities.

NFPS responded to inquiries from County staff, elected officials, developers, and the public; reviewed development applications for compliance with County regulations and ordinances; and provided technical evaluations and recommendations to support the approval process. The firm also assisted with updates to the Land Development Regulations (LDRs) and provided support for Evaluation and Appraisal Report (EAR) activities related to long-range planning and growth management.

Through close coordination with County staff and leadership, NFPS ensured planning and zoning functions continued to operate effectively during the transition while advancing ongoing land use, development review, and regulatory update initiatives.

CLIENT REFERENCE

Levy County BOCC
310 School St, Suite 113
Bronson FL 32621

Alice Lalonde
352-486-5218
lalonde-alice@levycounty.org

PROJECT MANAGER

Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

TOTAL PROJECT FUNDING

(approximately)

$17,360

PERFORMANCE PERIOD

July 2024 to December 2025

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LEVY COUNTY PLANNING CONTINUING SERVICES

PLANNING & ZONING SERVICES

The NFPS Planning Team has been providing as-needed planning and development-review support to Levy County, Florida for over two years. Serving as an extension of County staff, the team assists the Planning Commission and Board of County Commissioners with application reviews to ensure technical accuracy and full compliance with the County's Comprehensive Plan, Land Development Code, and Florida law. This ongoing relationship ensures deep familiarity with Levy County's development standards, delivering seamless administrative continuity.

NFPS' planning services encompass a diverse range of development types, including small- and large-scale land use map amendments, Comprehensive Plan and code text amendments, zoning changes, special exceptions, site plans, plats, and variances. Notable applications managed under this agreement include the Cornelius Williams Park Site Plan (evaluated on September 21, 2026), Stafford Prairie, and Sara's Acres.

Beyond major developments, the team provides routine zoning compliance reviews for primary and accessory structures, residential additions, signage, and alcoholic beverage licenses. The firm's scope also covers specialized administrative tasks, including reviews for equitable estoppel certificates, unity of title agreements and releases, parent parcel lot splits, family homesteads, special noise permits, and temporary excavation/fill permits.

For every application, the team conducts rigorous technical reviews, checks for completeness, performs necessary research and analysis, and coordinates with external professional reviewers as needed. Following this evaluation, the team prepares formal staff reports, findings, and defensible recommendations. Furthermore, the team manages active communication between County staff, applicants, engineers, surveyors, and attorneys, and provides professional guidance during Planning Commission and Board of County Commissioners proceedings.

CLIENT REFERENCE

Levy County BOCC
310 School St, Suite 113
Bronson FL 32621

Alice Lalonde
352-486-5218
lalonde-alice@levycounty.org

PROJECT MANAGER

Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

PERFORMANCE PERIOD

December 2025 to TBD

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BRADFORD COUNTY PLANNING CONTINUING SERVICES

PLANNING & ZONING SERVICES

The NFPS Planning Team provides continuing professional planning and development-review services to Bradford County, Florida. Serving as a seamless extension of County staff, the team plays a vital role in the administration and implementation of the County's Comprehensive Plan and Land Development Regulations. Through this ongoing partnership, the firm provides technical planning guidance to County staff, boards, and decision-makers on complex land-use, zoning, subdivision, and development matters, helping Bradford County administer its regional growth-management program consistently and efficiently.

The professional planning services provided by NFPS encompass the technical evaluation and comprehensive processing of various development applications, including Comprehensive Plan Future Land Use Map amendments and Official Zoning Atlas amendments. The firm's day-to-day responsibilities include reviewing submitted application packages for completeness and checking for full compliance with applicable state and federal requirements, the Bradford County Comprehensive Plan, and localized Land Development Regulations.

To ensure procedural accuracy throughout the public approval track, the team prepares formal technical review comments, assists County staff with required public-hearing advertisements, and drafts legally binding resolutions and ordinances for board consideration. Additionally, the team provides critical data management support by maintaining and publishing routine updates to the County's Future Land Use Map and Official Zoning Atlas, ensuring public records remain accurate and technically sound.

CLIENT REFERENCE

Bradford County BOCC
945 N Temple Avenue
Starke FL 32091

Scott Kornegay
County Manager
904-966-6280
scott_kornegay@bradfordcountyfl.gov

PROJECT MANAGER

Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

PERFORMANCE PERIOD

January 2026 to TBD

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DATA CENTERS
PLANNING & ZONING SERVICES

The NFPS Planning Team is drafting Land Development Code amendments for Taylor and Gilchrist counties to establish clear standards for data center campuses. The team is evaluating existing zoning and Comprehensive Plans to identify appropriate districts, approval procedures, and compatibility requirements. Tailored to each county's infrastructure and environment, these amendments establish data center classifications based on development intensity, electrical demand, and cumulative impacts.

The proposed amendments address site design, setbacks, landscape buffers, noise, and compatibility with surrounding uses. Additional provisions regulate utility coordination, water conservation, stormwater management, and emergency backup systems. The team is also establishing requirements for technical studies, operational monitoring, and decommissioning plans, including financial assurances and infrastructure responsibilities through development agreements.

The team coordinates with County staff and legal counsel to refine the proposed amendments, evaluate their relationship to applicable state and federal requirements, and integrate them into each County's existing code structure. Services include preparation of draft and final amendment language, supporting staff analyses and presentation materials, participation in coordination meetings and public hearings, and revisions resulting from County review and direction. The resulting amendments provide each County with a consistent framework for evaluating data center proposals, protecting public infrastructure and natural resources, and establishing measurable, enforceable development and operating standards.

CLIENT REFERENCE

Taylor County BOCC
201 E Green Street
Perry FL 32347
Kenneth Dudley, County Engineer, 850-838-3500
county.engineer@taylorcountygov.com

Gilchrist County BOCC, 209 SE First Street, Trenton FL 32693
Tammy Moore, Interim County Administrator, 352-463-3198
countyadmin@gilchrist.fl.us

PROJECT MANAGER

Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

PERFORMANCE PERIOD

September 2026 to TBD

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Part 2. Approach to Services

Acting County Zoning Official Services

NFPS will serve as Levy County's Acting County Zoning Official, providing zoning administration, application review, and hearing support described in RFP Section 4.1. We will apply the County's Comprehensive Plan and Land Development Code (LDC), document findings, and coordinate with County staff and decision-making bodies.

- **Office Coverage & County Coordination:** NFPS will provide in-person office coverage in Bronson at least two days each week, including Mondays, from 8:30 AM to 4:30 PM. The County will establish the second day. Coverage begins on the County-authorized start date, with backup planning staff during absences. Our team will be available by telephone and email during normal business hours on other weekdays.
- **Comprehensive Plan & LDC Text Amendments:** For County-directed text amendments, we will confirm objectives with staff, review affected provisions, and prepare supporting analysis and draft language. We will identify related revisions, coordinate County Attorney review, and prepare staff reports and hearing materials. We will support required review, transmittal, and adoption steps and provide final amendment materials for County records.
- **Land Use Amendments & Changes of Zoning:** We will evaluate each request against the applicable Comprehensive Plan policies and LDC criteria, including surrounding land uses, compatibility, access, and public facilities as relevant. Staff reports will identify the request, applicable standards, supporting facts, findings, and a recommendation. Maps and supporting exhibits will explain the proposal to staff, the public, and the hearing body.
- **Alcoholic Beverage Zoning Approval:** We will review State alcoholic beverage license applications for compliance with County zoning requirements and complete and sign the zoning certification when authorized and supported by the review. We will document any unmet requirement and necessary correction.
- **Special Exceptions & Variances:** We will analyze special exception and variance applications against the specific approval criteria in the LDC. Reports will address each criterion and explain the evidence supporting the recommendation. Proposed conditions will relate to applicable standards and identified impacts. NFPS will present the staff analysis at requested hearings and document the resulting decision and conditions.
- **Conditional Uses & Lot Splits:** For conditional uses approved at staff level and for lot splits, we will verify eligibility, application completeness, and compliance with applicable use, lot, access, and other requirements. As Acting County Zoning Official, we will issue approval or denial within the authority assigned by the County. Written decisions will state the basis, applicable conditions, and any remaining requirements.
- **Subdivision & Plat Administration:** NFPS will administer the subdivision and plat review process and coordinate the Plat Review Committee with the County Engineer and Road Department, and the Building Official and County Attorney when needed. We will check planning requirements, distribute materials, track comments and revisions, and maintain the review schedule. Consolidated correspondence will identify outstanding items and the responsible reviewer. We will verify resolution of planning comments and coordinate the materials needed for consideration by the appropriate approving body.
- **Commercial Development Review:** We will participate in the Development Review Committee for commercial projects, working with the County Engineer, Road Department, and Building Official as needed. Planning review will address permitted uses, site design, setbacks, parking, buffers, and other applicable LDC requirements. We will coordinate comments, applicant meetings, and revised plans, while the responsible County reviewers address their respective technical disciplines.
- **Routine Zoning Assistance:** NFPS will review Zoning Compliance Forms, meet with applicants, and respond to property owner inquiries. We will explain applicable requirements using code references and parcel information, identify needed applications, and document substantive guidance in the County's files. Questions requiring further analysis will be assigned a follow-up date and tracked to resolution.

Proposed Service Schedule

The schedule begins with the County-authorized service start date as Day 1. Daily reviews, office coverage, and hearing support begin immediately and continue throughout the assignment. The startup phases establish the records, procedures, and staff coordination needed to maintain that service.

- **Phase 1. Service Transition By Day 5:** Conduct a kickoff meeting with the County Manager and Development staff; confirm office days, contacts, assigned

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authority, and meeting calendars; obtain access to applications, maps, and records; and inventory pending cases. Identify existing deadlines, unresolved reviews, and priority inquiries. Deliver an active-case register and initial review calendar by the end of the fifth business day.

- **Phase 2. Procedures & Training By Day 15:** Review intake procedures and application checklists with Development staff. Establish consistent review letters, staff report formats, decision documentation, and committee coordination procedures. Conduct the first training session on basic Zoning Compliance Forms. Deliver the working checklists, templates, and updated case calendar by the end of the fifteenth business day.
- **Phase 3. Service Assessment By Day 30:** Review the first month's applications and inquiries with staff, identify recurring deficiencies or delays, and refine the review process. Conduct follow-up training using actual compliance forms. Deliver the first monthly status summary and recommended procedural adjustments by the end of the thirtieth business day.
- **Phase 4. Continuing Service & Case Completion:** Review the active-case calendar with Development staff each week, participate in scheduled review committees, and complete reports and decisions according to each case's schedule. Provide a monthly summary of cases received, completed, and pending, upcoming hearings, and issues needing County direction.

Application Milestones & Deadlines

Each case will have a schedule identifying the responsible reviewers, required materials, committee dates, report deadlines, and decision steps. The following are proposed service targets. An earlier applicable statutory or County deadline will control. Complex assignments will have a specific schedule established with the County at intake.

- **Receipt & Initial Intake:** Within one business day of receipt, log the application or inquiry and acknowledge it. Within five business days, complete an initial intake review and identify missing materials or the next review step. Track the date of receipt, completeness, requests for corrections, and applicant responses.
- **Routine Staff Decisions:** For complete routine conditional use, lot split, alcoholic beverage zoning certification, and Zoning Compliance Form requests, target a written decision or consolidated review comments within ten business days. Identify any unresolved issue, required coordination, and the date for the next action.
- **Applications Requiring Public Hearings:** Coordinate committee review, revisions, notice requirements, staff report preparation, and agenda placement. Deliver the staff report and exhibits by the County's agenda deadline. Attend requested hearings.
- **County Text Amendment Assignments:** For routine amendments, target draft text and supporting staff analysis within thirty business days. Establish individual milestones for complex amendments. Schedule review, transmittal when applicable, and adoption around required notice and review periods and available County hearing dates.
- **Subdivision & Commercial Project Coordination:** Within five business days of initial intake review, circulate materials and confirm reviewer deadlines. Consolidate comments after committee review and track revised submittals through resolution. Establish the final report and approval schedule once required technical reviews are complete.

Stakeholder Engagement & Public Participation

Public participation will be matched to the assignment. Routine applications will receive clear information and access to the County's review and hearing process.

- **Office Meetings :** Regular office hours and scheduled applicant or property owner meetings will provide opportunities to ask questions and understand requirements before submitting an application.
- **Written & Remote Participation:** As an alternative to attending an office meeting or workshop, we will work with the County to make materials available through its existing website and provide opportunities for written questions and comments by email, mail, or delivery to the County office. Telephone discussions will assist residents who need explanations or cannot use online materials. Accessible electronic documents and advance access to reports will help residents review proposals on their own schedules.

Development Staff Training

NFPS will work directly with Development staff on basic Zoning Compliance Forms. Initial training will cover locating the applicable land use and zoning designations, confirming permitted uses, checking basic lot and setback

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requirements, identifying prior approvals or conditions, and documenting the review. A practical checklist and worked examples will support consistent processing.

The first session will occur by business day 15, with follow-up training by business day 30. During regular office days, we will review sample forms with staff and answer questions as they arise. Training will identify when a request can be processed routinely and when an interpretation or decision must be referred to the Acting County Zoning Official. Final staff-level decisions will remain with the authorized official.

Quality Control & Review Coordination

The assigned planner will verify application facts, parcel information, applicable policies and code provisions, and consistency between findings and recommendations. Written comments will cite the relevant requirement and explain the correction or information needed.

NFPS will coordinate legal questions and hearing procedures with the County Attorney and technical issues with the County Engineer, Road Department, and Building Official as appropriate. Committee correspondence will identify each reviewer's responsibility and distinguish planning findings from engineering or other technical determinations. Unresolved issues will be brought to County staff promptly with a recommended next step.

Records & Service Accountability

We will maintain organized application files containing submittals, review correspondence, reports, public input, decisions, and conditions. The active-case register will show status, outstanding items, assigned reviewers, and the next deadline. Monthly summaries will distinguish time awaiting County review from time awaiting applicant corrections and identify upcoming work and budget considerations. These records will give County staff a clear view of pending matters and support continuity throughout the assignment.

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Part 3. Price Proposal

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Cost Estimating

NFPS has extensive experience working with government clients and recognizes the critical importance of precise cost estimation. Our team is highly qualified to deliver comprehensive and accurate cost assessments for you, ranging from preliminary budget estimates to detailed opinions of probable cost.

The Proposed Fee Schedule is listed below for our staff (depending on the level of assistance, and we will base each contract on a Task Work Order (TWO) or an hourly basis.

1. Development of Regional Impact (DRI)	
Review of initial application	$25,000.00
Review of substantial deviation (DRI)	$12,000.00
Notice of Proposed Change (DRI) or other Amendment (non-Substantial Deviation of a DRI)	
2. Comprehensive Plan amendments	
Large-scale land use map amendment (50+ acres)	$7,980.00
Small-scale land use map amendment	$5,400.00
Text amendment to Comprehensive Plan	$9,250.00
3. Zoning amendments	
Zoning map amendment	$5,400.00
Text amendment to Land Development Code	$9,250.00
4. Special Exception	
a) Mining or Electric Generating Facilities	
1. Less than 100 acres	$7,820.00
2. 100 acres or more	$11,420.00
b) Agricultural Operation Intensive	
1. Less than 100 acres	$7,820.00
2. 100 acres or more	$11,420.00
c) RV park/campground	
1. Less than 50 units	$7,820.00
2. 50 units or more	$11,420.00
d) All other special exceptions	$7,820.00
5. Conditional Use Permit	**$6,280.00**
6. Special permits for Noise (50-354)	**$720.00**
7. Variance	**$4,720.00**
8. Subdivision/platting	
Minor Plat (no construction)	$4,280.00
Major Plat (includes construction review)	$10,700.00
Plat Amendment, Resubmittal Review	$1,400.00
Plat vacation	$6,580.00
9. Planned Unit Development	
Residential	$9,250.00
Non-residential or mixed-use	$9.250.00
Amendment to any PUD	$6,250.00

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10. Fees to postpone or cancel a hearing	
In the event the applicant requests a postponement or cancellation of a scheduled hearing that has been noticed, the applicant shall pay all costs associated with re-noticing the hearing.	$800.00
11. Zoning compliance review	
a) Primary Structure, Accessory Dwelling Unit and Signs	$100.00
b) Additions to Structure	$100.00
c) Accessory Structure (not ADU)	$100.00
d) New or Transfer of Alcohol Beverage License	$100.00
e) Equitable Estoppel Certificate	
12. Unity of Title	
a) Unity of Title	$100.00
b) Release of Unity of Title	$100.00
13. Lot Splits	
a) One time split of parent parcel	$280.00
b) Lot split for utilities	$280.00
c) Lot split for family homestead	$280.00
14. Site Plans for Non-Residential Uses/Development	
a) Small scale (less than 10 acres)	$5,480.00
b) Large scale (10 acres or more)	$7,260.00
c) Amendment to approved site plan	$1,400.00
15. Temporary use permit	
Excavation and fill activity	$4,820.00

All other services not set forth above, including in-person office hours and working with and training Development Staff, including time/cost for travel to public meetings, shall be billed on an hourly basis at the following hourly rates:

- Senior Land Use Planner $140
- Land Use Planner $110
- GIS Analyst $100

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Part 4. Forms & Documents

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CONTRACT EXCEPTION FORM

Any proposer who requires/requests revision(s) to the Form of Contract (contained in the Attachment section of this solicitation) must submit this completed Contract Exception Form **during the Question portion of the solicitation process**. The County is under no obligation to grant any exceptions and any proposal submitted that is contingent on exceptions to the Contract being granted will not be accepted. If an exception is rejected by the County and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for a Contract exception.

Request for Revision to Form of Contract
Identify the specific Contract provision(s) that Proposer takes exception to:
N/A
Explain the specific revision(s) that are being requested (such as, delete the provision or modify it to state...)

Signature: Megan Carter

Printed Name of Authorized Signatory: Megan Carter

Name of Proposer: North Florida Professional Services, Inc.

Date: 10/12/2026

IF PROPOSER HAS ANY QUESTIONS, THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE THE QUESTION PERIOD DEADLINE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

DIRECTIONS: *All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with Levy County, must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.*

I Megan Carter (insert name) as Secretary/Treasurer (insert title) on behalf of North Florida Professional Services, Inc.(insert entity name) under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. North Florida Professional Services, Inc.(insert entity name) does not use coercion for labor or services as defined in
   s. 787.06(2)(a), Florida Statutes.
3. More particularly, North Florida Professional Services, Inc. (insert entity name) does not participate in any of the following actions:
   a. Using or threatening to use physical force against any person;
   b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
   c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
   d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
   e. Causing or threatening to cause financial harm to any person;
   f. Enticing or luring any person by fraud or deceit; or
   g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Megan Carter
Title: Secretary/Treasurer
Nongovernmental entity: North Florida Professional Services, Inc.
Date: 10/12/2026

STATE OF FLORIDA
COUNTY OF COLUMBIA

SWORN TO AND SUBSCRIBED before me XXX in person or _____ remote notarization by Megan Carter as Secretary/Treasurer on behalf of North Florida Professional Services, Inc., who is personally known to me or who produced _____ as identification this 12th day of October, 2026.

Notary Public State of Florida
Debbie A. Motes
My Commission HH 793367
Expires 5/19/2030

Notary Seal

Notary Public

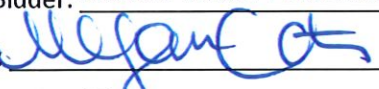
DRUG-FREE WORKPLACE FORM

The undersigned Bidder in accordance with Section 287.087, Florida Statutes hereby certifies that the Bidder North Florida Professional Services, Inc. (name of firm or individual) does:

1. Publish a statement notifying employees that the unlawful manufacture, distributions, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business'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 for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Name of Bidder: North Florida Professional Services, Inc.

Signature: 

Title: Secretary/Treasurer

Date: 10/12/2026

EXHIBIT B

FOREIGN COUNTRY OF CONCERN AFFIDAVIT

DIRECTIONS: All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with Levy County, must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 287.138, Florida Statutes, for all entities that may have access to individuals' personal identifying information.

I Megan Carter (insert name) as Secretary/Treasurer (insert title) on behalf of North Florida Professional Services, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. I certify that North Florida Professional Services, Inc. (insert entity name) ("Vendor"):

a. Is not owned by the government of a foreign country of concern;

b. A government of a foreign country of concern does not have a controlling interest in Vendor; and

c. Is not organized under the laws of nor have its principal place of business in a foreign country of concern.

3. For purposes of this Affidavit, "Foreign Country of Concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern.

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Megan Carter

Title: Secretary/Treasurer

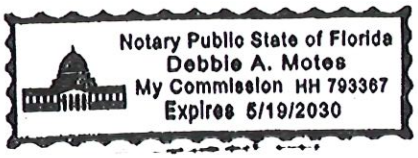
Nongovernmental entity: North Florida Professional Services, Inc.

Date: 10/12/2026

STATE OF FLORIDA

COUNTY OF COLUMBIA

SWORN TO AND SUBSCRIBED before me XXX in person or _____ remote notarization by Megan Carter as Secretary/Treasurer on behalf of North Florida Professional Services, Inc., who is personally known to me or who produced _____ as identification this 12th day of October, 2026.



Notary Public

(Notary Seal)

NON-COLLUSION AFFIDAVIT

I, Megan Carter of the County of Columbia

According to law on my oath, and under penalty of perjury, depose and say that:

1. I am Secretary/Treasurer of the firm of North Florida Professional Services, Inc. providing that I executed the said proposal with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding contracts for any services resulting from this ITB for said project.

(Signature of Proposer Representative)

10/12/2026
(Date)

State of Florida

County of Columbia

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 12th day of October, 2026, by Megan Carter (name), as Secretary/Treasurer (title) for North Florida Professional Services, Inc. (name of proposer)
Personally known ☑ OR Produced Identification ☐ _____ (type of identification).

(Signature) Notary Public

(SEAL)

Debbie A. Motes
(Printed, typed or stamped commissioned name of notary public)

Notary Public State of Florida
Debbie A. Motes
My Commission HH 793367
Expires 5/19/2030

My Commission expires 05/19/2030

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

SWORN STATEMENT ON PUBLIC ENTITY CRIME

Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes

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

1. This sworn statement is submitted to Levy County
   By Megan Carter Secretary/Treasurer
   (Print individual name and title)
   For North Florida Professional Services, Inc.
   (Print name of entity submitting statements)
   Whose business address is 1450 SW SR 47 Lake City FL 32025
   and if applicable whose Federal Employer Identification Number (FEIN) is 27-1868423.
   If the entity has no FEIN, include 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)(a), Florida Statutes, mean violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "convection" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
   a. A predecessor or successor of a person convicted of public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal 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, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

   ☑ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ 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 within the past 36 months AND (Please indicate which additional statement applies).

☐ The entity submitting the 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 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 within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest place the entity submitting this sworn statement on the convicted vendor list. (Attached is 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 THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT IA M 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.

Megan Carter
(Signature)

State of Florida
County of Columbia
Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 12th day of October, 2026, by Megan Carter (name), as Secretary/Treasurer (title) for North Florida Professional Services, Inc. (name of proposer)
Personally known ☑ OR Produced Identification ☐ _____ (type of identification).

Debbie A Motes
(Signature) Notary Public
My Commission expires 05/19/2030

Notary Public State of Florida
Debbie A. Motes
My Commission HH 790367
Expires 5/19/2030
(SEAL)

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Licenses & Certifications

NFPS provides proven professional expertise in engineering, surveying, planning, and grant administration. Our team of licensed engineers, surveyors, inspectors, planners, and other professional staff are prepared to deliver comprehensive management of your project from planning through construction inspection. NFPS is fully qualified and licensed in Florida, and we have included relevant credentials and certifications for the assigned personnel below.

dbpr

FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION ONLINE SERVICES

≡ ONLINE SERVICES | HOME | CONTACT US | MY ACCOUNT

LICENSEE DETAILS 15:53:16 PM 9/3/2026 EST

License Information	
Name	NORTH FLORIDA PROFESSIONAL SERVICES, INC. (Primary Name)
Main Address	POST OFFICE BOX 3823 LAKE CITY Florida 32056
County	Columbia
License Mailing	PO BOX 3823 LAKE CITY Florida 32056
County	Columbia
License Information	
License Type	Engineering Business Registry
Rank	Registry
License Number	29011
Status	Current
Licensure Date	03/05/2010
Expires	
Special Qualifications	**Qualification Effective**
Alternate Names	

View Related License Information



AICP

This certificate hereby qualifies

Justin Tabor

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 025477

Joel Albizo, FASAE, CAE
Chief Executive Director

Karen Wolf, FAICP
President

American Institute of Certified Planners
Creating Great Communities for All

Verify: www.yourseclaim.com/



AICP

This certificate hereby qualifies

Eryn Mertens

as a member with all the benefits of a AICP Candidate and a commitment to the AICP Code of Ethics and Professional Conduct.

Joel Albizo, FASAE, CAE
Chief Executive Director

Erin Perdu, AICP
President

American Institute of Certified Planners
Creating Great Communities for All

NORTFLO-26 CCANTRELL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/17/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Crystal Cantrell
DSI - Lake City 383 Baya Drive, Suite 101 Lake City, FL 32025	PHONE (A/C, No, Ext): (386) 752-0006 74102 FAX (A/C, No): (352) 376-5741 E-MAIL ADDRESS: ccantrell@darrschackowinsurance.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
North Florida Professional Services, Inc. P.O. BOX 3823 Lake City, FL 32056	INSURER A : Nationwide General Insurance	23760
	INSURER B : Nationwide Mutual Insurance Company	23787
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	ACPCG015924388204	3/22/2026	3/22/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X	X	ACPCG015924388204	3/22/2026	3/22/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			ACPCU015964388204	3/22/2026	3/22/2027	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N / N/A If yes, describe under DESCRIPTION OF OPERATIONS below		X	ACPWC015964388204	3/22/2026	3/22/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The following are named as additional insureds on any General Liability, Non Owned Auto Liability insurance policies represented on this certificate: (i) Gilbane Building Company, and all affiliates, subsidiaries, and joint ventures (ii) Owner, (iii) both Owner and Gilbane's officers, directors and employees, (iv) any person or entity requested by Gilbane or Owner and (v) and any other person or entity required to be added as an additional insured by written Contract. The above policies are effective on all Gilbane projects in all locations for which the Insured has a written contract. To the extent permitted by law, the policies listed are primary and non-contributory to those of the additional Insureds and a Waiver of Subrogation in favor of additional Insureds is issued on General, Non Owned Auto, and Workers' Compensation. Umbrella follows General Liability Policy

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Crystal Cantrell

ACORD 25 (2016/03)

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549 License#: 6003745	**CONTACT NAME:** Rebecca Beebe **PHONE (A/C, No, Ext):** 360-299-8568 **FAX (A/C, No):** 360-299-8568 **E-MAIL ADDRESS:** certsdesignpro@assuredpartners.com
INSURED North Florida Professional Services Inc PO Box 3823 Lake City FL 32056 18876	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Arch Insurance Company — 11150 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1316889318 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liab;Claims Made			PAAEP0178301	3/15/2026	3/15/2027	$2,000,000 Per Claim $4,000,000 Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is not available on Professional Liability Policy.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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