

Levy County

RFP #2025-008 Acting County Zoning Official



North Florida Professional Services, Inc.

Lake City • Jacksonville • Panama City Beach • Tallahassee

PO Box 3823, Lake City FL 32056 | www.nfps.net



Table of Contents

Part 1: Qualifications of Personnel & Firm	2
Part 2: Approach to Services	16
Part 3: Price Proposal	18
Part 4: Forms & Documents	20



Part 1: Qualifications of Personnel & Firm

At NFPS, our goal is to ensure every project is on target, meeting the needs of the client while providing industry leading quality and service. We are engineers, designers, planners, and grant managers, but above all – we are a team dedicated to serving our clients, the community, and future generations. Our professional personnel starts with a culture of service that is paramount to NFPS. When you need us, we are ready to provide our hands-on partnership with the Levy County Team, making ourselves available.

We are committed to meeting with you to address any stakeholders' and community questions. We understand the care and concern the elected officials have in bringing the best to Levy County residents. In turn, we will support you with our focused experience and full breadth of services, combining our expertise to ensure the request of the community is given full attention.

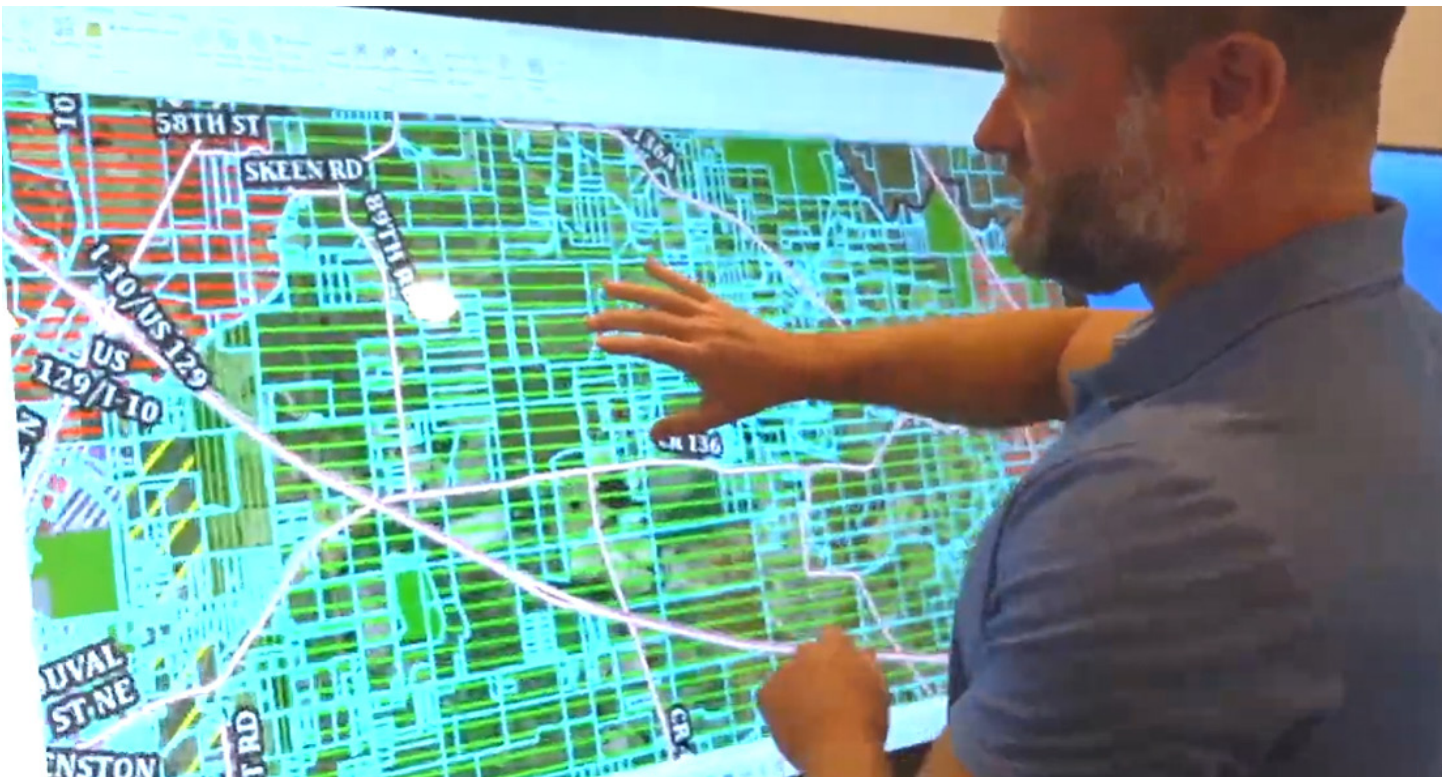
By acting as your Zoning Official, NFPS will continue to develop a strong rapport with your officials and key staff. Our firm's understanding of your history and future goals will continue to be the foundation of a cohesive partnership between our planning department and Levy County.

All projects require coordinated communication, timely follow-up, and follow-through to ensure that the proper individuals are engaged in solutions.

NFPS is the best choice to fulfill the role of Acting County Zoning Official!

NFPS Planning Team & Levy County

In August 2024, NFPS was selected as the Acting Zoning Official for the County. Planning & Grants Manager Brandon Stubbs and his team successfully fulfilled this role until the hiring of a permanent Levy County Planning & Zoning Director in September 2024. Since that time, we have continued to provide planning consulting services to the County. NFPS has remained a trusted resource for county staff, providing ongoing technical support, development reviews, expert guidance, and staff advisement. Because of this existing relationship, our Planning Team is very attuned to the current projects and needs of the County, including the requirement to revise and adopt an updated Comprehensive Plan. Our deep familiarity with the County's Comprehensive Plan, Land Development Code, and internal processes ensures a seamless continuation of zoning responsibilities, including support for the upcoming update.





Planning Experience

Our principals have been in partnership in North Florida since 1990, and our team is familiar with Levy County and the unique needs of this area. The mission of our firm has been to provide exceptional, dedicated service to this region while maintaining the beauty of our area. NFPS has extensive and successful experience in assisting communities with a variety of projects. Some of our most recent planning and zoning projects include:



City of Bunnell

- Planning Services: 8,000 dwelling unit PUD with Town Center and Industrial Complex
- Reserve at Haw Creek Planning Review
- Traffic Impact Analysis Review



Dixie County

- Grant Administration for the Reconstruction of 95th and 97th Avenues
- FLUM Amendment to the Comprehensive Plan
- Isles at River's Edge Zoning Amendment



Town of Fort White

- Planning & Zoning Consultant



Hamilton County

- Community Planning Technical Assistance
- Workforce Study at I-75
- Planning Services Contract



City of Jasper

- Annexation: Chandler
- Annexation: Duke
- Annexation: WSHR Development Group



Town of Jennings

- Community Planning Technical Assistance



Gilchrist County

- 2023 General Amendments to Land Development Regulations
- Planning Services Contract - Acting Land Development Code Administrator and responsible for daily operations of the Planning Department
- Continuing Services Contract, including Planning Consultation
- 1AMD Comp Plan Amendment (HB59)
- Comprehensive Plan EAR
- Building Permit Plan Review
- Development Application Reviews



Levy County

- Planning Technical Assistance
- Acting Zoning Official
- Planning Development Reviews



Suwannee County

- Continuing Services Contract
- Catalyst Industrial Park Planning



City of Trenton

- St. Johns Future Land Use Map Amendment Review and Processing
- St. Johns Zoning Amendment to the Official Zoning Atlas Review and Processing
- Future Land Use Map
- The Dairyman's Daughter, LLC FLUM ZONING Amendment Review and Processing
- Official Zoning Atlas



Consulting Team

The organizational chart on this page highlights the team we've chosen for this project. Every individual was selected for their specialized knowledge and experience, ensuring we deliver the best results.

★ = Client Manager



North Florida Professional Services, Inc.

Gregory G Bailey, PE

Principal in Charge

BS Civil Engineering

Georgia Institute of Technology

37 Years Experience

Administration

Megan Carter

Administrative Director

BS Business

Florida State University

19 Years Experience

Transportation

Ryan Asmus, PE

Transportation Director

BS Civil Engineering

University of Florida

24 Years Experience

Plat Reviews

James Smith, PSM

Land Survey Director

BS Geomatics

University of Florida

10 Years Experience

Planning & Grants



Brandon Stubbs

Planning & Grants Manager

BA Business Administration

Saint Leo University

22 Years Experience

Local Gov't Advisor

Dale Williams

Business Development Director

BS Business Management

Florida State University

41 Years Experience

Justin Tabor

Senior Planner

BA Public Administration

University of Central Florida

18 Years Experience

Hunter Bailey

Grants Specialist

10 Years Experience

Laurie Hodson

Grants & Planning Assistant

26 Years Experience



Gregory G. Bailey, PE

PRESIDENT



Education

BS Civil Engineering
Georgia Institute of Technology

Licenses/Certifications

- PE FL #43858
- PE GA #002687
- PE AL #32942

Areas of Expertise

- Drainage & Stormwater System Design
- Street & Highway Design
- Permitting
- Land Development and Design
- Utility System Design Planning
- Public Infrastructure Design

Years of Experience

- 37 years total
- 15 years with NFPS

Professional Experience

Mr. Bailey possesses extensive expertise in planning, transportation design, and utility systems. His leadership on hundreds of projects ensures efficient execution from inception to completion for both public and private clients. Prior to his current role, Mr. Bailey worked with the Florida Department of Transportation (FDOT) in the PD&E Department, where he served as District Permits Engineer for District II. In this role, he collaborated with agencies to negotiate mitigation measures for project impacts and oversaw the design of measures such as stormwater management facilities and wetland mitigation. Additionally, he conducted public hearings and performed traffic studies and analyses. His duties in this position included preparation of permits for the Environmental Protection Agency, Army Corps of Engineers, St. Johns River Water Management District, Suwannee River Water Management District, Florida Department of Environmental Regulation, Florida Department of Natural Resources, and other local regulatory agencies.

Related Experience

POE SPRINGS ROAD FROM POE SPRINGS TO US 27 (MAIN STREET) LAP PROJECT, ALACHUA COUNTY – For this project, NFPS was tasked with providing the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. The project had a total cost of \$1,600,000. Mr. Bailey served as QA/QC manager for this multi-use trail & sidewalk Local Agency Program (LAP) project.

CR 252 FROM US 441/41 TO MILL CREEK COURT, COLUMBIA COUNTY – This project was for the design of a five-foot-wide sidewalk, crosswalk, signs and pavement markings along CR 252 from US 441/41 to Mill Creek Court in Columbia County. NFPS was tasked with the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and project management.

CR 152 FROM MADISON COUNTY LINE TO US 41 LAP PROJECT, HAMILTON COUNTY – This project included the design of safety improvements along CR152, including the addition of a 4' paved shoulder and new signs and pavement markings in Hamilton County. Mr. Bailey served as QA/QC manager for this 13.4-mile shoulder widening project. NFPS provided the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and project management.

SW WILSON SPRING RD FROM SW PLYMOUTH AVE TO SW CULLEN AVE LAP PROJECT, COLUMBIA COUNTY – This project consisted of the design of a 5' wide sidewalk, crosswalk, signs, and pavement markings along SW Wilson Spring Road from SW Plymouth Avenue to SW Cullen Avenue in Columbia County. NFPS was responsible for the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. Mr. Bailey served as QA/QC manager for this project.

CEI SERVICES FOR SR 200 (US 301) RESURFACING, FDOT, DISTRICT II – This three-part State Road project in Bradford County includes resurfacing and improvements at SR 200 (US 301) from Andrews Street to NW 219th, SR 200(US 301) from CR 100A to SR 100, and SR 200(US 301) from SR 100 to Andrews Street. Mr. Bailey provides project administration for this project as QA/QC Manager conducting Quality Assurance Reviews to ensure compliance with the requirements of the Agreement. As QA/QC Manager, Mr. Bailey evaluates the adequacy of materials, processes, documentation, procedures, training, DocuSign Envelope guidance, and staffing included in the execution of this Agreement. Quality Assurance Reviews have been developed and are performed to achieve compliance with specific QA provisions contained in the Agreement.



Megan Carter

LAND USE ADMINISTRATOR / GRANT COORDINATOR



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

- 19 years total
- 15 years with NFPS

Professional Experience

Mrs. Carter specializes in the fields of planning and grant consulting. She has worked for North Florida Professional Services, Inc., 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 is able to provide grant acquisition and administration services for the Small Cities Community Development Block Grant (CDBG), Florida Department of Environmental Protection (FDEP), Florida Recreational Development Assistance Program (FRDAP), United States Department of Agriculture Rural Development (USDA/RD), United States Department of Agriculture Natural Resources Conservation Services (USDA/NRCS), Florida Department of Transportation, and Florida Wildlife Conservation (FWC) Florida Boating Improvement Program (FBIP) grant and other programs.

Related Experience

COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT, HAMILTON COUNTY FL – These grants, funded through the Department of Economic Opportunity (DEO), allowed the County to analyze the County Comprehensive Plan as well as digitize and update the Future Land Use Map to encourage economic development and the Town of Jennings to complete a utility and infrastructure analysis which lead to the development of a 10-Year Infrastructure Plan. As Grant Coordinator and Planner for these two projects, Mrs. Carter was responsible for completing the planning and analysis reports, submitting all deliverables to the funding agency for review, all coordination between the applicants and the state, financial monitoring, and grant close-out.

ROAD PAVING CDBG GRANT, DIXIE COUNTY FL – Mrs. Carter handled the grant application process, funding acquisition, and administration for the County's FY2014 CDBG grant in the amount of \$750,000 (16DB-OK-03-25-01-N32). The project consisted of paving two rural dirt roads (23,579 LF) that served low-income residents in the Old Town Hammocks area of the County. Megan completed the Environmental Review and was responsible for all administration tasks including financial management, all reporting requirements, Davis-Bacon and EEO compliance, as well as close-out activities and reporting.

HIGH RISK RURAL ROAD GRANTS, DIXIE COUNTY FL – The County Coordinator asked Mrs. Carter to apply for and administer several Florida Department of Transportation High Risk Rural Road grants. Megan evaluated several proposed projects and selected three projects that had the best probability of receiving funding. She then worked closely with FDOT D2 staff and the County Coordinator to complete and submit the three grant applications. All three projects were awarded funding (totaling \$167,000).

SALT CREEK BYPASS, DIXIE COUNTY FL – Mrs. Carter contacted the USDA/NRCS office seeking emergency funding to repair the Salt Creek canal adjacent to CR 349 near

the Town of Suwannee. A meeting was set up with the County staff and engineer; Megan and the NRCS staff; the project was determined viable and NRCS instructed the County to apply for funds under the Emergency Watershed Protection Program (EWP Program). Subsequently, she assisted the County in the application process. Dixie County was awarded \$1.1 million to construct a seawall and repair the roadway.



Brandon Stubbs

PLANNING & GRANTS 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

- 21 years total
- 2 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 eight (8) years' experience as the Community Development Coordinator, Land Development Regulations Administrator, and Floodplain Manager for Columbia County; eight (8) years' experience as a City Planner for the City of Alachua; and three (3) years' experience as the Land Development Regulations Administrator and Floodplain Manager for the City of Lake City. Brandon specializes in local government planning, geographical informational systems (GIS), comprehensive planning, land development regulations, zoning, site and development planning, floodplain management, stormwater management, and grant and appropriations. Mr. Stubbs has experience working with ArcGIS and has created/maintained numerous databases.

Related Experience

GILCHRIST COUNTY PLANNING SERVICES CONTRACT – Under NFPS continuing services contract, Mr. Stubbs serves as the Land Development Code Administrator for Gilchrist County. As the LDC Administrator, Brandon is responsible for processing and review of all development applications (i.e. Future Land Use Map Amendments, Zoning Amendments, Building Permit Zoning Approval, Minor and Major Subdivision, Lot Splits, Special Family Lot Permits, Temporary Use Permits, Temporary Recreational Vehicle Permits, Alcohol Licenses, Special Use Permits and Variance), Floodplain Management, Coordination with County Review Staff, Concurrency Management, Daily Calls from Citizens, and Staff Reports

DIXIE COUNTY CONTINUING SERVICES CONTRACT – NFPS holds a continuing services contract with the County to provide professional planning advice, grants assistance, guidance, and review of various development applications. Currently, Mr. Stubbs leads the team in executing an analysis of a Comprehensive Plan Future Land Use Map Amendments with an associated Planned Unit Development that proposes a mixture of single family and multiple family homes along the Steinhatchee River.

CITY OF BUNNELL PLANNING SERVICES CONTRACT – NFPS holds a continuing services contract with the City to provide professional planning advice, assistance, guidance, and review of various development applications. Currently, Mr. Stubbs is conducting a review of a Comprehensive Plan Future Land Use Map Amendment for ±2,908 acres for mixed use along with an associated Planned Unit Development for ±6,000-8,000 dwelling units, a Town Center, Industrial uses, and Public uses. The proposed development will more than double the population of the City of Bunnell upon completion.

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CITY OF TRENTON CONTINUING SERVICES CONTRACT – NFPS maintains an ongoing services contract with the City to provide professional planning advice, assistance, guidance, and review of various development applications. Mr. Stubbs has worked on numerous projects for the City of Trenton, including Comprehensive Plan Future Land Use Map Amendments, Site Specific Amendments to the Official Zoning Atlas, GIS Services, updates to the Future Land Use Map, updates to the Official Zoning Atlas, and more.

COMMUNITY DEVELOPMENT BLOCK GRANT NEIGHBORHOOD REVITALIZATION (CDBG-NR), DIXIE COUNTY – Brandon was instrumental in obtaining \$750,000 in CDBG-NR funds for the reconstruction and revitalization of NE 95th Street and NE 97th Street in Dixie County. The streets were both in disrepair and lacked any stormwater management. The grant will allow the reconstruction and revitalization of both streets and provide much-needed improvements to combat excessive stormwater on the streets during moderate and hard rain events.



Justin Tabor, AICP

SENIOR PLANNER



Education

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

Areas of Expertise

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

Years of Experience

- 18 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). 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

GENERAL AMENDMENTS TO LAND DEVELOPMENT REGULATIONS, CITY OF ALACHUA, FL – Mr. Tabor served as project manager of staff-initiated amendments to the Land Development Regulations (LDRs). Subject matter has included: the regulation of alcoholic beverages; signage; site and architectural design standards; permitted uses and use types; and development review procedures. These amendments created new opportunities for community events, ensured compliance with federal court rulings regarding first amendment rights, enhanced the aesthetics of nonresidential development, and streamlined review processes to reduce the permitting timeframes for projects.

COMPREHENSIVE PLAN EVALUATION & APPRAISAL, CITY OF ALACHUA, FL – Mr. Tabor served as the lead project manager on the State-mandated Evaluation and Appraisal of the Comprehensive Plan. As part of this update the Comprehensive Plan was amended to comply with statutory revisions that occurred over a seven (7) year period. Additionally, amendments were made to the Comprehensive Plan to address local changes and to address the City Commission's vision as set forth in the Strategic Plan.

AMENDED COMMUNITY REDEVELOPMENT PLAN FOR COMMUNITY REDEVELOPMENT AGENCY, CITY OF 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.

GEOGRAPHIC INFORMATION SYSTEMS UPDATE AND MAINTENANCE, CITY

OF ALACHUA, FL – Mr. Tabor coordinated with a professional consultant to verify Geographic Information Systems (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.



Hunter Bailey

GRANTS SPECIALIST



Areas of Expertise

- Work Plan Creation and Implementation
- Quality Improvement and Strategic Planning
- Team Presentation and Facilitation
- Federal Emergency Management Association (FEMA) Trained and Certified
- Public Assistance and Hazard Mitigation Planning/Funding
- Disaster Recovery
- F-ROC (Florida Recovery Obligation Calculation)
- Workplace Trainings
- 2 CFR Part 200 Certified
- Contract Administration
- Grants and Appropriations
- Local Mitigation Strategy Planning

Years of Experience

- 10 years total
- <1 year with NFPS

Professional Experience

Mr. Bailey has significant expertise in grant writing and management, having worked with two separate agencies. He has experience in various grant-driven roles with the State of Florida Department of Health, coupled with an additional two years as a Grants Administrator at Gulf Coast Electric Cooperative in Florida's Panhandle. Hunter has specialized knowledge in Emergency Management, Disaster Planning and Recovery, Public Assistance Funding, Hazard Mitigation, and Grant Delivery and Management, including Appropriation Funding Applications. A native of the Florida Panhandle, Hunter has cultivated a broad network of resources among city, county, state, and federal agencies. Throughout his career, he has consistently provided valuable, trusted services, excelling in his ability to complete assignments with both efficiency and professionalism.

Related Experience

DEPARTMENT OF HEALTH (DOH) EMERGENCY RESPONSE UNITS, GULF/FRANKLIN COUNTIES, FL – Mr. Bailey played a pivotal role in both the application and management of two Public Health Emergency Management grants, specifically for the acquisition and outfitting of two Mobile Response Units. These units were designed to be utilized by Department of Health employees during both natural and human-caused disasters. The units were constructed to ensure rapid response, allowing employees to be on-site for Incident Command within 12 hours of an incident. Equipped with generator power, a kitchenette, restroom/shower facilities, and sleeping quarters, the units can also be easily reconfigured to transport essential materials and supplies to locations in need across the State of Florida.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-DR) & HAZARD MITIGATION GRANT PROGRAM (HMGP), WEWAHITCHKA, FL – Hunter managed the funding and necessary policy/documentation changes for compliance with a \$2.4 million grant as the sub-recipient on behalf of Gulf Coast Electric Cooperative (GCEC). This grant was designated for constructing a 6,000-sf Emergency Operations Center Safe Room. The project aimed to create a facility capable of withstanding extreme weather events, enabling GCEC employees and senior Gulf County BOCC staff to maintain operations and ensure continuity of electrical and emergency services, ultimately providing faster disaster response. Although the facility has not yet entered Phase II: Construction, Hunter ensured that GCEC adhered to all required Federal and State policies to remain in compliance with the funding, including invoice reconciliation, policy adoption, and community outreach by the United States Department of Housing and Urban Development guidelines.

FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC), WEWAHITCHKA, FL – Hunter led and managed the F-ROC process for Gulf Coast Electric Cooperative to position the company at the forefront of disaster recovery funding once it was declared and obligated. The F-ROC process is an initiative by the Florida Division of Emergency Management (FDEM) that aims to standardize and streamline the Public Assistance reimbursement process following a disaster. By implementing FEMA-approved forms and documentation, this program simplifies the process for cities, counties, and other organizations in Florida to access recovery funding for Category A (Debris Removal)



Laurie Hodson

PLANNING & GRANT ADMINISTRATOR



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

- 27 years total
- 1 year with NFPS

Professional Experience

Mrs. Hodson has an extensive background in local government, with a focus on the Building, Zoning, and Code Enforcement Departments. She has spent 23 years as the administrative supervisor for the Building and Zoning Department in Columbia County. Accumulating 27 years of experience in local government, Laurie is highly skilled in state and federal grant writing and management, conducting environmental assessments, and overseeing the NFPS Funding Opportunities Guide, which ensures local community partners are up to date on the latest grants and funding possibilities.

Related Experience

ZONING DEPARTMENT, COLUMBIA COUNTY FL – Mrs. Hodson has served as the Interim County Planner and Floodplain Manager with responsibilities for drafting advertisements, resolutions, and ordinances. She also generated analytical reports and served as Secretary for the Board of Adjustment and Planning & Zoning Boards with duties including reviewing development and building permit applications to ensure compliance with County and Federal regulations, as well as revising floodplain and stormwater management regulations. In her role as the Administrative Supervisor of the Building and Zoning Department, she improved clarity and aligned operations with the Commission's goals. Furthermore, she compiled audits and reports for the National Flood Insurance Program Community Rating System and the Building Code Effectiveness Grading Schedule.

PLANNING SERVICES CONTRACT, GILCHRIST COUNTY FL – Mrs. Hodson serves as the Planning Assistant under the NFPS continuing services contract. As such, she ensures compliance with the regulations outlined in the local municipality's Land Development Code, including 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, manages concurrency issues, responds to daily citizen inquiries, and prepares staff reports.

COMMUNITY DEVELOPMENT BLOCK GRANT ENVIRONMENTAL REVIEW REPORT, DIXIE COUNTY FL – Mrs. Hodson has received approval for the Environmental Assessment and is managing a \$750,000 federal CDBG for a property located near contaminated sites in a floodplain and wetland area, necessitating an Environmental Review Record (ERR). The ERR includes reports on environmental issues, such as the floodplain 8-Step decision-making process, public involvement, an ASTM Phase 1 Environmental Assessment, and a Tier 1 Vapor Encroachment Screening, providing a thorough evaluation of the project's environmental impacts.

DIVISION OF HISTORICAL RESOURCES: SPECIAL CATEGORY GRANT, HAMILTON COUNTY FL – The Old Jail is an important historical site. Mrs. Hodson has applied for a \$670,000 grant from the Department of State, which has approved funding for necessary repairs to this facility.

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM, GILCHRIST COUNTY FL – Mrs. Hodson was essential in securing funding for the AFG to acquire a \$975,000 pumper-tanker and a \$30,000 Micro-Grant for Life Scan wellness exams for firefighters and EMS personnel.

GULF CONSORTIUM RESTORE ACT FUNDING, DIXIE COUNTY FL – Dixie County has been awarded federal funding through the RESTORE Act to support critical county-wide initiatives. Mrs. Hodson administers these multiple applications and develops the SEP Addendum report for four selected projects, which collectively amount to \$8.2 million. These funds are allocated from the Spill Impact Component within Florida's State Expenditure Plan.



Ryan D. Asmus, PE

TRANSPORTATION DIRECTOR



Professional Experience

Before joining North Florida Professional Services, Inc., Mr. Asmus worked with the Florida Department of Transportation for over 22 years. He began working for FDOT D2 in 2002 in the P.E. Training Program. He gained experience as a Roadway Designer, Squad Leader, District Consultant Project Management Engineer, Suncoast MCORES Production Lead, and District Safety Administrator.

He has been the engineer of record for over eighty-five (85) projects including rural and urban resurfacing, interstate resurfacing projects, reconstruction projects, signal projects, and several safety projects. He now utilizes these skills as the NFPS Transportation Director.

Education

BS Civil Engineering
University of Florida

Licenses/Certifications

- License No. 66626 FL
- Temporary Traffic Control Advanced Certification
- FDOT Specification Package Preparation

Areas of Expertise

- Street and Highway Design
- Drainage & Stormwater System
- Project Management
- Temporary Traffic Control
- Public Involvement

Years of Experience

- 24 years total
- 2 years with NFPS

Related Experience

CR 347 WIDENING & RESURFACING, LEVY COUNTY FL – NFPS provided services, which included collecting existing data for the corridor that were available from FDOT, surveying the corridor to collect topographic features and R/W information, and permitting with the Water Management District and FDOT. Feasibility Reviews were performed by our CEI division to provide post-design services during construction, and detailed reviews of construction. Lastly, NFPS performed Administrative Services, which included reporting services for the project, and participation in meetings of County staff and the Board of County Commissioners. Mr. Asmus served as the Engineer of Record for all aspects of this project.

ACADEMIC AVENUE DITCH REPAIR, LAKE CITY FL – The project consists of reshaping the ditch located in Lake City FL that runs adjacent to Academic Ave and constructing Fabriform ditch armoring to prevent future erosion. It also included resetting the guardrail to ensure that the correct embedment is provided. An SRWMD General Permit was obtained. An unusual aspect of the project was the use of Fabriform® construction to reduce soil erosion. This project was completed in the Fall of 2023. Mr. Asmus served as the Engineer of Record for all aspects of this project.

I-10 PIDDLIN CREEK TTC PLAN REVISION, MADISON COUNTY FL – The Piddlin Creek bridge replacement project is currently under construction on I-10 in Madison County. As part of this project, the contractor Anderson Columbia reached out to

NFPS to develop an alternative Temporary Traffic Control plan to reduce the number of construction phases for the proposed bridge. The existing phases, as designed in the contract, were four (4) phases. NFPS developed a plan to reduce the phases to three (3) by adjusting the bridge construction tie in points. This modification included the design of bridge coping and railing, sheet pile walls and horizontal and vertical alignments for the new connections. This effort saved a substantial amount of construction time, thereby also improving the safety of the construction project by the reduction of the time needed for maintaining the traffic. Mr. Asmus served as the Engineer of Record for all aspects of this revision.

I-95 & SR 207 PIER PROTECTION, ST AUGUSTINE FL – Redesign of the guardrail to allow for the existing pier protection to remain in service; Mr. Asmus served as the Engineer of Record for all aspects of this project.

NE 592ND STREET POST DESIGN SERVICES, CROSS CITY FL – NFPS provided field surveying, data processing, and mapping services necessary to prepare a maintained right-of-way map for a small section of NE 592nd Street. This project constructed paved shoulders on NE 592nd Street from US 19 to the end of NE 592nd Street. Mr. Asmus designed the plans and cross sections for the paved shoulder construction on 592nd.



Dale Williams

BUSINESS DEVELOPMENT DIRECTOR



Education

BS Business Management
Florida State University

Areas of Expertise

- Budgeting & Finance
- Crisis Management
- FL Statutes Expertise
- Excellent Liaison with Governmental Staff
- Effective Problem Solve

Board Roles

- Community Hospice, Board Member
- Haven Hospice, Past Board Member

Years of Experience

- 41 years total
- 4 years with NFPS

Professional Experience

Before joining North Florida Professional Services, Inc., Dale Williams was a former County Manager and private consultant with experience in the delivery of government services including, but not limited to, elected/appointed official relations, budgeting, planning, conflict resolution and media relations. He is an effective communicator, and problem solver. Dale is familiar with Florida governmental law, and has worked with elected officials and various types of media personnel. He has expertise in budgeting and finance, crisis, and emergency communications. His approachable personality and sound judgement allows him the flexibility to adjust to new situations well.

Related Experience

NORTH FLORIDA PROFESSIONAL SERVICES, INC., 2021-Current – Role: Business Development Director Dale plays an essential role by acting as a liaison between clients and NFPS. He tracks down and visits potential leads, whether governmental entities or private developers. With his background as one of the longest serving County Managers in the State of Florida, he plays a pivotal role in acquiring new clients and maintaining current clients.

DALE WILLIAMS CONSULTING, PA, 2015-2021 – Role: Owner/Operator In 2015, Dale formed a government-consulting business that represented both public and private clients. Primary services provided included general government administration, public/private conflict resolution, permitting, economic development, and real estate acquisition reviews.

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS, 1984-2015

– Role: County Manager Mr. Williams managed 26 departments, consisting of 346 employees, five (5) elected board members, and 75,000 residents He also prepared and administered an annual budget totaling \$91 million dollars with an annual operating budget of \$62 million; wrote and administered grants, directed all risk-management activities, and led conflict-resolution efforts for the county; led the county to ranking in the lowest percentile statewide for property taxes and general government expenditures; and was recognized for outstanding and dedicated service as County Manager by the Small

County Coalition and Columbia County Farm Bureau. As one of the longest serving County Managers in the State of Florida, his accomplishments include:

- Ranking 54th (14th lowest in state) for property taxes as a percentage of total county budget and ranking 66 (2nd lowest in state) for general government expenditures for FY 2013.
- Creating several partnerships for the delivery of services; he was crucial in privatization of roadside mowing, garbage collection and EMS, which resulted in savings of \$1,250,000 annually.
- Directing the county in completion of a \$32,000,000 "self-performed" construction project; working with the School Board to obtain county funding for creating programs that provide vocational training to high school students and provide a stable workforce for local needs; the State of Florida BEBR estimates the annual financial impact of this effort at \$5,491,935 annually.
- Assisting in the drafting of County Ordinances and policies necessary to create and regulate private utilities; in cooperation with the FDEP, a utility at the intersection of US 41 and I-75 now provides clean drinking water to an area with historically bad water contamination.



James Smith, PSM

SURVEY DIRECTOR



Education

BS Geomatics
University of Florida

Licenses/Certifications

- PSM License Number LS7355
- FAA Part 107 Remote Pilot
- FI Surveying & Mapping Society Affiliation

Areas of Expertise

- Control Surveying
- Design, Right of Way, and Construction Surveying
- Photogrammetric Mapping
- Right of Way Mapping

Years of Experience

- 10 years total
- 5 years with NFPS

Professional Experience

Mr. Smith has been involved in many different projects, both in the field as a Party Chief and in the office as Project Manager and in his current position as Survey Director. As a Party Chief, he has worked on FDOT road projects, performing full DTM topographic surveys according to their field standard. He has performed boundary surveys to include section breakdowns. He has performed tide studies and drainage studies surveys. He has performed hydrographic and drone topography surveys. As a project manager, he has supervised multiple crews in the collection of survey data, including deed research and control identification. As a Survey Director, he has directed the operation of a survey division, including client relations, writing proposals, reviewing survey data, and managing projects on a macro level.

Related Experience

ELLISVILLE WATERMAIN EXTENSION, COLUMBIA COUNTY FL – The County needed a firm to work on a project that would solve the water problems experienced in Fort White, due to poor groundwater quality. The project supplies higher quality groundwater to the Fort White WTP from the Ellisville WTP via the water main extension. NFPS provided services that included design, technical calculations, and general engineering support. The Survey Team produced a full 3-D Topography Survey on US 41 from SE Bailey Street to SW Fellowship Street (CR-18) and on SW Fellowship from US 41 to SW Stillman Ave to SW Dortch St to the water plant on SW Holstein Ave; performed QA/QC throughout the surveying process; and reviewed survey drawings. Work Activities for this project by Mr. Smith included managing the recovery of primary and setting secondary control, and managing field/office production of the topographic survey, and processing and extracting LiDAR data.

FORT WHITE WASTEWATER SYSTEM PRE-DESIGN STUDY, COLUMBIA COUNTY FL – NFPS produced a multi-decade Facilities Plan in 2021 to develop centralized wastewater collection and treatment facilities for the Town and coordinated a \$5.3 million FDEP Clean Water grant to support the initial phase of the system. NFPS has initiated a second FDEP grant application for \$4.5 million to fund the complete construction of the initial phases of the multi-decade plan. The Survey Team produced a full 3-D Topographic Survey; performed QA/QC throughout the survey process; and reviewed survey drawings. Work Activities for this project by Mr. Smith included managing the recovery of primary and set secondary control, and managing field/office production of the topographic survey, and processing and extracting LiDAR data.

tion of the initial phases of the multi-decade plan. The Survey Team produced a full 3-D Topographic Survey; performed QA/QC throughout the survey process; and reviewed survey drawings. Work Activities for this project by Mr. Smith included managing the recovery of primary and set secondary control, and managing field/office production of the topographic survey, and processing and extracting LiDAR data.

SR 6 INDUSTRIAL ACCESS ROAD, HAMILTON COUNTY FL – Utilizing a DEO Job Growth Infrastructure Grant, the County constructed an industrial subdivision off SR 6. NFPS provided conceptual drawings, conducted pre-application meetings with SRWMD and FDOT, and provided an estimated total project cost. For the completion of the project, the following tasks were performed by NFPS: SR 6 surveying, subsurface utility engineering (SUE), wetland delineation and mitigation plan, geotechnical investigation, permitting (FDOT, SRWMD, DEP), lift station design, platting, civil plans, as well as construction and grant administration. The Survey Team produced a full 3-D Topographic Survey of SR 6 W from Northeast of I-10 overpass to NW 38th Way; performed QA/QC throughout the survey process, and reviewed survey drawings. Work Activities for this project by Mr. Smith included managing the recovery of primary and set secondary control, and managing field/office production of the topographic survey, and processing and extracting LiDAR data.



CITY OF

500 North Main Street
Trenton, Florida 32693



TRENTON

Phone 352-463-4000
Fax 352-463-4007

July 11, 2024

To Whom It May Concern:

Please consider this letter as a recommendation of the planning team at North Florida Professional Services, Inc., (NFPS). North Florida Professional Services, Inc., always provides quality and professional planning services to the City of Trenton.

Through the planning services contract, NFPS routinely performs the duties of the Planning Department, including, review of Future Land Use Map Amendments, Site-Specific Amendments to the Official Zoning Atlas, Major and Minor Subdivisions, Special Use Permits, and Variances; prepares reports, resolutions, and ordinances for the City Commission; provides professional planning advice; and attends Commission meetings.

The City of Trenton has found NFPS to be very responsive, engaging, professional, and proficient in their professional planning services.

I am pleased to recommend the planning services of NFPS to others. Please consider this letter as an endorsement of NFPS's planning team for any projects that you may have. If you have any questions or for more information, I'm available to discuss any questions or concerns you may have.

Sincerely,


Lyle Wilkerson
City Manager
352-463-4000

Attorney	Administration
David Lang 352-463-7800 dlangxxj@bellsouth.net	Pat Watson, Executive Assistant 352-463-4000 pwatson@trentonflorida.org



Gilchrist County Board of County Commissioners
P.O. Box 37
112 S. Main Street
Trenton, FL 32693
Phone: 352-463-3198 Fax: 352-463-3411

District I
Sharon A. Langford

District II
Bill Martin

District III
Darrell Smith

District IV
Tommy Langford

District V
Kenrick Thomas

David "Duke" Lang, Jr.
County Attorney
352-463-7800

Bobby Crosby
County Administrator
352-463-3198

Todd Newton
Clerk of Court
325-463-3170

July 12, 2024

To Whom It May Concern

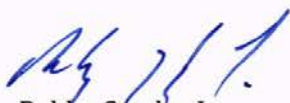
Please consider this letter as a recommendation of the planning team at North Florida Professional Services, Inc., (NFPS). North Florida Professional Services, Inc., always provides quality and professional planning services to Gilchrist County and serves as the County's Planning Department and Land Development Code Administrator.

Given NFPS is contracted to perform the duties of the Planning Department, NFPS performs all daily duties and activities of the Planning Department, including, answering citizen questions related to land use, zoning, and planning; processing and review of development applications (i.e. Future Land Use Map Amendments, Site-Specific Amendments to the Official Zoning Atlas, Lot Splits, Major and Minor Subdivisions, Special Use Permits, and Variance); building permit zoning and floodplain management reviews; pre-application conferences; prepares reports, resolutions, and ordinances for the Commission; provides professional planning advice to the County; and attends Commission meetings.

Gilchrist County has found NFPS to be very responsive, engaging, professional, and proficient in their professional planning services and their planning staff treats our citizens with care and respect.

I am pleased to recommend the planning services of NFPS to others. Please consider this letter as an endorsement of NFPS's planning team for any projects that you may have. If you have any questions or for more information, I'm available to discuss any questions or concerns you may have.

Sincerely,


 Bobby Crosby, Jr.
 County Administrator
 352-463-3198

Attorney	Administration
David Lang 352-463-7800 dlangxxj@bellsouth.net	Caitlin Bourassa, Assistant 352-463-3198 cbourassa@gilchrist.fl.us

Our Vision for Gilchrist County in 2030 is rural communities working in harmony to provide opportunities for all its citizens through balanced growth and enhanced education, while preserving our proud heritage, natural resources and agriculture.





Part 2: Approach to Services

With over 40 years of combined experience in local government planning, our Planning Team has the expertise to perform a wide scale of planning services. These may include reviewing site plans, subdivision plats and construction plans, floodplains, building permits, zoning compliances, and development applications; drafting regulations, resolutions, and ordinances; analysing comprehensive plans, future land use map amendments, official zoning atlas amendments; creating data and analysis, concurrency management, neighborhood planning, planned unit development reports; assisting with public outreach; and providing Geographical Informational Systems (GIS) mapping, environmental reviews/assessments, and master plans.

NFPS currently has two (2) Senior Planners, each with about 20-years experience working as a local government planner. These Senior Planners have experience in local government planning and zoning. Collectively, NFPS has an abundance of experienced staff to perform the proposed scope of services.

We are seasoned pros!
NFPS has managed planning services contracts for multiple local county and municipal jurisdictions.

Scope of Service

NFPS will ensure the highest standard of expertise and efficiency when tackling development project reviews with the County's vision for sustainable and strategic growth. We have a proven track record in effective planning, act as a technical resource for County staff, and will always endeavor to support the County's strategic goals by adhering to the Comprehensive Plan and LDC.

Our Planning Team can offer insights and solutions for the diverse challenges in urban planning, while fostering a collaborative environment that prioritizes the community's long-term well-being and progress. We have the capability and experience to integrate basic planning practices (social, environmental, transportation, and economic

disciplines) to proactively engage residents and interested stakeholders in the County's planning decision-making process. We will undertake planning activities as directed, such as plan review, map amendments, and/or comprehensive analysis. Our team is composed of experienced planners, environmentalists, and certified flood plain managers with multi-disciplinary backgrounds that include land use planning, project implementation, land development regulations, comprehensive planning, environmental planning, transportation planning, landscape planning/review, and economic analysis.

NFPS is committed to delivering professional, timely, and expert zoning administration services in alignment with the County's goals and regulatory frameworks. Our experienced team of planners and zoning professionals will work collaboratively with elected officials, County staff, applicants, and stakeholders to ensure that zoning functions are performed with accuracy, transparency, and responsiveness.

Zoning Official Tasks & Responsibilities

- **Text Amendments to the Comprehensive Plan and/or Land Development Code (LDC):** review, draft, and recommend updates or revisions as needed. Our team has extensive experience facilitating public engagement, drafting policy language, and coordinating with legal and planning consultants. During the 2025-2026 re-write of the Comprehensive Plan, we will support and advise the selected Planning Consultant and County staff to ensure that proposed changes are consistent with existing zoning practices and future development goals.
- **Land Use Amendments:** evaluate applications for land use amendments, conducting comprehensive analyses of planning context, consistency with the Comprehensive Plan, public infrastructure capacity, and potential impacts. We will prepare clear, objective, and well-substantiated staff reports for review by planning boards and elected officials.
- **Zoning Changes:** assess compliance with planning policies and surrounding land uses. Staff reports will include findings of fact, maps, and recommendations grounded in planning principles and local regulations.
- **Subdivisions/Plats:** coordinate with the Plat Review Committee (Engineer, Road Department, Building Official, and County Attorney as needed) to ensure

timely and accurate review of plats and subdivisions. As Planning Administrator, we will manage the review schedule, collect input from committee members, and communicate with applicants to address deficiencies or compliance concerns.

- **Special Exceptions:** analyze requests for special exceptions based on criteria outlined in the LDC. We will prepare detailed staff reports that evaluate each request on its merits, potential impacts, and consistency with surrounding development.
- **Variances:** perform site inspections, evaluate hardship claims, and assess the legal and planning rationale. Staff reports will present findings in a legally defensible manner, supporting transparent decision-making.
- **Conditional Uses (Staff-Level Review):** handle the review, approval, or denial of conditional use requests at the staff level, ensuring that all decisions are consistent with the zoning code and that conditions for approval are met and documented.
- **Lot Splits:** review lot split applications for compliance with zoning, access, utility availability, and land use consistency. Approvals or denials will be documented with justifications and shared with applicants.
- **Development Review Committee (DRC):** serve as the planning lead for the DRC, reviewing all commercial development projects in collaboration with the Engineer, Road Department, Building Official, and other relevant agencies. We will coordinate application intake, distribute materials, and facilitate meetings to ensure thorough project evaluation and interdepartmental coordination.
- **Zoning Approval for Alcohol Beverage Licenses:** review State alcohol license applications to confirm compliance with local zoning regulations and issue the required official zoning determinations and signatures in a timely manner.
- **Other Routine Zoning Functions:** perform day-to-day zoning administration, including:
 - Issuing Zoning Compliance Forms
 - Responding to applicant and property owner inquiries
 - Conducting meetings with applicants to guide them through zoning procedures
 - Maintaining accurate records and documentation of zoning determinations

Planning Approach

As your full-service Professional Planning partner, NFPS will work closely with the local organizations and your staff to ensure the successful completion of your goals. This provides a cohesive partnership between our firm and yours, as we provide services for you. Our proposed project approach includes, but is not limited to the following Planning Services Tasks while consulting with the County staff:

- **Planning Review, Development Order(s):** review project submittals for compliance with the County's Land Development Code (LDC); prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code sections; and prepare review summaries, inclusive of applicable LDC code sections in preparation for issuance of Final Development Order. Serve as a project reviewer for the Community Development Department and serve as the Department's representative on the Technical Review Committee (TRC).
- **Planning:** review project submittals not associated with the Development Order Review Process; prepare review letter(s) describing deficiencies and/or LDC noncompliance, referencing specific code sections; and prepare review summary, inclusive of applicable LDC code Sections.
- **Planning Projects:** conduct various planning projects and/or planning studies as assigned by the Manager and/or Community Development Director; review, apply, and/or study LDC code sections; and prepare a review summary.
- **Land Development Code Maintenance:** review, study, and proposed modification of LDC sections.
- **Comprehensive Plan Support:** collect data; analyze and prepare map and text amendments to the Comprehensive Plan; prepare Evaluation and Appraisal Reports (EAR); organize and lead community engagement activities for Comprehensive Plan updates and amendments; and conduct planning studies supporting the Comprehensive Plan.
- **Transportation Planning Services:** conduct multimodal transportation studies; support the development or review of existing transportation-related fees including, but not limited to, a transportation impact fee or mobility fee; and review and prepare comments on traffic studies submitted with site development applications.
- **Data Collection & Analysis:** provide collection research, report, and present findings.



Part 3: Price Proposal

In order to compensate for the time and services to be provided following the Scope of Work, NFPS proposes three options for negotiation of an acceptable fee structure:

1. Utilization of the agreed-upon fee structure from the 2024 Contract when NFPS previously served as the Levy County Zoning Official.

<p style="text-align: center;">EXHIBIT "A" TO AMENDMENT TO TASK ASSIGNMENT 2024-10</p> <p style="text-align: center;">Scope of Services</p> <p>Consultant will assist Levy County with the following Planning and Zoning functions, as well as other tasks that may be requested by the County's Planning and Zoning Official:</p> <ul style="list-style-type: none">• Zoning Review of Building Permits• Answering Zoning Related Questions from the Public• Interpreting Land Development Regulations• Floodplain Management• Zoning Review of Alcohol License• Review of Comprehensive Plan Amendments – including Future Land Use Map Amendments• Review of Site-Specific Amendments to the Official Zoning Atlas• Review of Text Amendments to the Land Development Regulations• Review of Conditional Use Permit• Review of Subdivision Plats and Lot Splits• Review of Special Exception Applications• Scheduling and Participating in Development Review Committee• Drafting Staff Reports for Development Applications <p style="text-align: center;">Rate Schedule</p> <p>NFPS will provide the following services at a flat rate:</p> <ul style="list-style-type: none">• Zoning Review for Building Permit \$100• Zoning Call from Citizens \$75• Temporary Use Permit Review \$100• Zoning Review for Lot Split \$140• Alcohol License Review \$100 <p>All other services will be based upon the hourly rates below, or as otherwise agreed in writing by the Consultant and the County's Planning and Zoning Director:</p> <ul style="list-style-type: none">• Senior Land Use Planner \$140• Land Use Planner \$115• Planning Technician \$110



2. Because we understand the importance of working within and maintaining the County's budget, NFPS has found that a flat monthly base fee plus per-application fees typically works well. In this scenario, the flat monthly fee covers day-to-day operations and is a fixed amount that can be budgeted. In addition, any application-related tasks would be billed in accordance with a set fee structure per application received. These costs would be largely covered by the actual application fees paid to the County by the applicants.

**TASK ORDER FOR ENGINEERING SERVICES
LAND USE PLANNING SERVICES**

This agreement made this 20th day of October 2015 by and between Hamilton County, herein referred to as the COUNTY, and North Florida Professional Services, Inc., herein after referred to as the CONSULTANT:

The COUNTY hereby engages CONSULTANT to perform Land Use and Zoning administrative services, herein after referred to as the PROJECT for the COUNTY.

CONSULTANT intends to provide administration of the Hamilton County Land Use Department, processing and technical review of all Land Use and Zoning applications, as well as provide coordination and secretary services to the Planning and Zoning Board. This task order does not include Code Enforcement services.

CONSULTANT agrees to provide these services for a lump sum amount of nineteen thousand five hundred dollars (\$19,500). This is in accordance with the Master Contract between COUNTY and CONSULTANT. This lump sum fee shall be invoiced and payable in twelve (12) equal monthly amounts of (\$1,625.00) plus a reimbursable amount of one hundred twenty-five dollars (\$125.00) per month for office supplies, mailings, etc. The total annual cost shall be twenty-one thousand dollars (\$21,000), plus a portion of the application fees collected in accordance with the table attached in EXHIBIT A.

This Task Order constitutes a Project Agreement for the PROJECT.

IN WITNESS THEREOF, Hamilton County, Florida, through its Board of Commissioners, has caused this instrument to be executed on the day and year first shown above.

BOARD OF COUNTY COMMISSIONERS
HAMILTON COUNTY, FLORIDA

Attest:

Greg Godwin, Clerk

BY: Joshua Smith, Chairman

IN WITNESS WHEREOF, North Florida Professional Services, Inc., as CONSULTANT, has caused this Task Order to be executed in its name by its proper officers and to execute instruments on its behalf on the day and year first shown above.

NORTH FLORIDA PROFESSIONAL SERVICES, INC.

BY: Gregory Bailey, P.E.
President

EXHIBIT A

TASK	NFPS Fee	2012 County Fee
Petition to amend the Future Land Use Plan Map of the Comprehensive Plan for less than or equal to 10 acres	\$750	\$1,500
Petition to amend the Future Land Use Plan Map of the Comprehensive Plan for greater than 10 acres	\$750	\$1,500
Petition to amend the text of the Comprehensive Plan	\$750	\$1,500
Petition to amend the Official Zoning Atlas of the Land Development Regulations for less than 10 acres	\$200	\$500
Petition to amend the Official Zoning Atlas of the Land Development Regulations for greater than 10 acres	\$650	\$1,000
Petition to amend the text of the Land Development Regulations	\$650	\$1,000
Appeal to the Board of Adjustment for:		
Special Exception	\$500	\$600
Variance	\$100	\$450
Change in a non-conforming use	\$100	\$250
Interpretation	\$100	\$200
Appeal to the Board of County Commissioners from a decision of the Planning and Zoning Board	\$100	\$100
Application for subdivision plat approval as defined in Section 2.1 of the County's Land Development Regulations:		
Major Subdivision	\$750	\$1,500
Minor Subdivision	\$400	\$1,000
Application for:		
Certificate of Appropriateness	\$150	\$300
Certificate of Vested Rights	\$150	\$350
Special Permit for land and water fills, dredging, excavation and mining	\$150	\$750
Special Permit to construct a bulkhead, dock, pier, wharf or similar structure	\$150	\$500
Site and development plan permit	\$150	\$300
Special temporary use permit issued by the Board of County Commissioners	\$75	\$300
Special temporary use permit issued by the Land Development Administrator	\$75	\$100
Sign Permit	\$0	\$50
Certificate of Land Development Regulation Compliance	\$0	\$25
Certificate of Concurrence Compliance	\$0	\$25
Certificate of Zoning/Land Use Verification	\$0	\$25
Special permit for essential service	\$4,000	\$5,000

3. Or if the County would prefer, NFPS is certainly willing to negotiate another type of fee basis.



Part 4: Forms & Documents

Licenses & Certifications

NFPS provides proven professional expertise in engineering, planning, and grant administration. Our team of licensed engineers, inspectors, and planners 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.

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Department of Business
& Professional Regulation

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- [Find Exam Information](#)
- [Unlicensed Activity Search](#)
- [AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS

11:36:43 AM 4/16/2024

Licensee 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 FL 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](#)

[View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/20/2025

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 19689 7th Ave NE, Ste 183, PMB #369 Poulsbo WA 98370		CONTACT NAME: Robyn Catania PHONE (A/C, No, Ext): 360-626-9535 FAX (A/C, No): 360-626-9535 E-MAIL: robyn.catania@assuredpartners.com ADDRESS: robyn.catania@assuredpartners.com	
License#: 6003745		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Arch Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1439075442 **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 <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab/Claims Made			PAAEP0178300	3/15/2025	3/15/2026	\$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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NORTFLO-26

CCANTRELL

DATE (MM/DD/YYYY)

3/28/2025

CERTIFICATE OF LIABILITY INSURANCE

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.

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PRODUCER
DSI - Lake City
383 Baya Drive, Suite 101
Lake City, FL 32025

CONTACT NAME: Crystal Cantrell

PHONE (A/C, No, Ext): (386) 752-0006 74102

FAX (A/C, No): (386) 752-9806

E-MAIL ADDRESS: ccantrell@darrschackowinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Nationwide General Insurance

23760

INSURER B : Nationwide Mutual Insurance Company

23787

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

North Florida Professional Services, Inc.
P.O. BOX 3823
Lake City, FL 32056

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ACPCG015914388204	3/22/2025	3/22/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			ACPCU015954388204	3/22/2025	3/22/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 DED \$ RETENTION \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			ACPWC015954388204	3/22/2025	3/22/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

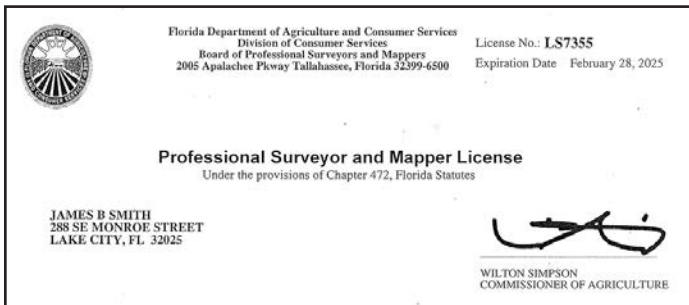
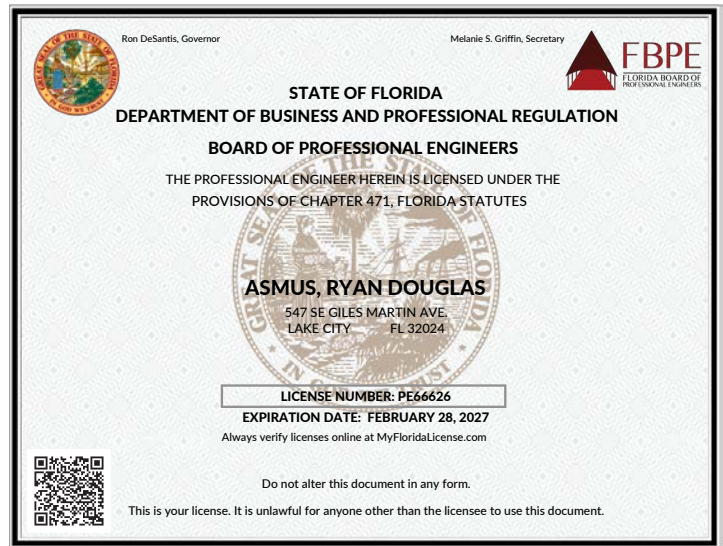
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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PROPOSAL SIGNATURE FORM
ITB_2025_008 - Acting County Zoning Official

The undersigned ("Authorized Signatory") confirms each of the following statements on behalf of the Proposer:

- They are authorized to submit this proposal and to bind the Proposer to the terms and conditions of this RFP.
- They have read the entire RFP package and any other documentation related to the RFP, including specifically any addenda issued by the County; and have made any inquiries they deem necessary to determine conditions prior to submission of this proposal.
- This proposal is submitted with full knowledge and understanding of the terms and conditions of this RFP

The proposal submitted includes all of the following signed forms and required documents:

- ☒ COMPLETE PROPOSAL IN THE FORMAT SPECIFIED IN PART 1 SECTION 4
- ☒ SWORN STATEMENT ON PUBLIC ENTITY CRIME
- ☒ NON-COLLUSION AFFIDAVIT
- ☒ DRUG-FREE WORKPLACE FORM (Note: this form is optional, but may be used to break a tie)
- ☒ CONFLICT OF INTEREST DISCLOSURE STATEMENT
- ☒ VENDORS ON SCRUTINIZED COMPANIES LIST FORM
- ☒ CERTIFICATES OF INSURANCE OR OTHER PROOF OF INSURANCE COVERAGES REQUIRED IN PART 1

Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? ☐ Yes ☒ No

Name of Proposer: North Florida Professional Services, Inc.

If Proposer is an entity, list type: Professional Engineering Services

Proposer Street Address: 1450 SW SR 47

City, State, Zip: Lake City, FL 32055

Name of Authorized Signatory: Megan Carter

Email Address: mcarter@nfps.net Telephone: 386-752-4675

Signature:  Date: 05/09/2025

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 P.O. Box 3823 Lake City, FL 32056
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 "conviction" 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 I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


(Signature)

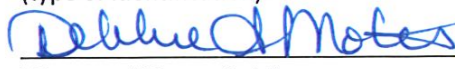
State of Florida

County of Columbia

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 9th day of May, 2025, 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
My Commission expires 05/19/2026



THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

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.

Megan Carter

(Signature of Proposer Representative)

05/09/2025

(Date)

State of Florida

County of Columbia

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 9th day of May, 2025, by Megan Carter

(name), as Secretary/Treasurer (title) for North Florida Professional Services, Inc.

(name of proposer) Personally known ☒ OR Produced Identification ☐

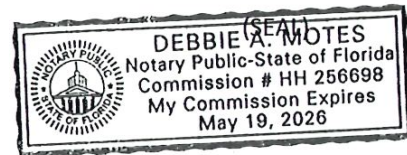
(type of identification).

Debbie A. Motes

(Signature) Notary Public

Debbie A. Motes

(Printed, typed or stamped commissioned name of notary public)



My Commission expires 05/19/2026

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DRUG-FREE WORKPLACE FORM

The undersigned Proposer in accordance with Section 287.087, Florida Statutes hereby certifies that the Proposer 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 proposal 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 proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 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 Proposer: North Florida Professional Services, Inc.

Signature: 

Title: Megan Carter Secretary/Treasurer

Date: 05/09/2025

THIS DOCUMENT IS OPTIONAL, BUT MAY BE USED TO BREAK A TIE, SO IT IS RECOMMENDED TO BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All proposers must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All proposers must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches or affiliates. All proposers must also disclose the name of any employee, agent lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this ITB. All proposers are also required to include a disclosure statement of any potential conflict of interest that the proposer may have due to other Clients, contracts, or interest associated with the performance of services under this ITB and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

N/A

Names of Officer, Partner, Director or Proprietor who is spouse or child of Board Member:

N/A

Names of County Officer or Employee that owns five percent (5%) or more in Proposers Firm:

N/A

Names of applicable person(s) who have received compensation:

N/A

Description of potential conflict(s) with other Clients, contracts or interests:

None of the above applicable: ☒

Signature: 

Printed Name: Megan Carter

Proposer Name: North Florida Professional Services, Inc.

Date: 05/09/2025

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

VENDORS ON SCRUTINIZED COMPANIES LIST

By executing this Certificate, the proposal proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to proposal on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

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

DATE: 05/09/2025

SIGNATURE: 

COMPANY: North Florida Professional Services, Inc.

NAME: Megan Carter

(Typed or Printed)

ADDRESS: P.O. Box 3823

TITLE: Secretary/Treasurer

Lake City, FL 32056

E-MAIL: mcarter@nfps.net

PHONE NO.: 386-752-4675

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

CONTRACT EXCEPTION FORM

Any proposer who requires/requests revision(s) to the Form of Contract (contained in Part 3 of this RFP) must submit this completed Contract Exception Form **during the Question portion of the RFP 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.

[illegible]

Signature: MegaCat

Printed Name of Authorized Signatory: Megan Carter

Name of Proposer: North Florida Professional Services, Inc.

Date: 05/09/2025

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