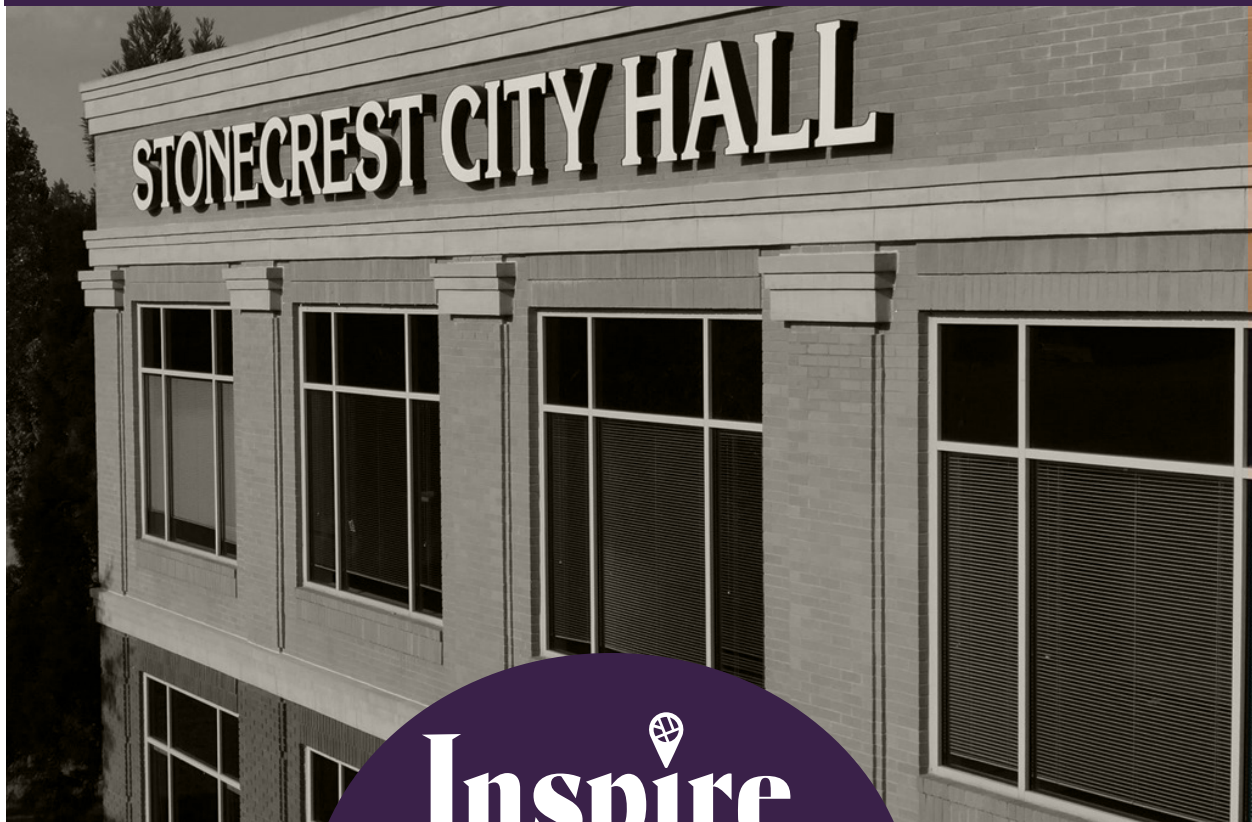


# STONECREST

MAY 13, 2025 **GEORGIA**



**Inspire**  
PLACEMAKING COLLECTIVE

817 West Peachtree Street, Suite A-145, Atlanta, GA 30308  
Nakeischea Loi Smith, Project Manager

**RFP#0003-25 | ZONING ORDINANCE & OVERLAY  
DISTRICT RE-WRITE CONSULTANT SERVICES**

# EXECUTIVE SUMMARY



## 01 | Executive Summary



May 13, 2025  
City of Stonecrest, GA  
Attn: Tanisha Boynton, Procurement Official  
3120 Stonecrest Boulevard  
Stonecrest, GA 30038

Dear Members of the Selection Committee,

Inspire Placemaking Collective, Inc. (Inspire) is pleased to submit this proposal for the update of the City of Stonecrest's Zoning Ordinance and Overlay Districts. We are an independent consulting firm with no financial or organizational ties to the City of Stonecrest. We respectfully offer this submission as a firm and irrevocable offer, valid for the duration stipulated in the RFP.

The City of Stonecrest is uniquely positioned within the Atlanta region, offering direct access to I-20, major regional destinations like the Mall at Stonecrest, and scenic greenspaces such as the Arabia Mountain National Heritage Area. As the City continues to grow, updating the Zoning Ordinance and Overlay Districts presents a critical opportunity to align land use, development potential, and policy with the goals outlined in the Comprehensive Plan 2038. A coordinated, community-driven process will ensure future development enhances Stonecrest's distinctive assets—from its trail systems and parks to its cultural landmarks and commercial corridors. Our team is well-positioned to lead this effort, bringing extensive experience in zoning code development tailored to the unique character and priorities of communities like Stonecrest.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. With a team of over 40 planners, designers, and other professionals that possess more than 400 years of collective experience, Inspire offers a traditional city planning practice, with a depth and breadth that is unique within today's marketplace. Our practice focuses on comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

Thank you for this opportunity to present our qualifications for your consideration. We hope to have the opportunity to expand upon our ideas and experience through the interview process.

Sincerely,  
Inspire Placemaking Collective, Inc.

A handwritten signature in blue ink, appearing to read "George Kramer", is written over a light blue horizontal line.

George Kramer, AICP  
President/Authorized Representative  
Gkramer@inspireplacemaking.com | 407.202.8387  
4767 New Broad Street, Orlando, FL 32814 (HQ)

*Inspire acknowledges  
Addendum 1 that was posted  
on 4/22/2025.*



# TABLE OF CONTENTS



# 02





# TABLE OF CONTENTS

## 01 EXECUTIVE SUMMARY

Executive Summary	1
-------------------	---

## 02 TABLE OF CONTENTS

Table of Contents	2*
-------------------	----

## 03 PROFILE OF FIRM/INDIVIDUAL

Firm Profile/History	3
Experience Performing Zoning Ordinance & Overlay Rewrites	5
Relevant Experience	6
Key Personnel/Organizational Chart	11
Prompts: Ability to Manage Tasks/Simultaneously & Process	12
Availability	13

## 04 QUALIFICATIONS & EXPERIENCE

Resumes	14
---------	----

## 05 APPROACH

Approach	23
Timeline	30

## 06 REFERENCES

References (from Attachment A)*	31
---------------------------------	----

## 07 APPENDIX: FORMS & ATTACHMENTS

Other Attachment A Forms*	36
---------------------------	----

*\*excluded from page limit: cover, tabs, appendices, required forms*

# PROFILE OF FIRM/INDIVIDUAL



03



# FIRM PROFILE/HISTORY

*“Committed to creating great places,  
safe streets, and thriving communities.”*

**WE ARE INTERDISCIPLINARY.** We are committed to extensive collaboration across disciplines in order to develop bold ideas and cutting-edge designs without undermining function.

**WE SEEK PARTNERSHIPS.** We seek clients that share our vision and values to build long-term relationships. Strong partnerships can support and create transformative initiatives.

**WE ARE COMMITTED TO EXCELLENCE.** What we do is impactful and important. We provide compelling ideas, creative designs and complete, clear documents.

**WE ARE PLACEMAKERS.** Our team leads efforts starting from planning to design and through construction. The ultimate metric of our success is quality-built projects designed for people and experiences.

**WE ARE SPECIALISTS.** Inspire includes 40 planners, designers, and other professionals with more than 400 years of collective experience. Our team focuses on traditional planning, including Comprehensive Planning, Land Development Codes, Community Redevelopment, Economic Development, Historic Preservation, and Small Area Studies.

Inspire is comprised of an established planning and landscape architecture practice that has operated together since 1999. Inspire was established in 2022 as a formal spin-off of S&ME, Inc.’s planning and landscape architecture divisions. This purchase provided a legal transition of personnel, projects, and portfolio from S&ME, Inc. to Inspire. The firm has grown since then.

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

65

Comprehensive  
Planning Projects

66

Unified  
Development  
Ordinance  
Projects

55

Community  
Redevelopment  
Projects

8

Active  
Development  
Review Clients



Inspire Placemaking Collective is incorporated in Florida. The firm has been providing planning services, including unified development codes, for over 24 years under different names (Land Design Innovations, S&ME, Inc., Littlejohn Engineering Associates), and over two years under the current business name. Inspire consists of over 40 planners, designers, and other professionals. The office that will be leading the work is located at: **817 West Peachtree Street, Suite A-145, Atlanta, GA 30308**

The primary contacts for this project are:

**George Kramer, Authorized Negotiator**  
407.202.8387  
Gkramer@inspireplacemaking.com

**Sarah Sinatra Gould, Principal-in-Charge**  
954.205.3272  
Ssinatra@inspireplacemaking.com

**CHECK  
US OUT!**



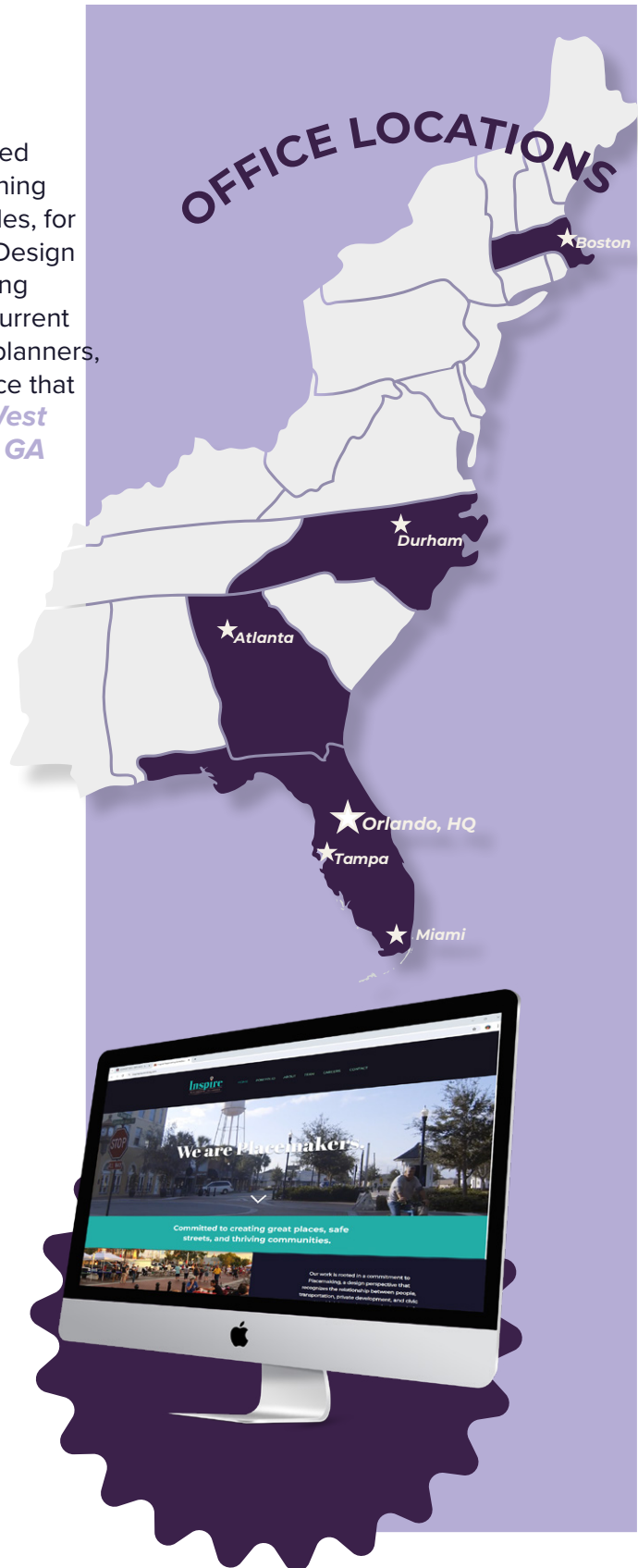
[www.inspireplacemaking.com](http://www.inspireplacemaking.com)



[@inspireplacemaking](https://www.instagram.com/inspireplacemaking)



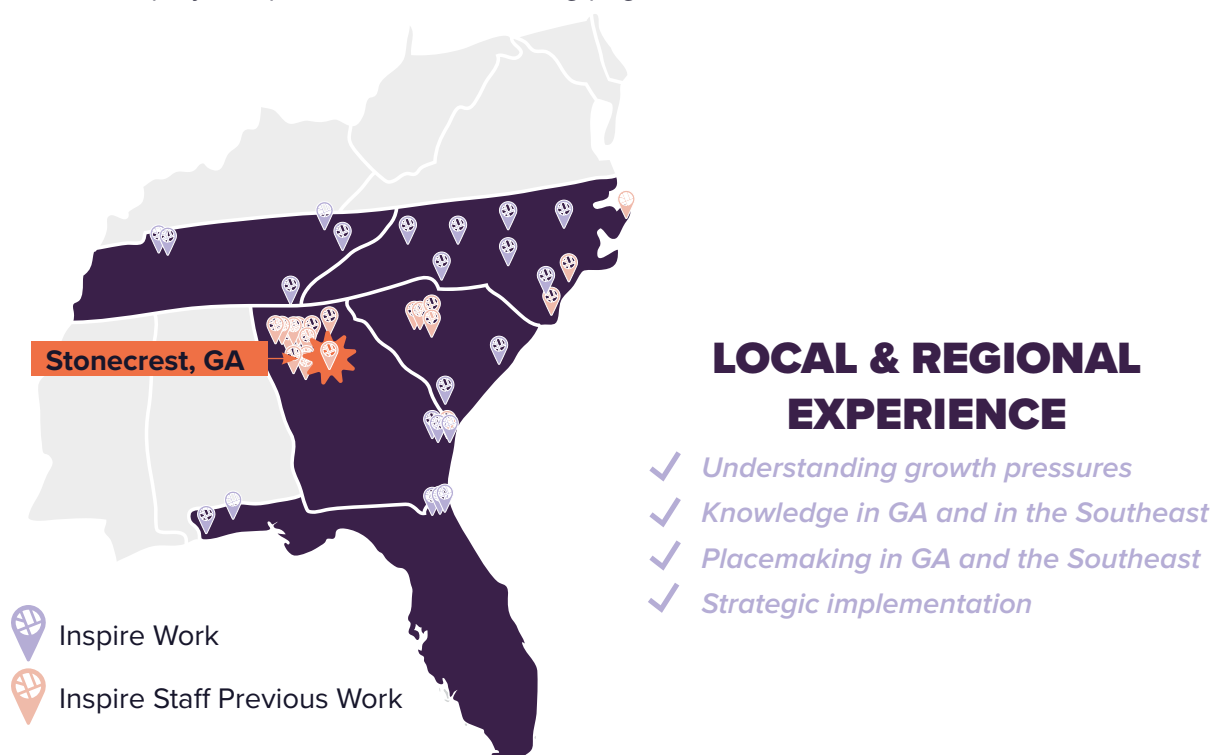
[inspire-placemaking-collective](https://www.linkedin.com/company/inspire-placemaking-collective)



## EXPERIENCE PERFORMING ZONE ORDINANCE & OVERLAYS REWRITE

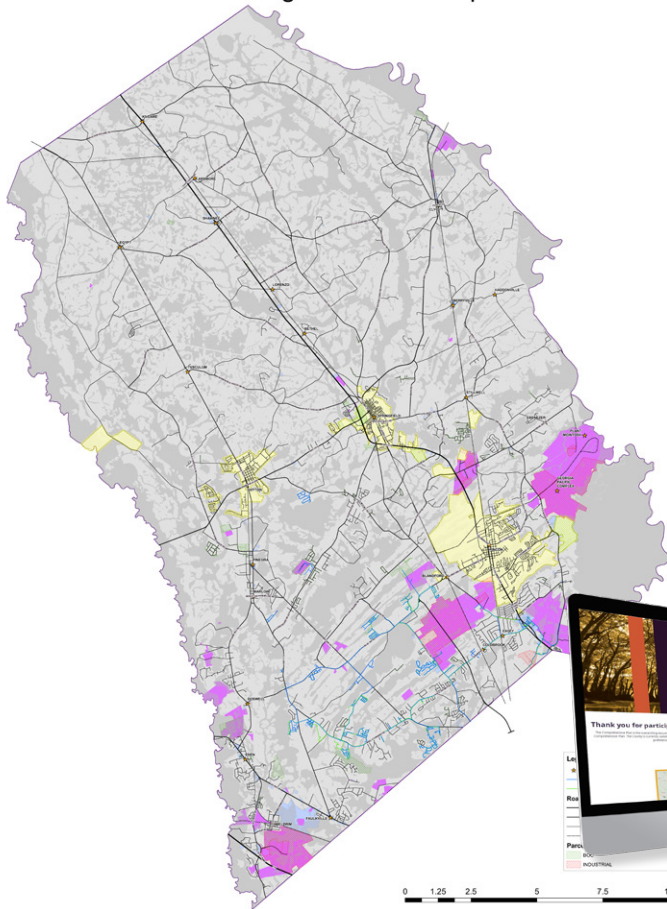
The Inspire team brings extensive experience in creating high-quality **land use ordinances**, including **land development codes**, **unified development codes**, **zoning ordinances**, and **land use regulations**. Our expertise spans the southeastern US, covering **Florida, Georgia, North Carolina, South Carolina, and Tennessee**. We emphasize a planning approach that combines robust public engagement and visioning with an analysis of current economic and demographic data. Our plans are designed to be user-friendly, featuring clear writing and straightforward graphics that offer clarity and predictability for local governments, the development community, and the public.

We have experience in converting comprehensive plan language into actionable land use ordinances, addressing risk and resilience, establishing design standards, and enhancing communication, which instill clarity into the regulations for the benefit of the community, design professionals, and staff. The diverse practice areas of Inspire Placemaking have honed our ability to translate community input from comprehensive plans—developed through robust engagement—into clear and actionable land use ordinances, whether they are traditional Euclidean, form-based, or hybrid. While a community typically revisits its land use ordinance only once a decade or less, our team manages multiple active zoning and code projects each year. This ongoing work deepens our understanding of the latest updates and practices. For details on our similar projects, please see the following pages.



# LAND DEVELOPMENT REGULATIONS

📍 EFFINGHAM COUNTY, GA



## DATES

2021 - 2024



## OWNER

Effingham County, GA  
804 South Laurel Street,  
Springfield, GA 31329



## KEY SERVICES

- Planning
- Land Development Code
- Community Engagement
- Zoning
- Subdivision Regulations
- Engineering



Effingham County hired Inspire to update its Comprehensive Plan and overhaul its land development regulations. This update focused on streamlining requirements, while conducting substantial public engagement efforts, including working with the County staff to create an appropriate list of stakeholders for a steering committee consisting of appointed officials, County Administration, staff of key County departments, members of relevant County boards and commissions, landowners, developers, realtors, design and construction professionals, neighborhood groups, business owners, and others.



## OVERVIEW

- Used Social Pinpoint and social media and outreach graphics to inform and engage the community
- The update will focus on preserving the agricultural history of the community as well as crafting clear regulations to guide future development



## UNIFIED DEVELOPMENT ORDINANCE

📍 RINCON, GA



### DATES

2023 - 2024



### OWNER

City of Rincon, GA  
302 South Columbia Avenue,  
Rincon, GA 31326



### KEY SERVICES

- Land Development Code
- Public Engagement



Rincon is a high growth area within Effingham County, GA. The City has a joint Comprehensive Plan with character areas which it intended to incorporate into the ordinance. The existing ordinances were outdated and not unified. The City requested a Unified Development Ordinance which created a more user-friendly, visually intuitive code. Public engagement and feedback were critically important to the City, resulting in a community engagement plan that included stakeholder meetings, a dedicated project website, and a public open house.



## OVERVIEW

- Fast-growing city with outdated ordinances
- Public engagement focus
- Dedicated project website
- User friendly code language
- Created table of uses
- **Interactive Code Link:**

[Click Here](#)

# MUNICIPAL ZONING & DEVELOPMENT ORDINANCE (MZDO) UPDATE

📍 HARDEEVILLE, SC



*We want to hear from you!*

<https://smeinc.mysocialpinpoint.com/hardeeville-zoning>

Municipal Zoning & Development  
Ordinance Update

*Join us for a Public Open House*

*When:* Thursday, 10/27 at 12PM - 7PM  
& Friday, 10/28 at 8AM - 12PM

*Where:* Hardeeville Recreation Center  
285 John Smith Road  
Hardeeville, SC

Municipal Zoning & Development  
Ordinance Update



## DATES

2022 - 2023



## OWNER

City of Hardeeville, SC  
205 Main Street, P.O. Box  
609, Hardeeville, SC 29927



## KEY SERVICES

- Planning
- Public Engagement
- Graphics

The City of Hardeeville contracted Inspire to align existing plans, studies, guidelines, ordinances, and regulations to develop a comprehensive framework as the basis for an updated MZDO. The focus of the update was consistency with the Comprehensive Plan and consistency throughout the ordinance. The update was rooted in public engagement including stakeholder interviews, and meetings, as well as a two-day open house for the public.

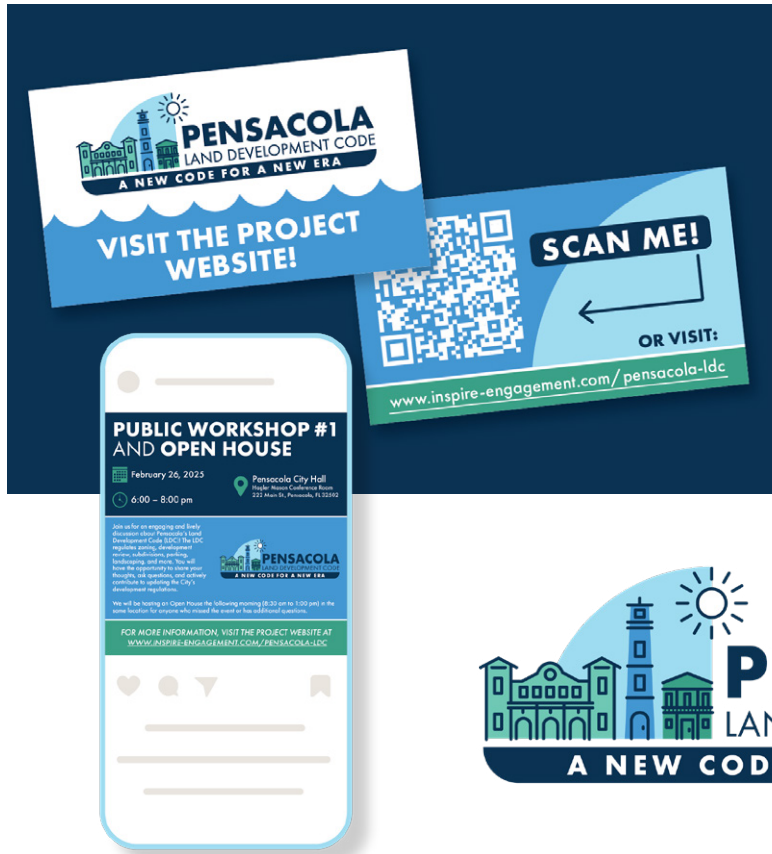


## OVERVIEW

- Updated table of uses
- Revised the codified process to align with current practice
- Provided form-based focus for the Whyte-Hardee Corridor
- Developed a predictable, easy-to-use document

# LAND DEVELOPMENT CODE ASSESSMENT & UPDATE

 PENSACOLA, FL



## DATES

2023 - Ongoing



## OWNER

City of Pensacola, FL  
222 West Main Street  
Pensacola, FL 32502



## KEY SERVICES

- Land Development Regulations



As part of Phase 1, Inspire performed a thorough assessment of the adopted Land Development Code (LDC) and recommended amendments for the rewrite of the code. Tasks included developing a matrix listing the proposed changes, preparing a new outline to reorganize the code, holding work sessions with staff and stakeholders to go through potential recommended changes, and developing an approach for the update of the LDC. Phase 2 includes the actual rewrite of the LDC to address the matrix recommendations. This phase includes a robust public engagement process and adoption hearings.



## OVERVIEW

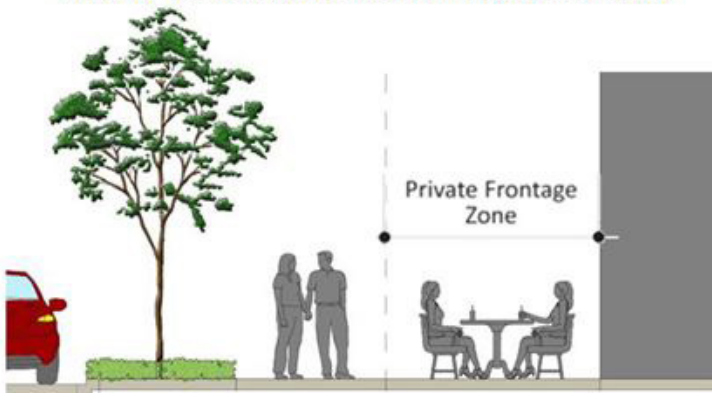
- Completed a thorough assessment of the LDC
- Organized recommendations in a matrix format
- Facilitated multiple work sessions to facilitate the review of the recommended changes



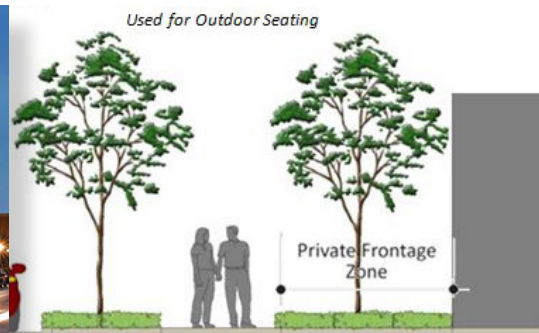
# LAND DEVELOPMENT CODE UPDATE & FORM-BASED CODE

📍 KISSIMMEE, FL

Figure V - 13: Examples of Private Frontage Zone Activity



*Used for Outdoor Seating*



*Used to Buffer Residential Uses*



## DATES

2017 - 2020



## OWNER

City of Kissimmee, FL  
101 Church Street,  
Kissimmee, FL 34741



## KEY SERVICES

- Planning
- Land Development Code
- Form-Based Code

Inspire completed a comprehensive update of the City's Land Development Code, which incorporated form-based code regulations for the downtown area and Vine Street corridor. Other areas of the City retained the traditional code structure and benefited from improved organization, streamlined regulations, and fewer special zoning and overlay districts. The form-based code and other LDC revisions established a framework for the City to facilitate infill and redevelopment, implemented past studies and plans for the downtown and surrounding areas, enabled better and safer development patterns (thereby improving the quality of the built environment), and gave citizens, developers, builders, and property owners predictable standards.



## OVERVIEW

- Provided full update of the entire LDC
- Assessed physical characteristics and policy and regulations applicable to the downtown and Vine Street corridor
- Developed Form-Based Code for downtown and Vine Street Corridor

## ORGANIZATIONAL CHART



**ERIK BREFDELDT,**  
PHD, AICP  
Senior Reviewer



**NAKEISCHEA LOI SMITH,** AICP  
Project Manager



**ELENA OERTEL,**  
AICP  
Deputy Project Manager



**SARAH SINATRA GOULD,** AICP, CZO  
Principal-in-Charge

## PLANNING/COMMUNITY ENGAGEMENT



## LANDSCAPE ARCHITECTURE/URBAN DESIGN/GRAPHICS



### Principal Planners

1. Chris Dougherty, AICP
2. Patricia Tyjeski, AICP
3. Eric Raasch, AICP

### Senior Planners

4. David Henning, Esq., AICP
5. Jay McLeod, AICP

### Real Estate Specialist

6. Leslie Sharpe, Esq.

### Planners/GIS Specialists

7. Haiden Lewis, AICP Candidate
8. Jessica Hays
9. Lizbeth Woodby

### Planners/Community Engagement

10. Erin Anderson, AICP
11. Robbie Addington
12. Alex Kozela
13. Gabriela Castro, AICP
14. Emilee Aguerrebere

### Landscape Architecture/ Urban Design

15. Viviana Castro, PLA
16. Abigail Shemoel
17. Leslie A. Del Monte, NCARB
18. Claudia Sicilia
19. SooBin An

### Graphic Design

20. Lainie Jones
21. Sydney Pendergrass

## PROMPTS

### PROMPT 1:

#### Ability to Manage Tasks Simultaneously

Inspire Placemaking Collective is well-equipped to manage multiple tasks simultaneously across all phases of the zoning ordinance and overlay district update. Our team is structured to balance long-range planning, regulatory drafting, public engagement, and mapping concurrently, ensuring steady progress across parallel workstreams. We use clear internal workflows, collaborative project management tools, and regular check-ins to keep tasks aligned, meet deadlines, and remain responsive to client needs. Our experience managing similar multi-component planning and code updates across the Southeast demonstrates our ability to deliver high-quality, coordinated work—on time and within budget.

### PROMPT 2:

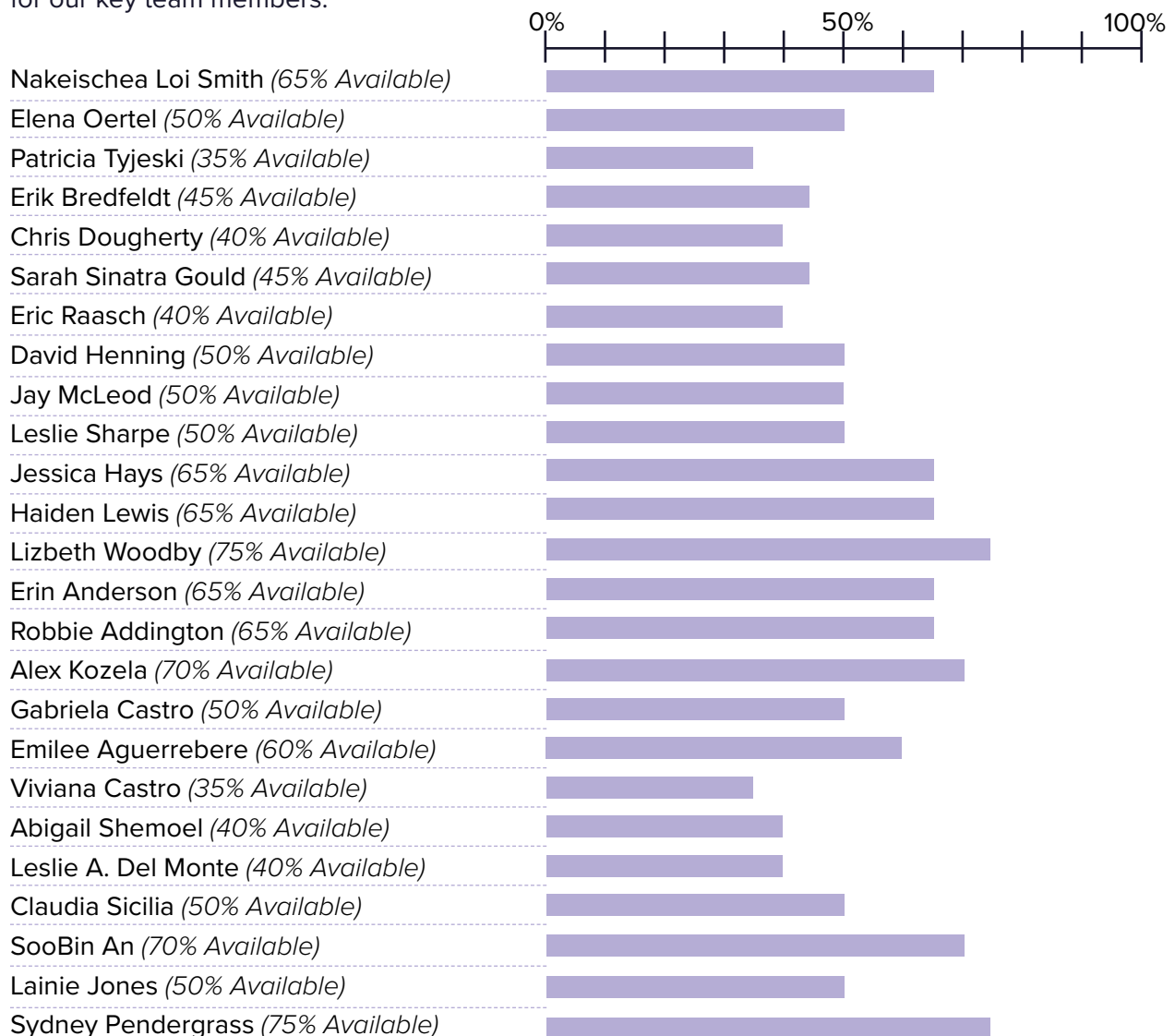
#### Process/Method to Ensure State, Federal, & Local Government Zoning & Overlay Rewrite Rules, Policies, & Regulations are Properly Incorporated into Current & Past Ordinances

Working across the Southeast on zoning ordinances, Inspire's planners are well versed in addressing both the longstanding foundations of state zoning authority and tracking the swift changes, both minor and major, that can come from state legislatures over the course of the drafting process. Inspire takes a comprehensive and detail-oriented approach to ensuring applicable state, federal, and local requirements are accurately reflected when rewriting zoning and overlay districts. Our team includes lawyers with planning and development experience who can work with City staff, including the City Attorney, to develop strategies that match federal and state legislation and case law. Our update may uncover existing standards that need adjustment to meet changing regulations. At the heart of our process will be finding legally viable ways to implement the community's vision will be adopted in Stonecrest's Comprehensive Plan 2038.



## AVAILABILITY

Our team understands that the City not only places a priority on the provision of quality work completed within budget parameters, but also on meeting the City's expected project schedule. Accordingly, we have selected our staff team members for the relevance of their professional qualifications and their immediate and continued ability to commence work upon the City's direction. We rigorously examine our workload capacity at weekly staff meetings in which we determine project priorities, staff assignments, and the deliverables due for the upcoming week. This process ensures that there are adequate resources to maintain project progress and address any foreseen deviations from established budgets and schedules, so that we can correct them in a timely manner. Inspire designates a QA/QC review time for each project to ensure that deliverables meet the intended scope of work. Below is a representation of current commitments for our key team members.



# QUALIFICATIONS & EXPERIENCE OF FIRM/TEAM/INDIVIDUAL



04



# NAKEISCHEA LOI SMITH

AICP

## PROJECT MANAGER



16 Years of Experience



AICP #024308



Miami, FL



## PROFILE

Nakeischea brings extensive planning experience, having led major public engagement efforts and overseen high-impact regional projects, including serving as Planning Director during the development of a Formula One racetrack and the relocations of the Miami Open Tennis and Miami Dolphins Training facilities.

## EDUCATION

- Master of City Planning, Massachusetts Institute of Technology (MIT)
- Bachelor of Arts, Northeastern University

## SKILLS

- Comprehensive Planning
- Land Development Codes
- Development Review
- Community Redevelopment
- Public Engagement

## EXPERIENCE

### Performing Arts, Civic & Entertainment Overlay District

Project Manager | Miami Gardens, FL

- Prepared standards to encourage creative design
- Worked in connection with the City to craft an updated zoning map describing the overlay district

### Land Development Code Administration

Project Manager | Miami Gardens, FL

- Prepared code modifications to the S-Stadium district focused on the areas in and around the Hard Rock Stadium for economic development and redevelopment initiatives
- Oversaw the redevelopment application process of the Calder Casino Horse Track

### Entertainment Overlay District Creation

Project Manager | Miami Gardens, FL

- Oversaw significant development as a result of the overlay district, including a 35 acre, \$200 million mixed use project and a 5 acre, \$20 million redevelopment initiative to create a race track for Formula 1.

### Landscape Ordinance

Project Manager | Miami Gardens, FL

- Created a trust fund to provide a mechanism for applicants to pay into a fund for required trees
- Prepared ordinance text and a process to allow residents to request tree permits directly from the City



# ELENA OERTEL

## AICP

### DEPUTY PROJECT MANAGER



6 Years of Experience

AICP #370035

Atlanta, GA



## PROFILE

Elena is an urban planner who integrates analytical thinking into every stage of the planning process, supporting comprehensive planning, economic development, sustainable urban design, trail planning, grant applications, and community engagement. Elena delivers data-driven insights that help clients make informed decisions to foster vibrant, thriving communities.

## EDUCATION

- Master of City & Regional Planning, Georgia Institute of Technology
- Bachelor of Sustainability Science, Furman University

## SKILLS

- Microsoft Office
- Spatial Analysis (GIS)
- Adobe Creative Suite
- Power BI
- Bluebeam
- Tableau
- SketchUp
- Lumion

## OTHER EXPERIENCE

- New York Avenue Corridor Planning Study - Washington DC
- Comprehensive Plan - Riverdale, GA

## EXPERIENCE

### Comprehensive Plan

Land Use Planner | Stonecrest, GA

- Developed the existing conditions sections for demographic, economic, housing, land use, and transportation trends, including the development of supporting graphics/maps to illustrate key findings

### Highway 54, BRT, MARTA

Land Use Planner | Fulton & Clayton County, GA

- Conducted and developed a GIS-based susceptibility to change analysis to identify parcels with high redevelopment potential
- Created a series of maps of each station area for the susceptibility to change analysis

### Comprehensive Plan

Land Use Planner | Clayton County, GA

- Developed the existing conditions sections for demographic, economic, housing, land use, and transportation trends, including the development of supporting graphics and maps to illustrate key findings
- Analyzed real estate inventory and trends to identify potential areas of retail re-investment for the County.

### Town Center CID Fiscal Impact Analysis

Land Use Planner | Town Center, GA

- Led the fiscal impact analysis, evaluating tax revenue trends, boundary and parcel changes since 2019, projected tax base, and real estate inventory and market trends over the past five years

# SARAH SINATRA GOULD

## AICP

### PRINCIPAL-IN-CHARGE



21 Years of Experience



AICP #021553



Durham, NC



## PROFILE

Sarah has served as a planning director for numerous jurisdictions throughout her career. She understands the need to actively engage the public through a variety of platforms to truly gauge a community's needs. Sarah's work products include innovative plans based on community feedback and collaboration.

## EDUCATION

- Master of Urban & Regional Planning, Florida Atlantic University
- Bachelor of Arts, Political Science, Florida Atlantic University

## SKILLS

- Land Development Codes
- Comprehensive Planning
- Public Involvement
- Corridor Analyses
- Development Review
- Sign Codes

## OTHER EXPERIENCE

- Corridor Design Standards - Effingham County, GA
- UDO - Moncks Corner, NC

## EXPERIENCE

### Land Development Regulations

Project Manager | Effingham County, GA

- Prepared revised ordinance language to address outdated language
- Crafted criteria for development nodes
- Moderated stakeholder committee meetings/public engagement

### Municipal Zoning & Development Ordinance (MZDO) Update

Project Manager | Hardeeville, SC

- Hosted a two-day open house with significant attendance to gauge feedback from the public on the update to the Zoning Code
- Moderated interviews with the development community to determine its challenges and successes using the code
- Crafted new zoning code language and ensured consistency with the Comprehensive Plan

### Unified Development Ordinance

Project Manager | Rincon, GA

- Facilitated stakeholder meetings and collaborated on dedicated project website
- Coordinated public open house to garner feedback on uses/ design
- Prepared updated ordinance text in strike through/underline format

### Character District Zoning Analysis

Project Manager | Southern Pines, NC

- Hosted three stakeholder groups at separate meetings within the character districts
- Prepared an analysis describing unique features of the districts
- Crafted new code language

# ERIK BREDFELDT

PHD, AICP

SENIOR REVIEWER



33 Years of Experience



AICP #011971



Atlanta, GA



## PROFILE

Erik has 33 years of experience in administrative and project management, with a focus on community planning and economic development. Activities include urban planning/development services, community/economic development, and project management through an internal/external partnership philosophy emphasizing the balance between community and markets.

## EDUCATION

- Doctor of Philosophy in Urban & Regional Planning, University of Florida
- Master of Arts in Urban & Regional Planning, University of Florida
- Bachelor of Arts in Economics, Muhlenberg College

## SKILLS

- Economic Development
- Business/Real Estate Development
- Urban Planning

## OTHER EXPERIENCE

- Melrose-Mercy & Palmetto Park Neighborhood Plans - St. Petersburg, FL

## EXPERIENCE

### Zoning Ordinance

Reviewer | Collegedale, TN

- Provided review of various Code sections for form and substance

### Downtown Form-Based Code

Senior Planner | Green Cove Springs, FL

- Provided staff support for two project workshops inclusive of obtaining stakeholder/community interaction and reaction to existing downtown conditions and prospective form-based code solutions

### Comprehensive Plan & Land Development Code

Planning Director | Gainesville, FL

- Worked with staff and various stakeholders on updates inclusive of Plan Board and City Commission on final adoption

### Economic Development Plan

Project Lead | Jellico, TN

- Led public engagement efforts
- Drafted Economic Development Plan and review with client and City
- Managed contract and tasks associated with creation of the Economic Development Plan

### Economic Development Plan

Director of Economic Development | Garner, NC

- Produced Market Analysis for the project
- Assisted with public outreach to market participants in Garner area
- Interacted with internal Inspire team and GEDC Board members



# PATRICIA TYJESKI

AICP

PRINCIPAL PLANNER



37 Years of Experience

AICP #069120

Orlando, FL



## PROFILE

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 30 jurisdictions on numerous comprehensive planning projects.

## EDUCATION

- Master of Regional Planning, Cornell University
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia

## SKILLS

- Comprehensive Planning
- Land Development Regulations
- Historic Preservation
- Development Review
- Community Engagement
- Small Area Plans

## OTHER EXPERIENCE

- LDC & FBC - Gainesville, FL
- Gateway Corridor Design Standards - St. Augustine, FL

## EXPERIENCE

### Land Development Code Assessment & Update

Project Manager | Pensacola, FL

- Identified obsolete regulations, duplication of standards, internal conflicts, conflicts with the Comprehensive Plan and Florida Statutes, provisions that do not belong in the LDC, and efficiency and effectiveness of the development review process and procedures
- Prepared recommendations for the reorganization and improvement of the code
- Facilitated work sessions with stakeholders to discuss issues and recommendations

### Land Development Code Update & Form-Based Code

Project Manager | Kissimmee, FL

- Performed a complete reorganization of the code, created tables of uses and dimensional standards, eliminated internal inconsistencies
- Incorporated form-based code regulations for the downtown and Vine Street corridor
- Facilitated public workshops and presented the project at public hearings

### Municipal Zoning & Development Ordinance (MZDO) Update

Principal Planner | Hardeeville, SC

- Led the preparation of the form-based code for the downtown and White Hardee corridor

### Urban Corridors

Project Manager | Manatee County, FL

- Developed Comprehensive Plan and LDC amendments to encourage compact, mixed-use, quality growth along major urban corridors

# LESLIE A. DEL MONTE

## NCARB

### SENIOR URBAN DESIGNER



23 Years of Experience



NCARB #308593



Miami, FL



## PROFILE

Leslie has extensive experience in both architectural and planning projects. Her experience includes small-and-large-scale master/comprehensive planning, urban design, downtown visioning, redevelopment planning, historic district inception/protection, analysis, development, and writing land use, zoning, architectural/design standards, and sustainable initiatives.

## EDUCATION

- Master of Architecture, University of Florida
- Bachelor of Design in Architecture, University of Florida

## SKILLS

- Comprehensive Planning
- Land Development Code Writing
- Development Review
- Redevelopment Planning
- GIS Analysis
- Visioning
- Land Use Entitlements
- Community Engagement

## OTHER EXPERIENCE

- Downtown Form-Based Code - Green Cove Springs, FL

## EXPERIENCE

### Land Development Code Assessment

Senior Urban Designer | Pensacola, FL

- Identified obsolete regulations, duplication of standards, internal conflicts, conflicts with the Comprehensive Plan and Florida Statutes, provisions that do not belong in the LDC, and efficiency and effectiveness of the development review process and procedures
- Prepared recommendations for the reorganization and improvement of the code

### Land Development Regulations

Senior Planner | Effingham County, GA

- Evaluated development review process and generated accompanying flow charts

### Municipal Zoning & Development Ordinance (MZDO) Update

Senior Planner | Hardeeville, SC

- Developed and drafted form-based zoning regulations for specific uses and conditions
- Created diagrams and other graphic information to support the intent and reviewed and edited various drafts of the report

### Character District Zoning Analysis

Senior Planner | Southern Pines, NC

- Hosted three stakeholder groups at separate meetings within the character districts
- Prepared an analysis describing unique features of the districts
- Crafted new code language

# ERIN ANDERSON

## AICP

### PLANNER



2 Years of Experience



APA



Durham, NC



## PROFILE

Erin is passionate about creating strong communities through equitable community development and planning. She has experience in community engagement, data collection and analysis, and working closely with local governments. As a recent graduate student, Erin learned more about the ins and outs of comprehensive planning and land development.

## EDUCATION

- Master of City & Regional Planning, Specialization – Housing and Community Development, University of North Carolina at Chapel Hill
- Bachelor of Arts in Economics, Wake Forest University

## SKILLS

- Planning
- Community Engagement
- Data Collection/ Analysis

## OTHER EXPERIENCE

- UDO - Kenly, NC
- UDO - Moncks Corner, SC
- UDO - High Point, NC

## EXPERIENCE

### Land Development Regulations

Planning Intern | Effingham, GA

- Prepared updated land use table and land use definitions
- Ensured that adopted ordinances and amendments were integrated into the code
- Reviewed updated code for consistency

### Municipal Zoning & Development Ordinance (MZDO) Update

Planning Intern | Hardeeville, SC

- Developed public engagement summaries
- Prepared updated land use table and land use definitions
- Reviewed updated code for consistency

### Zoning Ordinance

Planning Intern | Collegedale, TN

- Proposed a structure for the reorganization of the Ordinance
- Developed an updated and streamlined use table

### Unified Development Ordinance

Planning Intern | Rincon, GA

- Proposed a structure for the reorganization of the Ordinance
- Developed an updated and streamlined use table

### Unified Development Ordinance

Planner | Greenville, NC

- Proposed a structure for the reorganization of the ordinance



# EMILEE AGUERREBERE

## PLANNER



5 Years of Experience



APA



Miami, FL



## PROFILE

Emilee has several years of experience in planning, having spent the past year and a half as a Principal Planner at the City of Coral Gables. She specializes in updating comprehensive land use plans, zoning codes, and development review. Emilee is passionate about urban resilience and participatory planning.

## EDUCATION

- Master of Urban & Regional Planning, University of Florida
- Bachelor of Arts in Architectural Studies & Geography, Mount Holyoke College

## SKILLS

- Microsoft Office
- Google Suite
- Adobe Creative Cloud
- EnerGov
- SketchUp
- Rhinoceros 3D

## OTHER EXPERIENCE

- Redevelopment Project for the Goulds CRA - Miami-Dade County, FL

## EXPERIENCE

### Unified Development Ordinance

Planner | Greenville, NC

- Contributed to the revision of vegetation standards and developed a handbook to streamline the application process
- Created a flowchart to optimize and streamline the site plan review process

### Land Development Code Update

Planner | Sumter County, FL

- Analyzed proposed Land Development Code changes for consistency with Comprehensive Plan goals, objectives, and policies
- Compiled and summarized survey data to inform planning decisions
- Developed and delivered workshop presentations for stakeholder engagement

### Unified Development Ordinance Update

Planner | Kenly, NC

- Reviewed and defined permitted uses in Table C. Permitted Uses and Table D. Accessory Uses, ensuring alignment with chapters, including reference sections
- Proposed additional special uses and drafted corresponding standards in the Industrial zoning districts

### Design & Innovation District Public Parks Incentive Program

Principal Planner | Coral Gables, FL

- Prepared amendment, staff report, cover memo, and supporting documents for Planning and Zoning Board and City Commission meetings
- Proposed public parks incentives

# ALEX KOZELA

## PLANNER



2 Years of Experience



APA



Atlanta, GA



## PROFILE

Alex is passionate about the activation of accessible, interactive, and pedestrianized spaces. He strives to promote safer, healthier, and more livable neighborhoods and cities. Alex is currently studying City & Regional Planning with a concentration in Urban Design at the Georgia Institute of Technology in Atlanta.

## EDUCATION

- Master of City & Regional Planning, Specialization: Urban Design, Georgia Institute of Technology
- Bachelor of Arts in Communication, Saint Mary's College of California

## SKILLS

- ArcGIS Pro
- Adobe Creative Cloud
- Microsoft Office
- Final Cut Pro
- Intermediate Spanish

## EXPERIENCE

### Comprehensive Plan Update

Planning Intern | Polk County, FL

- Developed a detailed community profile, analyzing demographic, economic, and environmental data to inform strategic planning decisions

### Urban Service Boundary Study

Planning Intern | Indian River County, FL

- Organized and facilitated public engagement workshops, utilizing GIS, RStudio, and Adobe Illustrator to create visualizations and gather community input
- Performed comparative analysis with peer jurisdictions to benchmark best practices and inform policy recommendations

### Georgia Institute of Technology

Graduate Teaching Assistant | Atlanta, GA

- Collaborate with course instructors to plan and facilitate weekly classes, workshops, and site visits for the Vertically Integrated Project: Building for Equity and Sustainability.
- Serve as co-lead of the Placekeeping team for an outdoor classroom construction project in collaboration with West Atlanta Watershed Alliance and as graduate adviser for the Campus Equity and Sustainability Tours sub-team

# APPROACH



## APPROACH

### GENERAL APPROACH/INTRO APPROACH

At Inspire, we bring deep expertise in zoning code updates and overlay district development, grounded in years of experience supporting communities across the Southeast. This expertise equips us to craft innovative, yet practical solutions—such as context-based mixed-use overlays, green-infrastructure standards, and expedited review tracks—that ease regulatory burdens while protecting Stonecrest’s natural assets and distinctive community character. Our planning approach blends data-driven analysis, community insight, and strategic implementation to ensure that every code update is both inclusive and actionable. We prioritize plain language and logical organization, presenting a clear use table, concise definitions, and an intuitive layout. A streamlined ordinance enhances transparency for residents, developers, and staff, ensuring consistent, fair application. We understand that zoning and overlay districts are more than regulatory tools—they shape the built environment, guide investment, and reflect community values.

Inspire values transparency, clear communication, and constructive conversations with our clients. We’ll start with a kick-off workshop to align on goals, timelines, and context, followed by bi-weekly virtual check-ins to ensure regular updates and quick issue resolution. Early meetings will also be used to understand internal workflows and department interactions, ensuring the resulting ordinance is user-friendly, implementable, and tailored to how Stonecrest operates today—and how it hopes to grow in the future.

With strong organizational skills, our team ensures that review processes are intuitive and straightforward, establishing the ordinance as a trusted resource for county staff, residents, and developers alike. We test all codes developed by our team against real applications from our partners – examining and troubleshooting how the revised code interacts with the built environment unique to your community and ironing out complications before the document is adopted.



### PROPOSED ENGAGEMENT STRATEGY

In addition to traditional and time-tested planning techniques like in-person workshops, design charrettes, and stakeholder interviews, Inspire leverages cutting-edge technology to capture feedback from a diverse range of community stakeholders. Central to this effort is a dedicated project website that serves as an interactive platform where residents can receive information and share their input. Inspire has forged a strong partnership with Social Pinpoint, an online platform that includes over 40 tools, including interactive mapping, surveys, and embedded videos. At the close of the engagement process, the team can neatly summarize and organize the data with the click of a button.



Additionally, we understand the importance of local expertise and the role of stakeholders to guide and inform the zoning ordinance and overlay districts. To better ensure that the zoning ordinance and overlay districts reflects the unique character and needs of the City, we propose establishing a Steering Committee, representing diverse voices and perspectives of stakeholders. This group will play a pivotal role throughout the project, advising on the zoning ordinance and overlay districts development and fostering support for its implementation. Engaging residents, business owners, and representatives from various areas of the City, we can ensure that the zoning ordinance and overlay districts addresses the priorities and concerns of all residents. Involving these stakeholders from the outset of the project creates a sense of ownership and support, building a bridge between planning objectives and everyday community experiences without losing the technical requirements of the zoning ordinance and overlay districts. This process will aid in smooth implementation and foster long-term compliance without duplicative community engagement already documented through the comprehensive planning process. Together, we can craft a zoning ordinance and overlay districts that supports sustainable growth, preserves the existing character, and meets the evolving needs of the City.

*Project Example:  
Effingham County LDR*



Strategic use of social media is also a large part of Inspire's success in the development and integration of code projects. When used as a tool, social media is a great medium for easy and direct communication with residents. Depending on the community's preferred platforms, we can create unique project accounts or utilize existing City accounts to share information about upcoming meetings and events. Social media will also serve to solicit feedback on community planning issues through interactive polls and engaging posts, providing residents with multiple avenues for sharing their thoughts and directing users to the project's website. For more information on our community engagement plan, please reference Task 6 of our approach on page 25.

## SCOPE

### Task 1: Diagnosis of Existing Code of Ordinances & Overlay Districts

Inspire will perform a comprehensive literature review of the existing zoning ordinance and overlay districts to assess their internal consistency and alignment with the City's current goals and adopted plans, as well as all applicable State and Federal regulations. Such documents will include the Comprehensive Plan 2038, adopted LCI studies, and other relevant planning documents. Our audit will identify conflicting standards, procedural inefficiencies, and outdated regulations that may hinder effective implementation. In close collaboration with City staff, we will also review previously established goals, objectives, and recommendations to ensure the updated ordinance builds on the City's prior planning efforts. An internal working group with City staff will meet bi-weekly to discuss project updates, flag emerging topics, areas of ambiguity, or necessary regulatory shifts.

This task will culminate in a summary of findings and key issues, accompanied by a recommended path forward and a proposed schedule of meetings and milestones.

### **Task 2: Review of Development Regulations**

Inspire will evaluate the development regulations in conjunction with the zoning ordinance to ensure clarity, predictability, and internal consistency. Particular attention will be given to application processes, dimensional standards, and procedures. Our goal is to streamline regulations to support urban and economic development while preserving Stonecrest's identity. We'll work closely with staff to ensure the regulations reflect internal review processes and staffing capacity.

### **Task 3: Review of Overlay Districts**

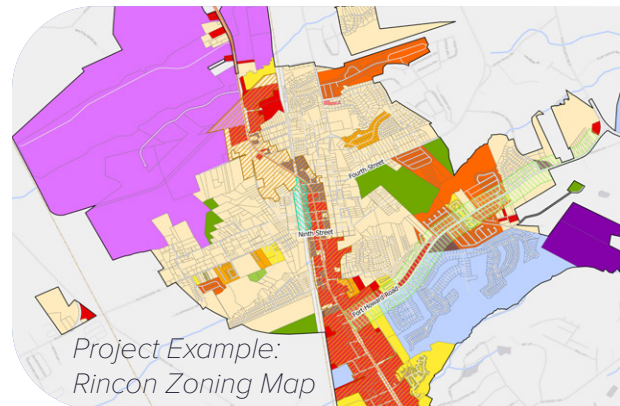
Inspire will closely analyze all existing overlay districts to determine which are still necessary, which can be updated or consolidated, and where updated overlays may be needed—especially in key corridors like the Stonecrest Mall and I-20. Overlay boundaries, permitted uses, development standards, and implementation procedures will be assessed to ensure compatibility with existing and future development patterns.



*While completing tasks 1 – 3 (the review process), the Inspire team will create a matrix to identify inconsistencies, issues, concerns, conflicts, proposed solutions, and additionally track comments from the bi-weekly meetings. This will serve as the basis for the Summary Report (Task 9).*

### **Task 4: Zoning Map**

Inspire will evaluate and recommend updates to the zoning map based on our code revisions and overlay district updates. Using GIS analysis, we will cross-reference existing conditions, land use, parcel data, and Comprehensive Plan recommendations to propose a revised zoning map that aligns with future growth patterns and policy priorities. Updated maps will be prepared in coordination with City staff and their GIS team to ensure digital accessibility.



### **Task 5: Review of the Fee Structure**

Inspire will complete a peer city comparative (up to 3) analysis to benchmark Stonecrest's development fees against peer cities and assess the full range of development and permitting fees, including planning applications, trade permits, inspections, and mitigation fees. We will provide a set of recommendations designed to improve cost recovery, enhance transparency, and align with best practices.

### **Task 6: Community Engagement/Outreach**

Inspire proposes a robust community engagement strategy to ensure that all Stonecrest's residents are able to provide feedback on the zoning ordinance and overlay districts update.

We understand that a meaningful community engagement process is essential to building trust within the community, keeping the community informed of project details, and gathering feedback that will inform the content of the updated policies and ordinances. Our outreach plan will combine in-person and digital methods to meet stakeholders where they are.

**Social Pinpoint Website** - Inspire has substantial experience in providing branded project websites that both inform and engage residents, allowing residents to interact with the planning process at a time that is convenient for them. We will utilize Social Pinpoint, an online engagement platform, throughout the zoning ordinance and overlay district update process. This platform is customizable to the City's needs and has a variety of interactive tools to implement, including surveys, discussion forums, interactive maps, and more. Furthermore, our team can upload project documents and summaries to Social Pinpoint to keep residents informed throughout the planning process. Our team will assemble the Social Pinpoint website and will add interactive features relevant to City's needs.

*Social Pinpoint Website Examples:*

**Rincon UDO:** <https://www.inspire-engagement.com/rincon-udo>

**Greenville UDO:** <https://www.inspire-engagement.com/greenville-udo>

**Steering Committee Meetings** - Our Planning team has extensive experience working with steering committees in fast-growing communities and has a proven track record of successful facilitations.

This Committee serves an incredibly important role in the process as a citizen advisory group that will help guide our team on the goals for the project. Prior to the Kick-off Meeting, Inspire asks that the City identify candidates for the Steering Committee. In an effort to capture the voices of all residents, the Steering Committee identified should include members from a diverse cross section of Stonecrest's community. Members might include property owners, business owners, developers, community leaders, and anyone else the City feels will foster a productive planning process. They should be willing to be highly engaged in the zoning ordinance and overlay district update process and be able to provide thoughtful feedback. They may also act as ambassadors for the process, and we will work with them to identify ways to engage disenfranchised residents. Steering Committee meetings are focused and deliberate. Inspire proposes to facilitate up to five (5) Steering Committee Meetings, the first and last being in-person and the remainder virtual meetings, throughout the project. Preliminary discussion topics are outlined below, but may change as the update process reveals relevant topics.

#### MEETING 1:

*Kick-off session to establish project goals, timeline, and process; finalize Task 1 document list; agree on success metrics; and discuss early insights into what aspects of the current code are functioning well or need improvement.*

#### MEETING 2:

*Present the key findings from Tasks 1–3, outline preliminary recommendations, and lead a discussion to gather the committee's feedback.*

#### MEETING 3:

*Provide a brief recap of Meeting 2 and overall project status, then present the results of Tasks 4 and 5, along with draft recommendations, followed by a facilitated discussion for feedback.*

**MEETING 4:**

*Review and discuss the first full draft of the zoning ordinance and overlays, capturing detailed feedback and flagging any legal or technical concerns.*

**MEETING 5:**

*Review and discuss the near-final zoning ordinance and overlays, outline adoption logistics, and confirm the rollout and training plan.*

**Open House (One Proposed)** - The Inspire team will facilitate one public visioning open house. We will prepare several activities and boards to engage community members and solicit feedback on the current zoning, future land use vision, permitting process, and more. The information collected at this public open house will inform the content of the zoning ordinance and overlay districts update. Examples of activity stations are as follows:

**GREETERS/SIGN-IN/INTRODUCTION:** We will create a sign-in sheet for attendees to provide their contact information. One of our team members will greet community members and explain the organization of the room, though all Inspire staff present at the event will be available to clarify activity instructions or answer questions. We will also provide children's activities because we encourage all members of the community to attend and participate in this open house.



**STATION 1: *Where are we now?*** At this first stop, participants will orient themselves to Stonecrest's current conditions and zoning challenges, as well as goals identified in the Comprehensive Plan. Maps displaying existing zoning districts, overlay boundaries, and the future land-use map will be displayed, and residents will place dot stickers on a board labeled "What issues affect you most?"—allowing them to quickly signal the code topics that concern them, from mismatched land uses to environmental protection gaps. The combination of large-format visuals and instant dot-voting captures top-of-mind concerns and provides the project team with a clear snapshot of where the community sees the greatest need for change.

**STATION 2: *What's working/what's not?*** Invites participants to share their firsthand experiences with the current zoning and overlay regulations. Flip charts and/or boards/maps will be organized by themes such as zoning, permitting, design standards, and overlays, allowing visitors to comment on what they believe is effective and what needs improvement.

**STATION 3: *Code concepts.*** Introduce early ideas and potential tools that could be incorporated into the new code—such as expedited review processes, context-based overlays, or green infrastructure standards. Participants will provide real-time feedback through dot-voting and written comments, helping the team gauge public support and identify any areas of concern before drafting begins.



### Task 7: Evaluation of Existing Neighborhoods, Corridors, & Districts

Inspire will work with staff to identify key areas—historic neighborhoods, major corridors, environmental areas, and emerging districts—where context-sensitive zoning and regulations are essential to support neighborhood preservation, commercial reinvestment, and future-focused redevelopment. We'll conduct fieldwork, analyze market conditions, and work closely with Staff to identify these context-sensitive areas.

### Task 8: Drafting the Document

Inspire will deliver three full drafts of the updated zoning ordinance and overlays, each with integrated graphics, diagrams, and tables to enhance usability. All drafts will be clearly annotated and tracked for transparency.

### Public Draft Workshop (One Proposed) -

Once Inspire has an initial draft of the zoning ordinance and overlay districts, we will publish the draft on the Social Pinpoint website and host one workshop where community members can provide their feedback on the draft. At this workshop, the Inspire team may provide a brief presentation to inform residents of the changes made and how the draft has incorporated prior community feedback.

### Task 9: Executive Summary Report

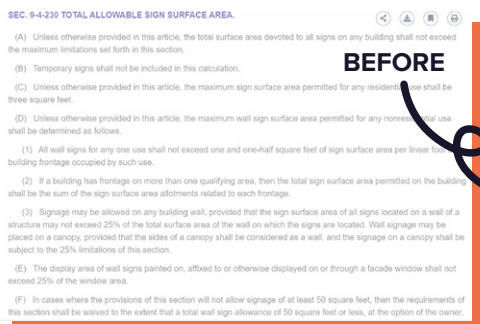
Alongside the final ordinance, Inspire will provide a well-organized executive summary that outlines major changes, community input, recommendations, and a summary of meetings and stakeholder engagement activities. This document can serve as a tool for Council members, City staff, and the public to understand the project's scope and outcomes.

### Task 10: Presentations

Inspire will deliver up to five presentations to the Steering Committee (outlined in task 6), including at least one informal, interactive session with staff, stakeholders, or the community. Each meeting will be structured as a dialogue, scheduled around key project milestones, and supported by clear visuals and plain-language summaries to promote understanding.

### Task 11: Integration into User-Friendly Formats

Working closely with City staff and its information technology vendors/team, Inspire's final product will be fully digital and designed for integration into the City's website. We will provide interactive versions with hyperlinking, internal navigation, and dynamic zoning maps where feasible. We will coordinate file formatting and submission to ensure smooth implementation.



*Draft & Simply Project Example*



### Task 12: Staff Training

Inspire will provide tailored training materials, recorded webinars, and live Q&A sessions to help staff implement and enforce the new code. We will remain available for up to three months following adoption to answer questions, refine internal processes, and support successful onboarding.

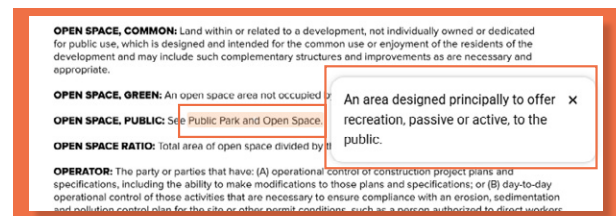
### Task 13: Legal Review

Our team includes two code-focused attorneys to ensure compliance and consistency with state and federal case law, as well as the enforceability of the zoning ordinance and overlay districts. The draft ordinance will undergo internal QA/QC by our team and will then be provided for legal review by our team's attorneys. However, that review is not enough to make a great zoning ordinance and overlay district update. While attorneys excel at limiting liability and maximizing defensibility, a great zoning ordinance and overlay district update must also achieve the vision and the intent of the City's leadership, local values, and adopted, community-supported plans. Our community planners will ensure that happens.

### Task 14: Deliverables

Final deliverables will include:

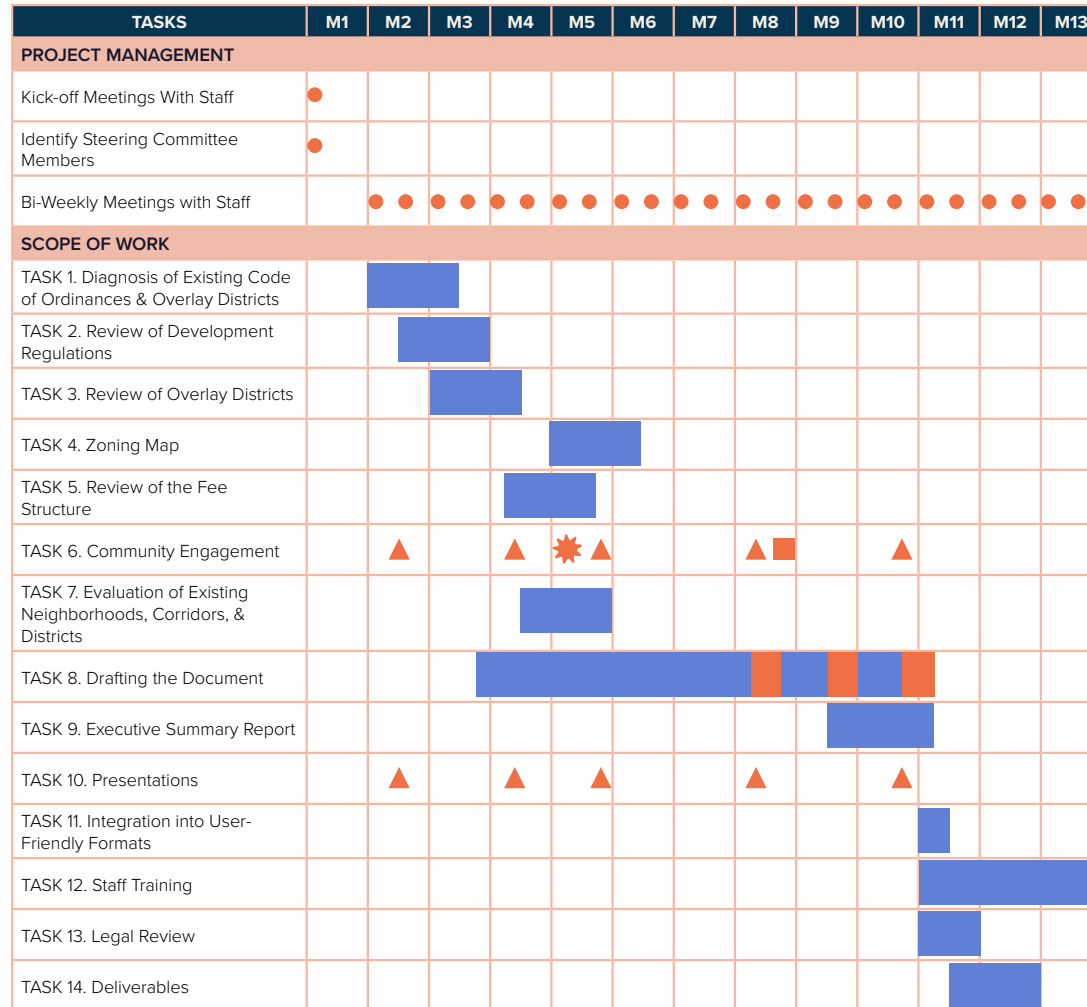
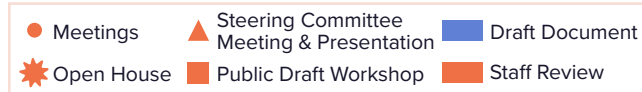
- All drafts of the Zoning Ordinance and Overlay District code
- Final fully formatted digital version of the Zoning Ordinance and Overlay District code
- A zoning map;
- An executive summary (and the matrix);
- All presentation materials and engagement documentation;
- Staff training materials;
- All source files and editable documents.



*Project Example: Rincon  
UDO: Hovering Over Text*



## TIMELINE



At Inspire, we understand the importance of balancing multiple priorities while ensuring that every project receives the attention it deserves. We have a flexible approach to scheduling and prioritizing City requests, starting with regular check-ins and establishing clear milestones early in the project. Our team is structured to handle concurrent tasks efficiently, and we commit to working closely with City staff to adjust timelines as needed based on evolving priorities. With our current workload and capacity, we are well-positioned to take on this project without compromising quality or timelines. We maintain a responsive approach to address any urgent needs while ensuring long-term progress through regular bi-weekly meetings and ongoing communication.

Inspire will proactively identify potential project constraints early on and work closely with Stonecrest to develop practical solutions. By maintaining regular communication and adjusting workflows as needed, we ensure that timelines and expectations remain realistic. Our flexible approach allows us to address challenges quickly and efficiently, keeping the project on track without compromising quality.



# REFERENCES



06



### BIDDER REQUIRED REFERENCES

The Bidder shall provide Five (5) references specific to providing Zoning Ordinance & Overlay District Rewrite Consultant Services in the State of Georgia. At least Three (3) reference shall be a local, county, state, or federal entity. **FAILURE TO SUBMIT REFERENCES WITH BID RESPONSE WILL RESULT IN BIDDER BEING DEEMED NON-RESPONSIVE.**

Services must be for similar scope of services, similar to the requirements of the solicitation this solicitation, specifications, and scope of work.

**Include the owner's name, address, phone number, and current e-mail address.**

***Note: Do not include proposed team members or parent/subsidiary/affiliated companies as references in your submittals.***

**A. PRIME BIDDER'S NAME:** Inspire Placemaking Collective, Inc.

**CLIENT NO. 1 - Name of company/firm to be contacted:** Effingham County, GA

**Address:** 804 South Laurel Street, Springfield, GA 31329

**Contact Person:** Steve Candler, Director of Development

**Phone No:** (912) 754.2128 Ext. 31329

**Contact E-Mail Address:** Scandler@effinghamcounty.org

**Project Performance Period:** 11/21 to 10/24  
(Dates should be in mm/yy format)

**Project Name:** Land Development Regulations

**Location of Project:** Effingham County, GA

**Description of the overall scope:** Performed planning, zoning, subdivision regulations, and community engagement services

**Description of work that was self-performed by Bidder:**

Effingham County hired Inspire to update its comprehensive plan and overhaul its land development

regulations. This update focused on streamlining requirements, while conducting substantial public

engagement efforts, including working with the County staff to create an appropriate list of stakeholders for a

steering committee consisting of appointed officials, County Administration, staff of key County departments,

members of relevant County boards and commissions, landowners, developers, Realtors, design and

construction professionals, neighborhood groups, business owners, and others.

## 06 | References

**CLIENT NO. 2** - Name of company/firm to be contacted: City of Rincon, GA  
Address: 302 South Columbia Ave, Rincon, GA 31326  
Contact Person: Teri Lewis, AICP Director of Planning  
Phone No: (912) 826.5996 ext 113  
Contact E-Mail Address: tlewis@rinconga.gov  
Project Performance Period: 12/23 to 02/25  
(Dates should be in mm/yy format)  
Project Name: Unified Development Ordinance  
Location of Project: Rincon, GA  
Description of the overall scope: Provided land development code and public engagement services

Description of work that was self-performed by Bidder:

Rincon is a high growth area within Effingham County, GA. The City has a joint Comprehensive Plan with character areas which it intended to incorporate in to the ordinance. The existing ordinances were outdated and not unified. The City requested a Unified Development Ordinance which created a more user-friendly, visually intuitive code. Public engagement and feedback were critically important to the City, resulting in a community engagement plan that included stakeholder meetings, a dedicated project website, and a public open house.

## 06 | References

**CLIENT NO. 3** - Name of company/firm to be contacted: City of Pensacola, FL  
Address: 222 West Main Street Pensacola, FL 32502  
Contact Person: Cynthia Cannon, AICP, Planning & Zoning Division Manager  
Phone No: (850) 435.1670  
Contact E-Mail Address: Ccannon@cityofpensacola.com  
Project Performance Period: 09/2023 to Ongoing  
(Dates should be in mm/yy format)  
Project Name: Land Development Code Assessment & Update  
Location of Project: Pensacola, FL  
Description of the overall scope: Provided land development regulation services

Description of work that was self-performed by Bidder:

As part of Phase 1, Inspire performed a thorough assessment of the adopted Land Development Code (LDC)  
and recommended amendments for the rewrite of the code. Tasks included developing a matrix listing the  
proposed changes, preparing a new outline to reorganize the code, holding work sessions with staff and  
stakeholders to go through potential recommended changes, and developing an approach for the update  
of the LDC. Phase 2 includes the actual rewrite of the LDC to address the matrix recommendations. This  
phase includes a robust public engagement process and adoption hearings.

## 06 | References

**CLIENT NO. 4** - Name of company/firm to be contacted: Town of Moncks Corner, SC  
Address: 118 Carolina Avenue Moncks Corner, SC 29461  
Contact Person: Justin Westbrook  
Phone No: (843) 719.7913  
Contact E-Mail Address: J.westbrook@monckscornersc.gov  
Project Performance Period: 02/2025 to Ongoing  
(Dates should be in mm/yy format)  
Project Name: Unified Development Ordinance  
Location of Project: Moncks Corner, SC  
Description of the overall scope: Provided code writing, public engagement, and GIS mapping services

Description of work that was self-performed by Bidder:

The Town of Moncks Corner recently adopted an update to the Comprehensive Plan. The implementation of  
the Plan included modifications to the Town's code requirements. The Town contracted with Inspire to not  
only update the ordinances, but to create a new Unified Development Ordinance (UDO). The UDO is  
currently underway and intended to be predictable, consistent of clear language, and have graphics  
to make the document more user friendly. Inspire has created a thoughtful brand for the project and an  
interactive website that helps garner feedback and input throughout the process.



## 06 | References

**CLIENT NO. 5** - Name of company/firm to be contacted: City of Greenville, NC

Address: 200 W. 5th St, Greenville, NC 27858

Contact Person: Les Everett, Planning Director

Phone No: (252) 329.4513

Contact E-Mail Address: leverett@greenvillenc.gov

Project Performance Period: 03/2024 to Ongoing  
(Dates should be in mm/yy format)

Project Name: Unified Development Ordinance

Location of Project: Greenville, NC

Description of the overall scope: Provided planning, GIS mapping, and public engagement services.

---

---

---

Description of work that was self-performed by Bidder:

Inspire is preparing the City's first Unified Development Ordinance (UDO) to incorporate design standards for  
the downtown and surrounding area and to improve code organization, streamline regulations, and create  
conditional zoning regulations. The UDO is a community-driven process centered on the last update to the  
Comprehensive Plan and needs of the public. The regulations were outdated and conflicting and the goal  
of the project was to craft predictable standards by which to design and build, while focusing on  
pedestrian-friendly, sustainable development.

---

---

---

---

---

# APPENDIX: FORMS & ATTACHMENTS



07





## ATTACHMENT “A”

### PROPOSER’S REQUIRED FORMS

Proposers are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Proposer’s submittal being deemed non-responsive, non-responsible and may be rejected.

Proposer **MUST** submit its bid response electronically and **MUST** confirm its submittal in order for the City to receive a valid response through Bidnet.

RFP-0003-25  
Zoning Ordinance & Overlay District Rewrite Consultant Services



### PROPOSERS CHECKLIST

Proposer's are expected to examine this RFP form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Proposer's risk.

All notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by the person signing the RFP. All Proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

Each Proposer shall furnish the information required in accordance with the RFP solicitation and Attachment "A" Proposer's Required Forms.

Proposer's must complete, sign and submit with their Proposals, all forms herein. Failure to submit these forms will render such proposal's responses non-responsive.

### PROPOSAL CHECK LIST:

Proposers are cautioned to check their proposal very carefully, using the following checklist:

- ☒ Proposer's Certification Page signed and notarized
- ☒ All required forms completed, signed and notarized (as applicable)
- ☒ Price Proposal Form, including Hourly Rate.
- ☒ Proposal Electronically submitted as specified

It is the Proposer's responsibility to check Bidnet prior to submitting a bid response to ascertain if any addenda have been issued, to obtain such addenda and return signed addenda with the bid.





# PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal (RFP), Instructions to Proposers, General Terms and Conditions, Scope of Services, Proposal Submittal Instructions and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the Request for Proposal (RFP) at the prices or rates quoted in my proposal. I agree that my price proposal will remain firm for a period of up to One Hundred and Twenty (120) days in order to allow the City adequate time to evaluate the responses. Furthermore, I agree to abide by all conditions of the RFP.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Proposer as its act and deed and that the Firm is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Stonecrest or of any other Proposer interested in said RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Inspire Placemaking Collective, Inc. Gkramer@inspireplacemaking.com  
NAME OF BUSINESS E-MAIL ADDRESS

BY: [Signature]  
SIGNATURE OF AUTHORIZED OFFICER OR AGENT

George Kramer, President

PRINTED NAME AND TITLE  
4767 New Broad Street

MAILING ADDRESS  
Orlando, FL 32814

CITY, STATE, ZIP CODE  
407.917.0441

TELEPHONE NUMBER

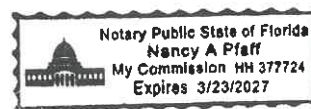
TYPE: Office

George Kramer, who is (who are) personally known to me or who has produced  
as identification and who did (did not) take an oath.

Nancy A Pfaff  
Notary Public Signature

(SEAL)

Nancy A Pfaff  
Notary Name, Printed, Typed or Stamped



Commission Number: HH 377724 Commission Expires: 3/23/27



## STATEMENT OF QUALIFICATIONS

**Please Note:** All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate from the Georgia Department of Revenue (<https://dor.georgia.gov/taxes/register-new-business-georgia>).

Company Name: (Legal Registration): Inspire Placemaking Collective, Inc.

Address: 4767 New Broad Street

City: Orlando State: FL Zip: 32814

Telephone No. 407.917.0441 FAX No. N/A Email: Gkramer@inspireplacemaking.com

Does your firm qualify for SBE MBE or WBE status: SBE    MBE    WBE    LOCAL   

**ADDENDUM ACKNOWLEDGEMENT** - Bidder acknowledges that the following addenda have been received and are included in the bid submittal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
<u>1</u>	<u>4/22/2025</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or RFP pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal submittal complies with the full scope of this solicitation. If this section does not apply to your proposal, simply mark N/A. **If Bidder is requesting any variation(s) or exception(s) to the specifications, terms and conditions, you must submit a written statement with your bid submittal.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed bid I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City's liability for respondent's indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings. This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted By: George Kramer

Signature: 

Title: President


Date: 5/12/25



### AUTHORIZED SIGNATORIES

The Bidder/Proposer represents that the following *principals* are authorized to sign bids, proposals, negotiate, and/or sign contracts and related documents to which the bidder/proposer will be duly bond. Principal is defined as an employee, officer, or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>
George Kramer	President	407.202.8387
Sarah Sinatra Gould	Vice President	954.205.3272

 George Kramer Date: 5/6/25  
 Authorized Signature / Name  
 President Federal Employer I.D. No. (FEIN): 92-1495717  
 Title Dun and Bradstreet No.: 12-411-2481  
Inspire Placemaking Collective, Inc. Website Address: https://www.inspireplacemaking.com/  
 Legal Business Name  
 Principal Place of Business Address: Orlando, Orange, FL (Headquarters)  
 (City/County/State)  
 Telephone Number: 407.917.0441

Type of Business/Organization (check appropriate box):

(a) ☐ Sole Proprietorship ☐ Partnership ☐ Non-Profit ☐ Joint Venture ☒ Corporation  
☐ Other - Specify

(b) State of Incorporation: Florida


### JOINT VENTURE FIRMS

Joint venture firms must complete and submit with their Bid/Proposal Response this form. Include a copy of the formal written and executed Joint Venture Agreement between all joint venture parties. This joint venture agreement must be executed and indicate the parties "respective roles, responsibilities, and levels of participation for the project. If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint Venture will not be accepted. Failure to timely submit the required form along with the formal written and executed Joint Venture Agreement may result in disqualification of your Bid/Proposal Response.



I, George Kramer, hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.

THIS CERTIFICATION is submitted by George Kramer the President  
(Authorized Officer or Agent Print) (Title)  
of Inspire Placemaking Collective, Inc.  
(Name of Company)

  
SIGNATURE

5/6/25  
DATE





## CONFLICT OF INTEREST DISCLOSURE FORM

### **Purpose**

This Conflict-of-Interest Disclosure form is provided to assist Proposer's in screening for potential organizational conflicts of interest. The award of this contract is subject to the State of Georgia Purchasing Act relating and O.C.G.A Conflict-of-Interest Disclosure requirements.

**Term:** The term "Conflict of Interest" refers to situations in which financial or other personal consideration may adversely affect or have the appearance of adversely affecting an employee's professional judgement in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

All Proposers **MUST** disclose with their proposal the name of any officer, director, agent, or any relative of an officer, director or agent who is also an employee of the City. Further, all Proposers must disclose the name of any employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposers company, firm or any of its subsidiaries. The Conflict-of-Interest Disclosure Form **MUST** be submitted along with your proposal submittal.

Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Qualification.

\_\_\_\_\_ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Qualification.

### **ACKNOWLEDGED BY:**

Name: George Kramer

Title: President

Signature: 

Company/Firm Name: Inspire Placemaking Collective, Inc.

Address: 4767 New Broad Street, Orlando, FL 32814

Phone: 407.917.0441

E-mail Address: Gkramer@inspireplacemaking.com

Date: 5/6/25



**AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Stonecrest, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Stonecrest license/permit and /or contract for

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. George Kramer I am a United States citizen  
**OR**

2. \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. \*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

Signature of Applicant: 5/6/25 Date: [Signature]

Printed Name: George Kramer

\* Alien Registration number for non-citizens: N/A

**\*\* PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (No. 2).**

\* Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the Federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

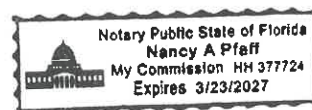
Other Identifying Number: N/A

George Kramer, who is (who are) personally known to me or who has produced as identification and who did (did not) take an oath.

Nancy A Pfaff  
Notary Public Signature  
Nancy A Pfaff  
Notary Name, Printed, Typed or Stamped

HH 377724  
Commission Number  
3/23/27  
Commission Expires

(SEAL)





### DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of the Official Code of Georgia Annotated (O.C.G.A.) Sections 50-24-1 through 50-24-6 of, relating to the "Drug-free Workplace Act", have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor's employees during the performance of the Contract; and
- (2) Each Contractor who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

"As part of the subcontracting agreement with Inspire Placemaking Collective, Inc.  
(Contractor),  
\_\_\_\_\_ certifies to the Contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to subsection (b) of O.C.G.A. Section 50-24-03."

Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

THIS CERTIFICATION is submitted by George Kramer the President  
(Authorized Officer or Agent Print) (Title)  
of Inspire Placemaking Collective, Inc.  
(Name of Company)

[Signature] 5/6/25  
Signature Date

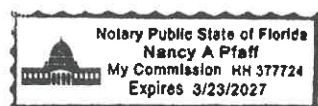
George Kramer who is (who are) personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

Nancy A Pfaff  
Notary Public Signature  
Nancy A Pfaff  
Notary Name, Printed, Typed or Stamped

Commission Number: HH 377724

Commission Expires: 3/23/27

(SEAL)





**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT  
"E-VERIFY"**

Contractor(s) Name: Inspire Placemaking Collective, Inc.

Address: 4767 New Broad Street, Orlando, FL 32814

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

72760

E Verify™ Company Identification Number

3/24/2023

Date of Authorization

BY: [Signature]

(Authorized Officer or Agent)

President

Title

Date: 5/6/25

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Other Identifying Number: N/A

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of May 2025 by George Kramer, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Nancy A Pfaff

Notary Public Signature

(SEAL)

Nancy A Pfaff

Notary Name, Printed, Typed or Stamped



Commission Number: HH 377724

Commission Expires: 3/23/27



### Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

92-1495717

10/27/2022

Federal Work Authorization User Identification Number

Date of Authorization

N/A

Name of Subcontractor

N/A

Name of Project

N/A

Name of Public Employer

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Notary Public Signature

(SEAL)

Notary Name, Printed, Typed or Stamped

Commission Number:

Commission Expires:





### INDEMNIFICATION CLAUSE

Contractor shall indemnify and hold harmless the City, and the members (including, without limitation, members of the City's Council, and members of the boards and of the City), officers, agents, representative and employees of each, from damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.

In any and all claims against the City, or any of their officers, members, agents, representatives, servants or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Contractor under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

**George Kramer**

Proposer's Name

Signature

Date

State of

Florida

County of

Orange

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of May 2025, by George Kramer, who is (who are) personally known to me or who has produced as identification and who did (did not) take an oath.

Notary Public Signature

Notary Name, Printed, Typed or Stamped

Commission Number: HH 377724

Commission Expires: 3/23/27

(SEAL)





### NON-COLLUSION STATEMENT

By signing its Proposal, the Proposer certifies that its Proposal is made independently and free from collusion. Proposers shall complete and submit the Non-Collusion Affidavit Form, to their best knowledge, any City officer or employee, or any relative of any such officer or employee as defined in O.C.G.A Section 50-5-67 and State of Georgia Purchasing Act, who is an officer or director of, or has a material interest in, the supplier's business, who is in a position to influence this procurement. Any City officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this Proposer.

**Failure of a Proposers to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Purchasing Policy.**

Proposer, if doing business under an assumed name, i.e., an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the State of Georgia, Corporations Division.

#### ACKNOWLEDGED BY:

George Kramer

Proposer's Name

President

Title

Signature

Date

Inspire Placemaking Collective, Inc.

Company/Firm Name

4767 New Broad Street, Orlando, FL 32814

Address

407.914.0441

Phone Number

Gkramer@inspireplacemaking.com

E-Mail Address

The foregoing instrument was acknowledged before me this 6th day of May 2025 by George Kramer who is (who are) personally known to me or who has produced as identification and who did (did not) take an oath.

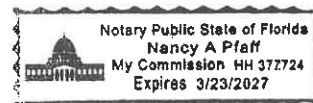
Notary Public Signature

(SEAL)

Notary Name, Printed, Typed or Stamped

Commission Number: HH 377724

Commission Expires: 3/23/27






**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LIST**

Respondent Vendor Name: Inspire Placemaking Collective, Inc.  
Vendor FEIN: 92-1495717  
Vendor's Authorized Representative Name and Title: George Kramer, President  
Address: 4767 New Broad Street  
City: Orlando State: Florida Zip: 32814  
Phone Number: 407.917.0441  
Email Address: Gkramer@inspireplacemaking.com

Georgia law specifies that certain suppliers identified as "Scrutinized Companies" are ineligible to bid on state entity procurements. Please refer to O.C.G.A. § 50-5-84 "Scrutinized Companies" Conducting Business Operations in Sudan, O.C.G.A. § 50-5-84.1 "Scrutinized Companies" Owned by the Government of Russia or Belarus, and O.C.G.A. § 50-5-84.2 "Scrutinized Companies" Owned by the Government of China for additional information. This is applicable for contracts worth \$100,000.00 or more.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to O.C.G.A. § 50-5-84 the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

**CERTIFIED BY:**

Name: George Kramer  
Title: President  
Signature:   
Date: 5/6/25



INSURANCE

PROPOSER **MUST** SUBMIT PROOF OF INSURABILITY WITH THEIR PROPOSAL TO BE CONSIDERED RESPONSIBLE TO THIS SOLICITATION.

The successful firm or individual entering a resulting contract with the City shall provide, pay for and maintain in full force and affect at all times during the services to be performed insurance as set forth below: (This may be modified, as the City deems appropriate)

The successful Proposer must maintain in full force and effect, during the life of this engagement. Certificates of liability insurance, satisfactory to the City shall be furnished to the City immediately upon commencement of any services, with complete copies of policies to be furnished upon the City's request. Such certificates of insurance will provide the City with thirty (30) days prior written notice of any cancellation or non-renewal.



INSPPLA-01

ASOSTENUTO

# **CERTIFICATE OF LIABILITY INSURANCE**

 DATE (MM/DD/YYYY)  
**9/18/2024**

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).

<b>PRODUCER</b> JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(321) 445-1117</b> FAX (A/C, No): <b>(321) 445-1076</b> E-MAIL ADDRESS: <b>certs@jcj-insurance.com</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A : Hartford Underwriters Ins. Co.</b>	<b>30104</b>
		<b>INSURER B : Hudson Insurance Company</b>	<b>25054</b>
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

INSURED

Inspire Placemaking Collective, Inc.  
 4767 New Broad Street  
 Orlando, FL 32814

## 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			21 SBA AV4H7E	1/1/2024	1/1/2025	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMPI/OP AGG \$ <b>2,000,000</b> \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			21 SBA AV4H7E	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			21 SBA AV4H7E	1/1/2024	1/1/2025	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				
B	Professional Liab			PRB 06 19 118024	1/1/2024	1/1/2025	Per Claim \$ <b>1,000,000</b>
B				PRB 06 19 118024	1/1/2024	1/1/2025	Aggregate \$ <b>2,000,000</b>

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

## CERTIFICATE HOLDER

## CANCELLATION

For Proposal Purposes	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)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD





**ATTACHMENT "B"**  
**PRICE PROPOSAL FORM**

ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
DAYS AFTER BID OPENING.

**RFP NO.:** 0003-25, Zoning Ordinance and Overlay District Rewrite Consultant Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: Inspire Placemaking Collective, Inc.

FEID #: 92-1495717

Address: 4767 New Broad Street, Orlando, FL 32814

Authorized Signature: 

Printed / Typed: George Kramer Title: President

E-mail: Gkramer@inspireplacemaking.com

Date: 5/6/25 Phone: 407.202.8387 Fax: N/A

B-1

RFP-0003-25

Zoning Ordinance and Overlay District Rewrite Consultant Services

This section of the Proposal should contain all pricing information related to performing consultant services as described in this Request for Proposal (RFP).

If it should become necessary for the City of Stonecrest to request the Consultant to perform additional work as a result of the specific recommendations during this engagement, then such additional work shall be performed only upon mutual agreement between the City and the Firm. Any such additional work agreed to between the City of Stonecrest and the firm shall be performed utilizing the rates set forth below.

Hourly rates include all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

#### **HOURLY BILLING RATE**

<b>Consultant Services</b>	<b>\$ \$130 - \$245</b>	<b>Per Hour</b>
<b>TASK'S: Total cost for each task to be performed by Consultant</b>		
<b>Task 1: Diagnosis of existing Code of Ordinance and Overlay Districts</b>	20,170	\$
<b>Task 2: Review of the Development Regulations</b>	\$ 8,600	
<b>Task 3: Review of the Overlay Districts</b>	\$ 8,600	
<b>Task 4: Zoning Map</b>	\$ 8,600	
<b>Task 5: Review of the Fee Structure</b>	\$ 8,600	
<b>Task 6: Community Engagement/Public Outreach</b>	\$ 17,700	
<b>Task 7: Evaluation of Existing Neighborhoods, Corridors and Districts</b>	2,890	\$
<b>Task 8: Drafting the Document</b>	\$ 12,350	
<b>Task 9: Executive Summary Report</b>	\$ 10,925	
<b>Task 10: Presentations</b>	\$ 7,200	
<b>Task 11: Integration of the New Ordinance into User-Friendly Formats</b>	4,950	\$
<b>Task 12: Staff Training</b>	\$ 8,600	
<b>Task 13: Legal Review</b>	\$ 3,620	
<b>Task 14: Deliverables</b>	\$ 25,300	
<b>TOTAL COST:</b>	\$ 148,105	