

ST. JOHNS COUNTY  
Comprehensive Plan Update Services  
RFP No: 23-62  
June 1, 2023

COPY



  
**Inspire**  
PLACEMAKING COLLECTIVE

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# 01

Cover Page & Cover Letter



**RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES**

**COVER PAGE**

ST. JOHNS COUNTY PURCHASING DIVISION  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

**FULL LEGAL NAME OF RESPONDENT:** Inspire Placemaking Collective, Inc.

**MAILING ADDRESS:** 4767 New Broad Street, Orlando, FL 32814

**POINT OF CONTACT NAME & TITLE:** George Kramer, AICP, President

**CONTACT EMAIL ADDRESS:** Gkramer@inspireplacemaking.com

**DATE:** June 1, 2023



June 1, 2023  
Attn: St. Johns Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084

**Re: RFP #23-62 Comprehensive Plan Update Services**

Dear Members of the Selection Committee,

The 2020 Census recorded a 43% increase in the population of St. Johns County from 2010. The University of Florida Bureau of Economic and Business Research estimates that the County added more than 23,000 residents between 2020 and 2022. St. Johns County is not only one of the fast-growing counties in Florida, but also one of the fastest growing counties in the United States. This type of rapid growth poses the challenges of strained infrastructure and changing community character but also provides new opportunities for economic prosperity. Thoughtful Comprehensive Planning is essential to achieve this delicate balance.

Inspire Placemaking Collective, Inc. (Inspire) is a newly formed company with 25 employees, comprised of an established planning and landscape architecture practice that has been in operation since 1999. Inspire was established on October 27, 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions. This purchase provided a legal transition of S&ME personnel, projects, and portfolio to Inspire.

Inspire is an interdisciplinary firm committed to creating great places, safe streets, and thriving communities. We have a deep and experienced team that includes thirteen (13) Planners with more than 195 years of collective experience. We are interested in submitting a response to this solicitation because we specialize in Comprehensive Planning. The Inspire team has **updated 6 Comprehensive Plans over the past 5 years**, including projects in the fast-growing Counties of Sumter and Osceola.

**Full Legal Company Name:**

- Inspire Placemaking Collective, Inc.

**Primary Office:**

- 4767 New Broad Street, Orlando, FL 32814 (Location of Project Manager, Principal-in-Charge, and Senior Reviewer)

**Supporting Offices:**

- 747 SW 2nd Avenue, IMB 28, Suite 190, Gainesville, FL 32601 (Location of Deputy PM)
- 3001 North Rocky Point Driv East, Suite 200, Tampa, FL 33607
- 401 East Las Olas Boulevard, Suite 1400, Fort Lauderdale, FL 33301
- 100 Core Street, Durham, NC 27703

**Primary/Secondary Points of Contact:**

- Chris Dougherty, 352.359.0531, Cdougherty@inspireplacemaking.com (Primary)
- Nick Hill, 727-809-2442, nhill@inspireplacemaking.com (Secondary)

**Inspire Partners/Owners:**

- George Kramer - President
- Chris Dougherty - Principal
- Eric Raasch, Jr., - Principal
- Sarah Sinatra Gould - Principal
- Emily Schaefer - Principal
- Patricia Tyjeski - Principal

Engaging the St. Johns County community is paramount in establishing the vision and the framework of the plan update. Our rigorously tested methods of public engagement are presented in our project approach and illustrate a robust application that seeks to inform, engage, and represent the desires of the community at-large.

Inspire has developed an innovative, yet comprehensive approach to planning endeavors. We take pride in developing carefully crafted plans for clients across the state of Florida that go far beyond meeting statutory requirements. Inspire develops plans that are both visionary and implementable.

We understand the importance of this effort. Inspire has a proven track record in County Comprehensive Planning that demonstrates our ability to lead St. Johns County through this plan update. Thank you in advance for your consideration; we hope to have the opportunity to expand our thoughts and ideas through the interview process.

Sincerely,  
**Inspire Placemaking Collective, Inc.**



Chris Dougherty, AICP  
Project Manager  
cdougherty@inspireplacemaking.com



George Kramer, AICP  
President/Authorized Representative  
Gkramer@inspireplacemaking.com

**Delegation of Authority**

The following individuals are Principals and shareholders of Inspire Placemaking Collective, Inc. with the authority to make decisions and representations on behalf of the corporation including the execution of contracts.

- George Kramer
- Patricia Tyjeski
- Christopher Dougherty
- Eric Raasch
- Emily Schaefer
- Sarah Sinatra Gould



5/25/23

\_\_\_\_\_  
George M. Kramer, AICP, President

\_\_\_\_\_  
Date





# 02

Company & Staff Qualifications & Resources



**Firm Profile/History**

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

**We are interdisciplinary.** We are committed to extensive collaboration across disciplines; 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; these partnerships are required for transformative initiatives.

**We are committed to excellence.** What we do is impactful and important; we provide compelling ideas, creative designs and thorough documents.

**We are Placemakers.** Our team leads efforts from planning to design and through construction; the ultimate metric of our success is quality-built projects designed for people and experiences.

Inspire Placemaking Collective, Inc. (Inspire) is a newly formed company, comprised of an established planning and landscape architecture practice that has been in operation 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 to Inspire.

Inspire includes thirteen (13) planners with more than 195 years of collective experience. Our team has developed a practice focused on traditional planning, including Comprehensive Planning, Land Development Codes, Redevelopment, Economic Development, Historic Preservation, and Small Area Studies. **We are Specialists.**

**57**

Comprehensive  
Planning Projects

**49**

Land Development  
Code Projects

**54**

Community  
Redevelopment  
Agency Clients

**7**

Active Development  
Review Clients

Our approach to planning is based 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 predictability for the local government, the development community, and the general public.

Our work is rooted in a commitment to Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces. We think beyond project site boundaries and design for the people and experiences of the larger place and community.

## Organizational Chart

### ST. JOHNS COUNTY



Chris Dougherty, AICP  
*Project Manager*

Patricia Tyjeski, AICP  
*Principal-in-Charge*



Nick Hill, AICP  
*Deputy Project Manager*

George Kramer, AICP  
*Senior Reviewer*



### PLANNING



Eric Raasch, Jr., AICP  
*Principal Planner*



Sarah Sinatra Gould, AICP, CZO  
*Principal Planner*



Laura Canary, CEcD, FRA-RA  
*Senior Redevelopment Planner*



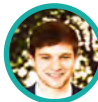
Erik Bredfeldt, PhD, AICP  
*Economic Development Planner*



Katie Martin, AICP  
*Planner/GIS Specialist*



Gabriela Castro, AICP  
*Planner*



Robbie Addington  
*Planner*



Deandrea Moise, AICP  
*Urban Planner*

### URBAN DESIGN/VISUALIZATION

Hunter McKibben, PLA, ASLA  
*Senior Landscape Architect*



Leslie A. Del Monte, NCARB  
*Senior Urban Designer*



Claudia Sicilia  
*3D Visualization Specialist*



Kyle Peterson  
*Landscape Designer*



Em Schaefer  
*Senior Graphic Designer*





**CHRIS DOUGHERTY**

AICP

**PROJECT MANAGER**

17 Years of Experience



AICP #026356



Orlando, FL

**PROFILE**

With experience in providing private and public sector planning services, Chris's career has been focused on helping clients create unique places. Chris has a passion for developing community-driven plans and excels at comprehensive planning, land development code writing, visioning/public engagement, parks and recreation planning, GIS, and entitlements.

**EDUCATION**

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2006
- Bachelor of Arts in Criminology, University of Florida, Gainesville, FL, 2001

**SKILLS**

- Comprehensive Planning
- Land Development Code Writing
- Development Review
- Redevelopment Planning
- GIS Analysis
- Parks and Recreation System Planning
- Public Engagement
- Visioning
- Land Use Entitlements
- Grant Writing

**EXPERIENCE****Comprehensive Plan (Unincorporated)**

Project Manager | Sumter County, FL

A Plan Update to document a new community vision that addresses the impacts from the rapid influx of retirees in one of the fastest-growing counties in the state.

- Managed the project delivery and schedule
- Reviewed and prepared data and analysis
- Facilitated three live and simulcasted in Zoom public workshops

**Comprehensive Plan Update**

Senior Planner | Wildwood, FL

A Plan Update to document a new community vision and address the impacts of rapid population growth and the expansion of The Villages®.

- Assisted with GIS analysis and future land use map series
- Assisted with the transportation analysis
- Advised the team on statute requirements

**Comprehensive Plan Visioning**

Project Manager | Palm Bay, FL

Established Palm Bay Vision 2040 through a robust and inclusive public engagement process for the 16th largest city in Florida.

- Evaluated and prepared amendments to the plan according to statute changes
- Conducted all project management duties, such as scheduling events, client coordination, and all administrative aspects
- Facilitated all in-person public engagement activities as described above
- Prepared visioning themes, strategies, and implementation action items

**CHRIS DOUGHERTY**

AICP

**EXPERIENCE CONTINUED****Land Development Code**

Senior Planner | Palm Coast, FL

Prepared the City's first Land Development Code and supplementary Technical Manuals to regulate new development and implement the provisions of the Comprehensive Plan.

- Drafted the Transportation and Circulation, Engineering and Utilities, and Architectural Design Chapters of the Code
- Assisted in the creation of the Signage, Architectural Design, and Landscaping Technical Manuals
- Participated in a series of public engagement events designed to foster community and stakeholder input

**Greater Lacochee Community Plan**

Project Manager | Pasco County, FL

Prepared a community plan for the Lacochee, Trilby, Trilacochee and Northeast Rural communities to address housing needs, infrastructure, economic development, and preservation of the rural aesthetic.

- Managed the project delivery and schedule
- Prepared and/or reviewed the existing conditions analysis, proposed strategies, and community engagement plan and activities
- Presentation of the final plan to the BOCC and community anticipated in early 2023

**Comprehensive Plan Update**

Project Manager | Lake Wales, FL

A Plan Update to document a new community vision and address the impacts of a municipal population that had increased 50% since the last update in 2000.

- Managed the project delivery and schedule
- Prepared and/or reviewed each element's data and analysis and goals, objectives, and policies
- Facilitated three virtual public workshops in Zoom

**Unified Comprehensive Plan (Cities)**

Principal Planner | Sumter County, FL

A Plan Update for the Cities of Coleman, Webster, and Center Hill to document new community visions that address the impacts from the rapid influx of retirees in one of the fastest-growing counties in the state.

- Managed the plan updates for the cities of Webster, Coleman, and Center Hill
- Prepared for and facilitated visioning public workshops with each city
- Assisted County staff in preparation for the transmittal and adoption hearings



**NICK HILL**

AICP

**DEPUTY PROJECT MANAGER**

5 Years of Experience



AICP #33455



Orlando, FL

**PROFILE**

Nick is well-versed in the field of contemporary urban/regional planning. His professional experience includes updating comprehensive plans/community redevelopment plans, performing development review applications for municipalities, and facilitating entitlement research, land use/rezoning amendments, special use permits, and variance requests.

**EDUCATION**

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2019
- Bachelor of Science in Public Administration, University of Central Florida, Orlando, FL, 2015

**SKILLS**

- Comprehensive Planning
- Redevelopment Planning
- Master Planning
- Land Use Entitlements
- Development Review
- Geographic Information Systems
- Community Engagement

**EXPERIENCE****Comprehensive Plan Update (Unincorporated)**

Project Planner | Sumter County, FL

A Plan Update to document a new community vision that addresses the impacts from the rapid influx of retirees in one of the fastest-growing counties in the state.

- Updated the data & analysis for various elements of the Comprehensive Plan
- Conducted various mapping exercises and spatial analyses using a suite of GIS software
- Assisted with steering committee meetings and public workshops to better understand the issues and opportunities

**Comprehensive Plan Update**

Deputy Project Manager | Green Cove Springs, FL

A Plan Update to document a new community vision and address the impacts of the new First Coast Expressway and substantial recent annexations.

- Amended the data and analysis, as well as the goals, objectives, and policies for the Future Land Use Element
- Drafted the Future Land Use Map Series as well as other maps
- Coordinated and participated in stakeholder meetings, commissioner briefings, and public workshops

**Comprehensive Plan Update**

Deputy Project Manager | North Port, FL

Amended the City of North Port Comprehensive Plan to comply with Peril of Flood Statutes by assessing previously conducted studies, engaging with stakeholders, and incorporating resiliency and adaptation strategies into their Coastal Management Element.

- Performed the GIS analysis and mapping work for the project

**NICK HILL**

AICP

**EXPERIENCE CONTINUED****Comprehensive Plan Amendment Reviews**

Project Planner | Volusia County, FL

Reviewed proposed local comprehensive plan amendments throughout the County to foster intergovernmental coordination and consistency with criteria established by this charter-enabled commission.

- Reviewed a diverse range of small-and-large-scale amendments to multiple comprehensive plans elements from jurisdictions throughout Volusia County
- Drafted Staff Reports for the VGMC which examined potential impacts to the adjacent and nearby jurisdictions from proposed comprehensive plan amendments

**Comprehensive Plan Update**

Deputy Project Manager | Wildwood, FL

A Plan Update to document a new community vision and address the impacts of rapid population growth and the expansion of The Villages®.

- Prepared a matrix identifying the goals, objectives, and policies which need to be updated or added to be consistent with recent legislative changes to Florida Statutes
- Drafted and revised new language for several chapters of the comprehensive plan, including the Future Land Use, Housing, Intergovernmental Coordination, and Property Rights Elements
- Updated the Future Land Use Map Series as well as other maps relevant to the Plan Update
- Participated in several community outreach events for the project, including stakeholder meetings and public workshops

**Comprehensive Plan Visioning**

Project Planner | Palm Bay, FL

Established Palm Bay Vision 2040 through a robust and inclusive public engagement process for the 16th largest city in Florida.

- Assisted in the facilitation of various stakeholder meetings and public workshops

**Comprehensive Plan Update**

Project Planner | Fort Pierce, FL

A Plan Update to address issues address statutory changes, such as Peril of Flood legislation, that were identified through an evaluation and appraisal of the plan.

- Drafted a matrix identifying how the Comprehensive Plan would need to be updated to be consistent with recent changes in state law
- Amended the goals, objectives, and policies of various elements to ensure compliance with new Florida Statutes

**PATRICIA TYJESKI**

AICP

**PRINCIPAL-IN-CHARGE**

35 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, Ithaca, NY, 1988
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia, 1985

**SKILLS**

- Comprehensive Planning
- Land Development Regulations
- Historic Preservation
- Development Review
- Community Engagement

**EXPERIENCE****Comprehensive Plan Update**

Project Manager | Wildwood, FL

A Plan Update to document a new community vision and address the impacts of rapid population growth and the expansion of The Villages®.

- Managed the update of eight elements, including data and analysis, goals, objectives, and policies, and map series
- Utilized Social Pinpoint to facilitate public input through a survey, an idea wall, and a virtual meeting portal
- Facilitated public workshops/presented Plan at adoption hearings

**Comprehensive Plan Update**

Project Manager | Green Cove Springs, FL

A Plan Update to document a new community vision and address the impacts of the new First Coast Expressway and substantial recent annexations.

- Managed the preparation of the future land use and transportation elements and coordinated the update of other elements with staff
- Developed policies to revitalize the downtown, protect historic sites, improve urban form, and apply complete streets principles

**Comprehensive Plan & Land Development Code Updates**

Project Manager | Manatee County, FL

Updated the Comprehensive Plan and Land Development Code (LDC) to address placeholders put in the plan 30 years ago until more detailed regulations were adopted.

- Developed new policy language and corresponding land

**PATRICIA TYJESKI**

AICP

**EXPERIENCE CONTINUED****Land Development Code**

Planner | Palm Coast, FL | 2007 - 2008

Prepared the City's first Land Development Code and supplementary Technical Manuals to regulate new development and implement the provisions of the Comprehensive Plan.

- Directly managed the production of the Land Development Code and Technical Manuals
- Presented the project at public hearings with the Planning and Land Development Regulations Board and the City Council
- Led a series public engagement events designed to foster community and stakeholder input

**Comprehensive Plan Update**

Project Manager | Melbourne, FL

A Plan Update to address issues address statutory changes that were identified through an evaluation and appraisal of the plan.

- Facilitated workshops and scoping meetings
- Updated population projections and housing demand and supply tables
- Managed the update of all maps in GIS, particularly those needed to address the peril of flood requirements
- Evaluated the effectiveness of the transportation concurrency exception areas

**Comprehensive Plan Update**

Project Manager | Mascotte, FL

A Plan Update to document a new community vision that fosters development within the core of the City.

- Managed the update of eight elements, including data & analysis, goals, objectives, & policies, and map series
- Updated plan policies to allow development flexibility as well as remove the requirement to rezone to planned unit development
- Facilitated public workshops and presented the update at adoption hearings

**Comprehensive Plan Update**

Principal-in-Charge | Cocoa, FL

A Plan Update to address issues, including flood risks, rising sea levels, and changes in storm surge modeling that were identified through an evaluation and appraisal of the plan.

- Oversaw the completion of the project within schedule and budget
- Provided Senior Review of deliverables
- Presented the proposed changes to the City Commission

**GEORGE KRAMER**

AICP

**SENIOR REVIEWER**

22 Years of Experience



AICP #020533



Orlando, FL

**PROFILE**

Strategy and implementation are at the forefront of George's approach to planning. He possesses a keen understanding of technical, administrative, and political issues and specializes in the successful execution of complex projects. George is committed to an **interdisciplinary** approach to Placemaking that emphasizes collaboration across professional disciplines.

**EDUCATION**

- Master of Urban & Regional Planning, University of Florida, Gainesville, FL, 2007
- Bachelor of Political Science, University of Florida, Gainesville, FL, 1999

**SKILLS**

- Strategic Master Planning
- Comprehensive Planning
- Land Use Entitlements
- Redevelopment Planning
- Complete Streets/ Multi-Modal Transportation

**EXPERIENCE****Comprehensive Plan (Unincorporated)**

Principal-in-Charge | Sumter County, FL

A Plan Update to document a new community vision that addresses the impacts from the rapid influx of retirees in one of the fastest-growing counties in the state.

- Strategic Advisor for policy development
- Provided Senior Review and QA/QC

**Citywide Mobility Planning**

Principal-in-Charge/Project Lead | St. Augustine, FL

A multi-phase effort, spanning more than five years, to advance quantitative and qualitative analyses and develop a coordinated system of safe transportation options.

- Facilitated a fifteen-member mobility advisory task force
- Completed a framework plan, quantitative analyses, and a Complete Street Master Plan over multiple phases

**Alligator Chain of Lakes Comprehensive Planning**

Principal-in-Charge | Osceola County, FL

Large-scale master planning effort for an 8,500-acre district within the Urban Growth Boundary expansion area; identified open space systems, street network and land uses, and developed implementing comprehensive plan policies.

- Strategic Advisor for policy development
- Provided Senior Review and QA/QC



**GEORGE KRAMER**

AICP

**EXPERIENCE CONTINUED****Viera Visioning and Planning**

Project Manager | Brevard County, FL

A comprehensive planning effort for the 11,567-acre western expansion of the Viera.

- Led community engagement and visioning efforts
- Led the planning efforts (including a DRI Substantial Deviation, a Large-Scale Comprehensive Plan Amendment, Planned Unit Development (PUD) Zoning)
- Coordinated a team of professionals, including design, transportation planning, environmental services, engineering and legal

**Downtown Master Plan**

Principal-in-Charge/Project Lead | Green Cove Springs, FL

A community vision, master plan, and phased implementation strategy for revitalization that is centered on the development of a waterfront catalyst-site.

- Developed a visual plan tailored for the general public that included a compelling narrative and clear action items
- Identified a catalyst redevelopment site and provided a strategic phasing plan for capital projects

**City Center Plan**

Principal-in-Charge/Project Lead | Pinellas Park, FL

A community vision, master plan and phased implementation strategy for the Park Station District; Centered on the creation of Davis Commons, a new signature public space.

- Developed a strategy to reposition City-owned parcels into a new City Center
- Created a strategic implementation phasing plan

**Downtown Master Plan**

Principal-in-Charge/Project Lead | Fort Pierce, FL

A community vision, master plan, and phased implementation strategy for revitalization that is centered on a re-imagined waterfront.

- Developed redevelopment strategy to create a new waterfront district in Downtown
- Facilitated public workshops and meetings during a 4-day design charrette

**Ocoee-Apopka Road Small Area Plan**

Principal-in-Charge | Apopka, FL

A small area study for a 4.4 square mile area in the Southwest portion of the City characterized by its proximity to Lake Apopka, the convergence of three highways, two residential communities and vacant undeveloped agricultural lands.

- Developed a conceptual land use map, transportation network and recommended cross sections, a theme/brand for the area, gateway locations and recommendations for regulations

**ERIC RAASCH**

AICP

**PRINCIPAL PLANNER**

14 Years of Experience



AICP #026377



Orlando, FL

**PROFILE**

Eric is a professional planner with more than 14 years of experience. Having spent the last 12 years in the public sector, including the last 2 years as Orange County's Planning Administrator, he possesses extensive management/development review experience. Eric's experience also includes comprehensive planning, LDC writing, GIS analyses, and public engagement.

**EDUCATION**

- Master of Real Estate Development, University of Maryland, College Park, MD, 2008
- Bachelor of Science in Business Administration, Economics, University of Central Florida, Orlando, FL, 2005

**SKILLS**

- Comprehensive Planning
- Land Use Entitlements
- Development Review
- Geographic Information Systems
- Community Engagement

**EXPERIENCE****Planning Commission Commercial Locational Criteria (CLC)**

Principal Planner | Hillsborough County, FL

Updated the County's Commercial Locational Criteria (Objective 22), which identifies the potential location and maximum size of neighborhood-serving commercial uses permitted within residential future land use categories.

- Reviewed existing regulations/provided recommendations
- Drafted policy revisions

**Agritourism Land Development Code Amendments**

Principal Planner | Manatee County, FL

Update to the County's LDC to define agritourism and provide additional regulations and processes for large-scale agritourism operations with substantial offsite impacts.

- Performed statutory research on agritourism uses
- Assisted in the drafting of LDC amendments to require Special Permits for uses that result in substantial offsite impacts

**Alligator Chain of Lakes Comprehensive Planning**

Project Manager | Osceola County, FL

Large-scale master planning effort for an 8,500-acre district within the Urban Growth Boundary expansion area; identified open space systems, street network and land uses, and developed implementing comprehensive plan policies.

- Conducted data and analysis
- Performed existing conditions analysis
- Wrote the Comprehensive Plan Element

**SARAH SINATRA GOULD**

AICP, CZO

**PRINCIPAL PLANNER**

18 Years of Experience



AICP #021553



Raleigh, 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 that result from community feedback and collaboration.

**EDUCATION**

- Master of Urban & Regional Planning, Florida Atlantic University, Fort Lauderdale, FL, 2003
- Bachelor of Arts, Political Science, Florida Atlantic University, Boca Raton, FL, 2001

**SKILLS**

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

**EXPERIENCE****Comprehensive Plan & Update**

Project Manager | West Park, FL

Prepared the City's first Comprehensive Plan and provided a subsequent update of the goals, objectives, and policies.

- Crafted the initial Comprehensive Plan after the City's incorporation with a focus on redevelopment
- Moderated public engagement sessions
- Updated the goals, objectives, and policies to be consistent with state statutes and local changes since the initial adoption of the Plan

**Town Planner**

Town Planner | Surfside, FL

Provided day-to-day planning services as the Town Planner.

- Reviewed all development applications including coordinating the development review process and meetings
- Presented items to the Planning & Zoning Board, Design Review Board, and Town Commission

**Director of Development Services**

Director of Development Services | Weston, FL




Acted in the capacity of the Planning Director for the City.

- Carried out day-to-day planning and zoning activities, including managing associated staff
- Prepared and presented reports to the City Commission
- Completed development reviews including site plans, plats, variances, special exceptions, land use plan amendments, rezoning applications, and chaired the development review meetings

**LAURA CANARY**

CEcD, FRA-RA

**SENIOR REDEVELOPMENT  
PLANNER**

-  20 Years of Experience
-  CEcD #2828; FRA-RA
-  Tampa, FL

**PROFILE**

Laura has extensive experience working in local government and has a profound understanding of the inner workings of public organizations. Much of her career has been dedicated to economic development/redevelopment. She has excellent communication and collaboration skills which enable her to effectively build consensus and effectuate change.

**EDUCATION**

- Master of Public Administration, University of South Florida, Tampa, FL, 2015
- Bachelor of Arts, University of South Florida, Tampa, FL, 2003

**SKILLS**

- Community Engagement
- Collecting, Synthesizing, and Presenting Public Information
- Economic Development/Redevelopment Planning

**EXPERIENCE****Forward Pinellas Urban Design Services Pilot Program**

Project Manager | Pinellas County, FL

The pilot program aims to assist communities in realizing local goals and objectives by offering a suite of urban design services, .

- Worked with County and City officials to host workshops/charrettes to visualize change and develop a common understanding for potential development projects
- Assisted with the development of maps, diagrams, and other graphic information to support the intent

**Community Redevelopment Plan Update**

Project Manager | Pinellas Park, FL

An extension of the operational timeframe through coordination with a Charter County and developed a redevelopment strategy focused on the creation of a new City Center.

- Coordinated with Pinellas County administration to identify an appropriate expansion area of the CRA
- Oversaw the update to the Community Redevelopment Plan, expansion of the CRA boundary and extension of the operational timeframe of the CRA

**City Center Plan**

Project Manager | Pinellas Park, FL

A community vision, master plan, and phased implementation strategy for the Park Station District; Centered on the creation of Davis Commons, a new signature public space.

- Worked with administration and elected officials and stakeholders to ensure the City Center Plan was a community driven plan

**ERIK BREFDELDT**

PhD, AICP

**ECONOMIC DEVELOPMENT  
PLANNER**

30 Years of Experience



AICP #011971



Gainesville, FL

**PROFILE**

Erik has 30 years of experience employed in the implementation of community planning and economic development activities and projects in a local government context. Activities include those related to urban planning and development services, community and economic development, and project management.

**EDUCATION**

- Doctor of Philosophy, University of Florida, Gainesville, FL, 2009
- Master of Arts, University Florida, Gainesville, FL, 1993
- Bachelor of Arts, Muhlenberg College, Allentown, PA, 1988

**SKILLS**

- Project Management
- Facilitative Approach
- Economic Development
- Business/Real Estate Development
- Urban Planning

**EXPERIENCE****Comprehensive Plan & Land Development Code**

Planning Director | Gainesville, FL

Served as Planning Director during last update/adoption of City Comprehensive Plan and various updated to LDC.

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

**West Bay Drive/Clearwater-Largo Road CRA Redevelopment Plans**

Project Co-Lead | Largo, FL

City Project Co-Lead on City of Largo West Bay Drive CRA Redevelopment Plan and support on Clearwater-Largo Road CRA Redevelopment Plan.

- Worked on developing the Redevelopment Plan and worked with multiple stakeholders in Plan development

**Downtown Strategic Plan**

Project Co-Lead | Gainesville, FL

City Project Co-Lead on GCRA/UF jointly funded Downtown Strategic Plan.

- Managed the Downtown Strategic Plan and worked with multiple parties in Plan development

**Multiple Economic Development Projects/Butler Plaza/Plum Creek**

Economic Development/Planning Director | Gainesville, FL

Facilitated numerous private development projects either from the project development/management or regulatory administration perspective.



**KATIE MARTIN**

AICP

**PLANNER/GIS SPECIALIST**

3 Years of Experience



AICP #34287



Raleigh, NC

**PROFILE**

Katie is passionate about sustainability, resiliency, walkability, and community development. She thrives working with data; much of her work revolves around geospatial analysis, report creation, writing, and editing. Her experience crafting comprehensive plans, adaptation action plans, and sustainability plans demonstrates her focus on the environmental well-being of communities.

**EDUCATION**

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

**SKILLS**

- Community Engagement
- Geographic Information Systems (GIS)
- Data & Analysis
- Redevelopment Planning
- Resiliency & Adaptation Planning
- Adobe Creative Suite (InDesign, Illustrator)
- Writing & Editing

**EXPERIENCE****Comprehensive Plan Update (Unincorporated)**

Planner | Sumter County, FL

A Plan Update to document a new community vision that addresses the impacts from the rapid influx of retirees in one of the fastest-growing counties in the state.

- Created map series using ArcGIS Pro
- Assisted with the development of the Data & Analysis report

**Comprehensive Plan Update**

Planner | Lake Wales, FL

A Plan Update to document a new community vision and address the impacts of a municipal population that had increased 50% since the last update in 2000.

- Prepared final deliverable using Adobe InDesign

**Comprehensive Plan Amendment Reviews**

Planner | Volusia County Growth Management Commission, FL

Reviewed proposed local comprehensive plan amendments throughout the County to foster intergovernmental coordination and consistency with criteria established by this charter-enabled commission.

- Review Amendments for consistency with the VGMC's criteria
- Produce reports based upon the analysis/effects of proposed amendments

**Comprehensive Plan Update**

Planner | Effingham County, GA

A Plan Update to update the Land Use Plan to be in line with current conditions as well as develop character areas.

**GABRIELA CASTRO**

AICP

**PLANNER**

7 Years of Experience



AICP #030965



Orlando, FL

**PROFILE**

Gabriela has experience in reviewing development applications for municipalities. In her professional experience she has reviewed various types of development applications from site work to entitlement work. She has had to create reports and explain these reports in front of various agencies and boards. Additionally, Gaby has experience in technical writing.

**EDUCATION**

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2015
- Bachelor of Science in Sustainability and the Built Environment, University of Florida, Gainesville, FL, 2014

**SKILLS**

- Development Review
- Community Engagement

**EXPERIENCE****Comprehensive Plan Amendment Reviews**

Planner | Volusia County Growth Management Commission, FL

Review proposed local comprehensive plan amendments throughout the County to foster intergovernmental coordination and consistency with criteria established by this charter-enabled commission.

- Review a diverse range of small-and-large-scale amendments from jurisdictions throughout Volusia County

**Lake County Development Review Series**

Project Planner | Tavares, FL

Assisting with an On-Call Planning Consulting Services Agreement with the Lake County.

- Reviewed land development applications, including site plans

**Greater Lacoochee Community Plan**

Planner | Pasco County, FL

Prepared a community plan for the Lacoochee, Trilby, Trilacoochee and Northeast Rural communities to address housing needs, infrastructure, economic development, and preservation of the rural aesthetic.

- Assisted in the facilitation of various community workshops
- Drafted the existing conditions report

**Comprehensive Plan Update Infrastructure Element**

Planner | Casselberry, FL

Update the City of Casselberry's Comprehensive Plan to reflect the recently updated Regional Water Supply Plan/Water Supply Work Plan.

**ROBBIE ADDINGTON****PLANNER**

&lt;2 Years of Experience



ESRI Suite, OGIS, SketchUp



Raleigh, NC

**PROFILE**

Robbie is passionate about land use, resiliency, code development, and long-range planning. He has experience in development review, community engagement, ordinance development, and presenting research to planning boards. His background in research and community outreach helps integrate the needs of residents with the planning vision of municipalities.

**EDUCATION**

- Master of City and Community Planning, Specialization – Land Use & Environmental Planning, University of North Carolina at Chapel Hill, Chapel Hill, NC, 2023
- Bachelor of Arts in Political Science, University of North Carolina at Chapel Hill, Chapel Hill, NC, 2018

**SKILLS**

- Global Information System (ESRI Suite & QGIS)
- SketchUp
- Land Use Planning
- Ordinance Development
- Urban Planning

**EXPERIENCE****Town of Apex**

Planning Intern | Apex, NC

Assisted the Town of Apex with various zoning activities:

- Proposed amendments to the Town's Development Ordinance to allow Missing Middle Housing
- Wrote research memos, staff reports, and legal notices for planning staff and the Town's planning board
- Amended the Town's development ordinance to include changes requested by residents, planning board, and the development community
- Monitored adoption rate of rezoning conditions offered by the Environmental Advisory Board

**Highway Safety Research Center**

Research Intern | Chapel Hill, NC

Developed research indicators to test the feasibility of a national crash data reporting standard.

- Collected, interpreted, and visualized pedestrian crash data
- Conducted key informant interviews for planning and public health studies
- Collaborated with team members to host conferences and seminars at the research center

**Comprehensive Plan & Downtown Master Plan**

Planner | Weddington, NC

An update to the Comprehensive Plan and the creation of a Downtown Master Plan with a focus on public engagement, character preservation, and managed growth.

- Hosted community engagement events
- Developed plan updates and reports

**HUNTER MCKIBBEN**

PLA, ASLA

**SENIOR LANDSCAPE ARCHITECT**

10 Years of Experience



FL PLA #6667370



Dunedin, FL

**PROFILE**

Hunter is a registered landscape architect with extensive experience in the landscape architecture and planning professions with an emphasis on complete streets and walkability through urban design interventions. She strives to synthesize and communicate broad-based planning ideas into compelling implementation guidelines and actions.

**EDUCATION**

- Bachelor of Landscape Architecture, University of Florida, Gainesville, FL, 2009

**SKILLS**

- Landscape Architecture
- Urban Design
- Site Plans
- Parks
- Landscape Design
- Urban Planning
- Sustainability
- Comprehensive Planning
- Adobe InDesign
- Sustainable Design
- Land Use Planning
- Streetscape
- Planning

**EXPERIENCE****FDOT District 1 Planning Studio**

Landscape Architect | Bartow, FL

Through the Planning Studio contract, the team provided a planning framework to develop safe multi-modal transportation strategies that aligned with corridor and area visions in communities throughout the District.

- Provided foundational information to identify trends and conditions
- Provided technical and graphic support to US 17, US 17/92, and SR70

**Innovation District 42nd/46th Street Subarea Study**

Landscape Architect | Hillsborough County, FL

Worked with the County on a transportation analysis and subarea corridor planning study within the Innovation District.

- Identified a vision for a street typology to support future land uses
- Produced street sections, 3D SketchUp visualizations, and supporting graphics to communicate the vision graphically
- Developed technical memo report layouts and the final vision plan

**Virginia/Lake Highland Transportation & Land Use Study**

Landscape Architect | Orlando, FL

Developed a framework for the integrated, comprehensive, and holistic planning approach required to enhance connections between people, place, and opportunity through a multi-modal transportation network.

- Identified strategies needed to implement the community's goals

**LESLIE A. DEL MONTE**

NCARB

**SENIOR URBAN DESIGNER**

21 Years of Experience



NCARB #308593



Orlando, FL

**PROFILE**

Leslie Del Monte has extensive experience in both architectural and planning projects. Her planning 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.

**EDUCATION**

- Master of Architecture, University of Florida, Gainesville FL, 2004
- Bachelor of Design in Architecture, University of Florida, Gainesville FL, 2002

**SKILLS**

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

**EXPERIENCE****Planning Services**

Project Manager | West Park, FL

Currently serving as the City's in-house Planning and Zoning Department.

- Oversee and administered the Development Review Process, including plan and permit review and inspections
- Represented the City, disseminating information to the public on planning, zoning and development regulations to the general public, and development industry

**Forward Pinellas Urban Design Services Pilot Program**

Senior Planner | Pinellas County, FL

The pilot program aims to assist communities in realizing local goals and objectives by offering a suite of urban design services.

- Worked with County and City officials to host workshops/charrettes to visualize change and develop a common understanding for potential development projects
- Prepared maps, diagrams, and other graphic information to support the intent; and drafted the summary report

**Vision Plan & Urban Design**

Senior Urban Designer | Jacksonville, FL

The Vision encompasses 3 of Jacksonville's Planning Districts: Districts 1 - The Urban Core, 2 - Greater Arlington/Beaches, and 3 - the Southeast, and includes strategies for enhancing the quality of life by addressing neighborhood preservation, industrial preservation, and green infrastructure.

- Crafted the vision, establishing goals, objectives, and urban design strategies
- Prepared maps, diagrams, and other graphic information



**DEANDREA MOISE**

AICP

**URBAN PLANNER**

8 Years of Experience



AICP #34500



Hollywood, FL

**PROFILE**

Deandrea is knowledgeable, dedicated, and a conscientious team member, who possesses strong analytical and problem-solving skills, with the ability to make ethical and thoughtful decisions. She specializes in comprehensive and long-range planning.

**EDUCATION**

- Bachelor of Urban and Regional Planning, Florida Atlantic University, Boca Raton, FL, 2014

**SKILLS**

- Comprehensive Planning
- Long-Range Planning
- Urban Planning
- Historic Preservation
- Development Review

**EXPERIENCE****Comprehensive Plan**

Project Manager | Hollywood, FL

Comprehensive Plan reflecting the City of Hollywood's unique character, addressing a wide range of issues including transportation, affordable housing, climate change, and economic development, while promoting equity, sustainability, resilience, encouraging healthier lifestyles, and supporting the protection of neighborhoods and natural resources.

- Acted as the point of contact with the consultant; and coordinated with Planning and pertinent City staff, and state and local agencies

**Oakwood Land Use Plan Amendment**

Project Manager | Hollywood, FL

Land Use Plan Amendment to the City of Hollywood's Comprehensive Plan changing the Future Land Use from Industrial to Activity Center to allow for the redevelopment of the existing shopping plaza.

- Reviewed application for consistency with City Comprehensive Plan, Master Plans, code regulations, and provided staff recommendation on the appropriateness of the request
- Coordinated adoption review and comment with State required agencies

**Emerald Hills Golf Course Land Use Plan Amendment**

Project Manager | Hollywood, FL

Land Use Plan Amendment to the City of Hollywood's Comprehensive Plan changing the Future Land Use from Open Space to Residential to allow for the redevelopment of the golf course.

**CLAUDIA SICILIA****3D VISUALIZATION  
SPECIALIST**

17 Years of Experience



Lumion, Civil3D, SketchUp, ArcGIS



Orlando, FL

**PROFILE**

Claudia has experience helping Clients envision robust design projects as reality through technical drawings and detailed 3-D visualization renderings. She provides a creative perspective with a technical foundation and her extensive background in CAD aids in the implementation of the team's design concepts.

**EDUCATION**

- Bachelor of Architecture, Jose Maria Vargas University, Caracas, Venezuela, 2004
- Associate of Science Degree in Computer Drafting and Design, Florida Technical College, Orlando, FL, 2006

**SKILLS**

- AutoCAD Civil3D
- Lumion Mock-ups and Fly-through Videos
- SketchUp Community Engagement
- Bilingual (Spanish)
- ArcGIS
- Photoshop Rendering

**EXPERIENCE****Park Avenue Streetscape**

Visualization Specialist | Lake Wales, FL

- Created Lumion modeling to exhibit the streetscape and pedestrian walkway improvements proposed along Park Avenue

**Complete King Street Master Plan**

Visualization Specialist | St. Augustine, FL

- Created Lumion model to showcase design details in 3D

**Downtown Master Plan**

Design &amp; CADD Support | Fort Pierce, FL

- Assisted with concept development
- Assisted with construction documents preparation
- Created Lumion model to showcase design details in 3D

**City Center Plan**

Visualization Specialist | Pinellas Park, FL

- Created Lumion model to showcase design details in 3D

**Downtown Master Plan**

Visualization Specialist | Green Cove Springs, FL

- Created Lumion model to showcase design details in 3D

**KYLE PETERSON****LANDSCAPE DESIGNER**

2 Years of Experience



Master of Landscape Architecture



Orlando, FL

**PROFILE**

Kyle's graduate study has expanded his experience in designing for regional and local impacts that are grounded in a foundation of thorough research and site analysis of cultural, environmental, and economic histories. He approaches new projects with intention and attention to serve the local communities who will be impacted.

**EDUCATION**

- Master of Landscape Architecture, University of Florida, Gainesville, FL, 2022
- Bachelor of Business Management, University of North Florida, Jacksonville, FL, 2015

**SKILLS**

- Translating Research into Design Framework
- Regional and Local Master Planning
- Multi-scaled Interventions
- Design Details

**EXPERIENCE****Downtown Master Plan**

Landscape Designer | Fort Pierce, FL

A community vision, master plan, and phased implementation strategy for revitalization centered on a re-imagined waterfront.

- Produced conceptual sketches for a downtown market park and a recreational park

**Comprehensive Plan Visioning**

Landscape Designer | Palm Bay, FL

Established Palm Bay Vision 2040 through a robust and inclusive public engagement process.

- Examined the existing streetscape conditions of multiple community identified roadways
- Organized a presentation graphic board for community members to identify and communicate preferences.

**Trail System Master Plan Update**

Graphic designer | Seminole County, FL

A plan for County-wide improvements; Validated previously proposed trails, identified new routes, and documented a hierarchy of park typologies.

- Assisted with graphic design to develop directory maps for signature trails and a usage guide




**1st Street Streetscape**

Planting Designer | Lake Wales, FL

Master planning and construction documents for a complete street conversion in Downtown.

- Assigned plant species to planting beds using AutoCAD LandFX

**EM SCHAEFER****SENIOR GRAPHIC DESIGNER/COMMUNITY OUTREACH SPECIALIST**

-  11 Years of Experience
-  AIGA Board Member
-  Orlando, FL

**PROFILE**

Em adds creative insight to projects through branding, visual communications, marketing, community engagement, wayfinding, and illustration. Her vast experience using various media to tell compelling brand stories elevates client work across private/public sectors. She provides direction on the creative process of municipal branding to engage with the communities.

**EDUCATION**

- Master of Science in Digital Marketing, University College Dublin Michael Smurfit Business School, Dublin, Ireland, 2019
- Bachelor of Arts in Visual Communications, Ball State University, Muncie, IN, 2012

**SKILLS**

- Brand Positioning
- Community Engagement
- Website Design
- Logos/Branding
- Marketing Collateral
- Social Media Design & Strategy
- Infographics
- Video/Motion Graphics
- Adobe Create Suite (Illustrator, Photoshop, InDesign, After Effects, Premiere Pro)
- Signage/Wayfinding/Environmental Graphics

**EXPERIENCE****Comprehensive Plan Update**

Senior Graphic Designer | Green Cove Springs, FL

- Designed presentation templates for workshops
- Created interactive project website

**Comprehensive Plan Update**

Senior Graphic Designer | Wildwood, FL

- Designed presentation templates for workshops and promotional marketing materials
- Created report featuring unique branding

**Comprehensive Plan Visioning**

Senior Graphic Designer | Palm Bay, FL

- Designed unique project logo/branding
- Created interactive project website
- Formatted Vision Plan brochure and marketing collateral throughout project

**City Center Plan**

Senior Graphic Designer | Pinellas Park, FL

- Managed and designed unique project logo/branding for the City Center
- Created interactive project website and creative marketing collateral
- Engaged with key stakeholders and utilized data to inform design direction
- Established signage concepts, style guide, social media assets, and more

**Licenses/Certifications**

# *State of Florida Department of State*


I certify from the records of this office that INSPIRE PLACEMAKING COLLECTIVE, INC. is a corporation organized under the laws of the State of Florida, filed on December 27, 2022, effective October 27, 2022.

The document number of this corporation is P22000094175.

I further certify that said corporation has paid all fees due this office through December 31, 2023 and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirteenth day of January,  
2023*

  
*Secretary of State*

Tracking Number: 2162179579CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

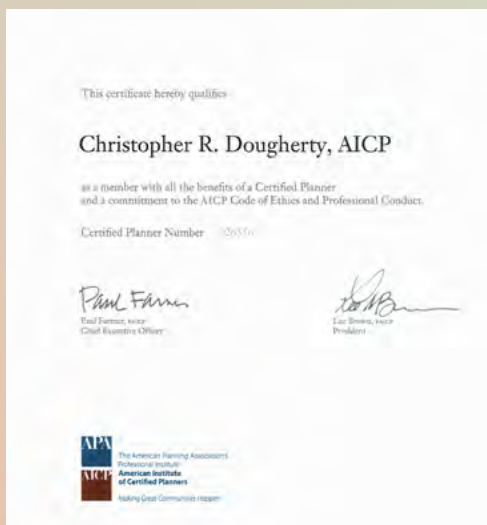
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

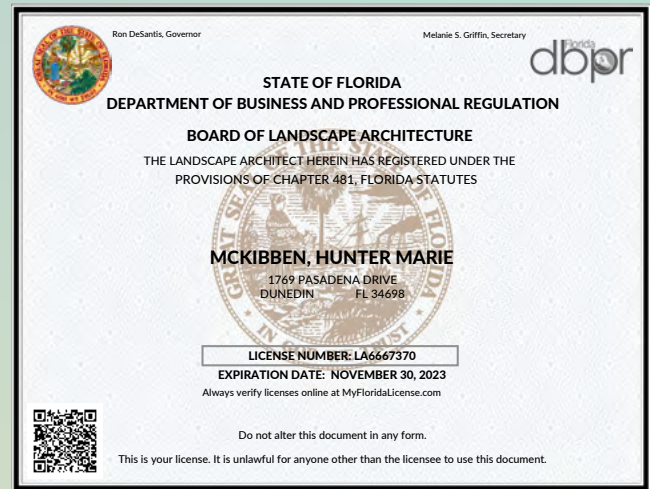


## Local Business Tax Receipt

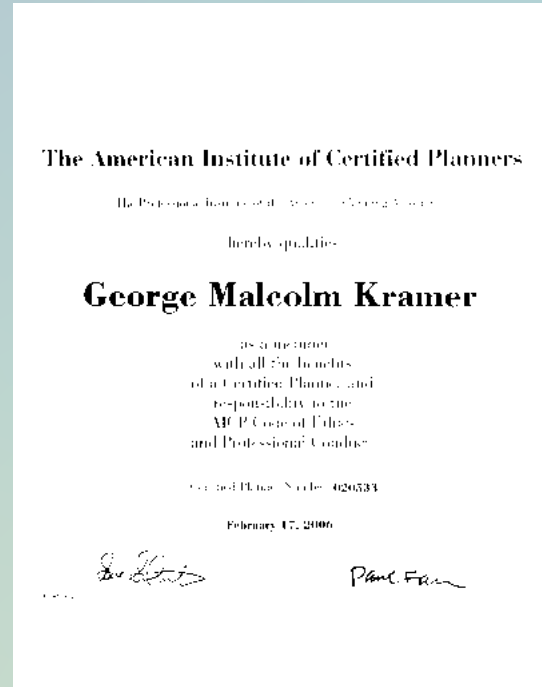
Inspire will obtain a Local Business Tax Receipt for St. Johns County upon County's issuance of Notice of Intent to Award.













Attachment E

RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

ATTACHMENT "E"
CLAIMS, LIENS, LITIGATION HISTORY
(Complete and Submit)

- 1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a construction dispute? Yes \_\_\_ No \_\_\_X\_\_\_ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: N/A Name (s) of the attorneys representing all parties: N/A

Amount actually recovered, if any: N/A

Name(s) of the project owner(s)/manager(s) to include address and phone number: N/A

- 2. List all pending litigation and or arbitration.

N/A

- 3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

N/A

- 4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

N/A

- 5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes \_\_\_ No \_\_\_X\_\_\_ If yes, please explain in detail:

N/A

- 6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_ No \_\_\_ If no, please explain why? N/A





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7. List the status of all pending claims currently filed against your company:  
N/A

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**Liquidated Damages**

1. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes \_\_\_\_\_ No  If yes, please explain in detail:

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**(Use additional or supplemental pages as needed)**



Certificate of Insurance



INSPLA-01

ASOSTENUTO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/5/2023

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

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

PRODUCER <b>JCJ Insurance Agency, LLC</b> 2208 Hillcrest Street Orlando, FL 32803		CONTACT NAME: 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>	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : <b>Hartford Underwriters Ins. Co.</b>	<b>30104</b>
		INSURER B : <b>Hartford Fire Insurance Co.</b>	<b>19682</b>
		INSURER C : <b>Hudson Insurance Company</b>	<b>25054</b>
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 SBM AV3YXY-003	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			21 SBM AV3YXY-003	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			21 SBM AV3YXY-003	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	21 WEC AV3Z1C - 001	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab			PRB 06 19 115594	1/1/2023	1/1/2024	Per Claim 1,000,000
C				PRB 06 19 115594	1/1/2023	1/1/2024	Aggregate 2,000,000

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

CERTIFICATE HOLDER  For Proposal Purposes	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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**Attachment H**

**RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES**

**ATTACHMENT "H"  
LIST OF PROPOSED SUB-CONTRACTORS**

Respondent shall submit any and all sub-contractors proposed to perform any portion of the Services for review/approval by the County. Respondent shall attach any and all applicable licenses or certifications held by the proposed sub-contractor related to the portion of the Services for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

In order to qualify for Local Preference, if the Respondent is NOT a Local Business, and/or is NOT self-performing at least 50% of all Services specified under this solicitation, the Respondent must utilize qualified Local Businesses to complete a minimum of 50% of all Services. Any sub-contractors proposed as Local Businesses, must be accompanied by sufficient documentation demonstrating qualification as a Local Business in accordance with Section 16.1 of the SJC Purchasing Policy.

Company Name	Services to be Performed	Primary Contact Name	Contact Number and Email Address	Local Business (Yes/No)	Percentage (%) of Total Services
N/A - Inspire will not be using any sub-contractors	N/A	N/A	N/A	N/A	N/A



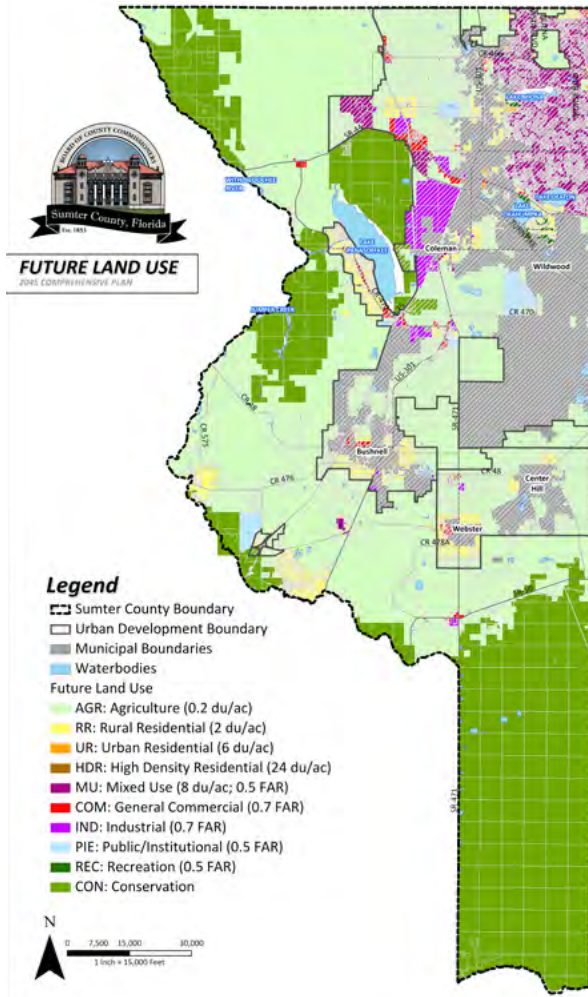
# 03

Related Experience



## COMPREHENSIVE PLAN UPDATE

📍 Sumter County, FL



**2040 COMPREHENSIVE PLAN UPDATE**  
**PUBLIC WORKSHOPS**

Sumter County invites you to participate in-person or virtually in the Comprehensive Plan Update. This is an opportunity for you to share your ideas and input on the County's future growth and development. We want to hear from you and your neighbors to help us create a vision for the future of Sumter County that is a great place to live, work and play and to establish a vision for future growth and development.

**WORKSHOP 1:**  
Thursday, October 22, 2020, 5:00 PM - 8:00 PM  
Lake Park/Forest Recreation Center  
1800 County Road 439  
Lake Park/Forest, Florida 33558

**WORKSHOP 2:**  
Monday, October 26, 2020, 5:00 PM - 8:00 PM  
Wildwood Community Center  
6000 Powell Road  
Wildwood, Florida 34785

**WORKSHOP 3:**  
Thursday, October 29, 2020, 5:00 PM - 8:00 PM  
Sumter County Fairgrounds  
7830 State Road 471  
Bushnell, Florida 33511

Visit the project website to join the workshops online:  
<https://www.sumtercountyfl.gov/development-services/2040-comprehensive-plan-update>

If you have any questions or need special accommodations, please contact:  
Karl Holley, Development Services Director | 352-888-4400 | [Karl.Holley@sumtercountyfl.gov](mailto:Karl.Holley@sumtercountyfl.gov)

**HOUSING UNITS BY TYPE AND CAPACITY**

As per the 2010-2019 ACS data, housing units within Sumter County were divided into eight types and categorized as either single-unit or multi-unit. The following housing units were within Sumter County and their capacity, density, and location are shown in the pie chart below. The pie chart shows the percentage of housing units in each category. The largest category is single-unit detached, which accounts for 87% of the total housing units. Other categories include single-unit attached, 2 units, 3 or 4 units, 5-9 units, 10-19 units, 20-49 units, 50 or more units, mobile home units, and boats, RVs, vans, etc.

**HOUSING TENURE AND OCCUPANCY**

According to the 2010-2019 ACS data, housing units within Sumter County were divided into three categories: owner-occupied, rental, and vacant. The following housing units were within Sumter County and their tenure and occupancy are shown in the pie chart below. The pie chart shows the percentage of housing units in each category. The largest category is owner-occupied, which accounts for 65% of the total housing units. Other categories include rental, 12%, and vacant, 23%.

**Table 10 Types of Housing in Sumter County, 2019**

Category	Owner-occupied	Rental	Vacant
Single-unit detached	87%	12%	1%
Single-unit attached	1%	1%	1%
2 units	1%	1%	1%
3 or 4 units	1%	1%	1%
5-9 units	1%	1%	1%
10-19 units	1%	1%	1%
20-49 units	1%	1%	1%
50 or more units	1%	1%	1%
Mobile home units	1%	1%	1%
Boats, RVs, vans, etc.	1%	1%	1%

📅 **DATES/COST**  
2022 | \$103,410

👤 **OWNER**  
Sumter County, FL  
Patricia Burgos,  
Planning Manager  
7375 Powell Road,  
Suite 115, Wildwood,  
FL 34785  
T: 352.689.4400  
E: Patricia.burgos@sumtercountyfl.gov

⚙️ **KEY SERVICES**

- Comprehensive Planning
- Community Engagement
- Graphics
- GIS Mapping

As one of the fastest-growing counties in Florida, Sumter nearly tripled its population over the last 20 years. This growth is due to the development of the most successful active adult community in the United States, The Villages. Having only incrementally amended their Plan throughout the years, the Plan was overdue for a complete overhaul to ensure thoughtfully planned growth within the County. Inspire completed this effort in two phases. Phase 1 included preparing data and analysis, facilitating three live/simulcasted in Zoom public workshops, and coordinating with local agencies. Phase 2 included updating the goals, objectives, and policies.

## 📋 OVERVIEW

- Plan Update of one of the fastest-growing communities in Florida
- Tripled population growth in the past 20 years
- Focus on public engagement through hybrid tools

## COMPREHENSIVE PLAN UPDATE

Palm Bay, FL



**DATES/COST**  
2022 | \$206,009

**OWNER**  
City of Palm Bay, FL  
Alexandra Bernard,  
Growth Management  
Director  
120 Malabar Road,  
Palm Bay, FL 32907  
T: 321.733.3042 Ext. 5747  
E: Alexandra.bernard@  
palmbayflorida.org

- KEY SERVICES**
- EAR-Based Amendments
  - Comprehensive Planning
  - Robust Public Engagement
  - Community Engagement Website
  - GIS Mapping



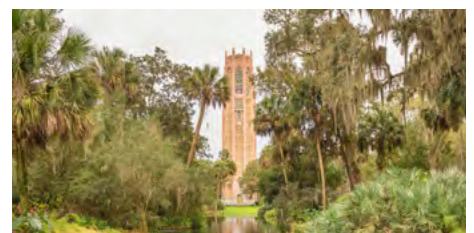
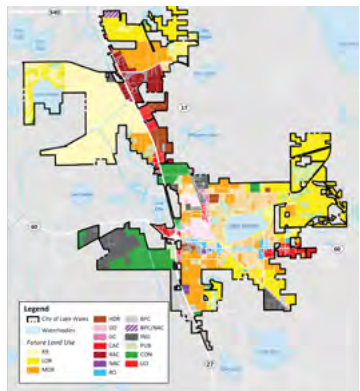
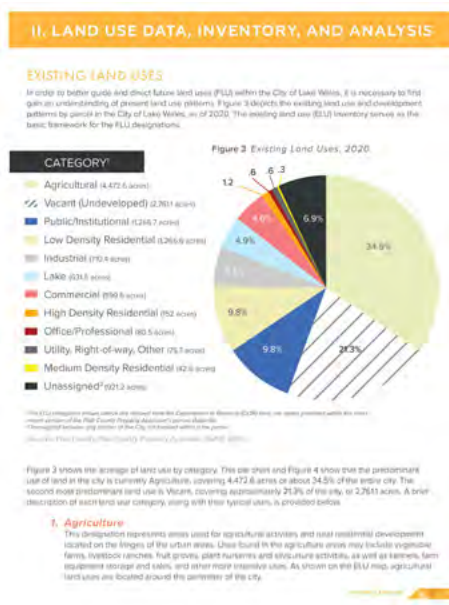
The City of Palm Bay selected Inspire to administer a multi-year, phased planning effort. After many years since their last update, the City recognized the Comprehensive Plan no longer reflected the desires of the community. This initiative began with a clean-up of the Comprehensive Plan (Evaluation and Appraisal Report Process) to address state requirements levied by the Community Planning Act and subsequent legislation. Immediately following the EAR, the 12-month visioning phase commenced. Utilizing the vision plan established in Phase 1, the Comprehensive Plan Update is currently underway and slated to be completed at the beginning of 2023. Shortly following the Comprehensive Plan Update, the Land Development Code will be updated to ensure consistency with the updated Comprehensive Plan.

- OVERVIEW**
- The team led numerous stakeholder workshops, public workshops, staff meetings, and virtual engagements to cultivate as much public input as possible



## COMPREHENSIVE PLAN UPDATE

Lake Wales, FL



**DATES/COST**  
2020 - 2021 | \$98,694

**OWNER**  
City of Lake Wales, FL  
Autumn Cochella,  
Development  
Services Manager  
201 West Central  
Avenue, Lake Wales,  
FL 33853  
T: 863.678.4182 Ext.  
229  
E: Acochella@  
lakewalesfl.gov

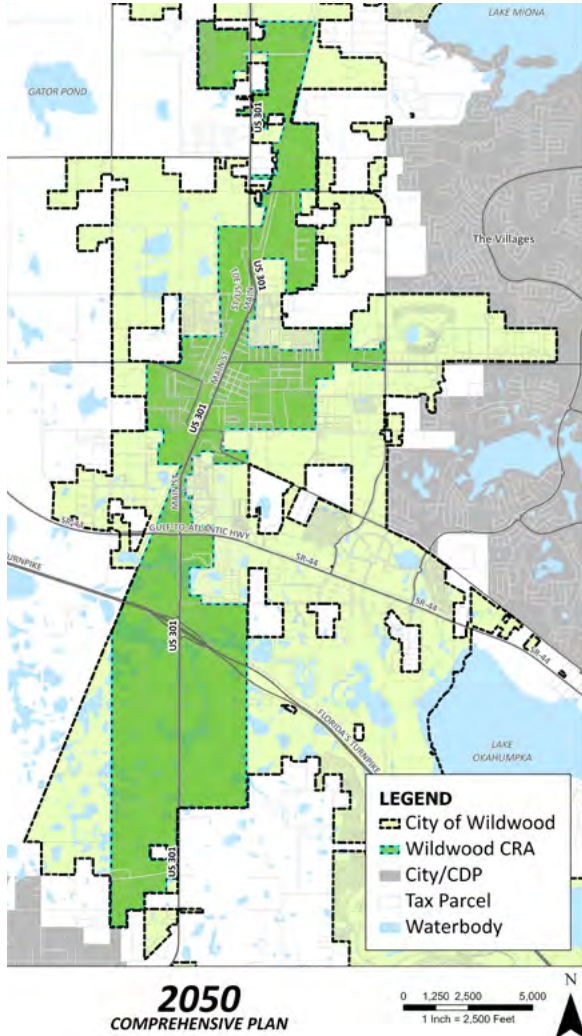
- KEY SERVICES**
- EAR-Based Amendments
  - Comprehensive Planning
  - GIS Mapping
  - Community Engagement

Inspire was selected by the City of Lake Wales to update its Comprehensive Plan, which had not been updated in almost 20 years. Updating the Plan was imperative due to the significant growth the City had experienced in the early to late 2000s. Incorporated in 1917, Lake Wales has a long history of planning by some of the most renowned landscape architects, planners, and urban designers of their time including the Olmsted Brothers (sons of Frederick Law Olmsted) and William Lyman Philips. Through the evaluation and appraisal review process, Inspire updated the entire Comprehensive Plan. The resulting Plan was guided by a steering committee made up of local business leaders, social activists, developers, and architects.

- OVERVIEW**
- High growth City with outdated Plan
  - Architecturally significant community
  - A well-attended public involvement process incorporating Zoom, virtual workshops, and meetings to engage the community

## COMPREHENSIVE PLAN UPDATE

📍 Wildwood, FL



### PUBLIC WORKSHOP

📅 Thursday, February 18, 2021 ⌚ 6-8 PM, EST



### DATES/COST

2020 - 2022 | \$130,995



### OWNER

City of Wildwood, FL  
Roxann Reed,  
Former Wildwood  
Development  
Services Assistant  
Director  
100 North Main Street,  
Wildwood, FL 34785  
T: 618.407.0094  
E: Roxannreed@  
gmail.com



### KEY SERVICES

- Planning
- GIS Mapping
- Community Engagement

The Inspire team updated the City's Comprehensive Plan to address changes in local conditions since the last update and to establish a new vision for future growth. The City has experienced tremendous growth as a result of the expansion of The Villages into the City limits. The Villages is the largest retirement community in the world and projects the addition of 60,000 dwelling units in Wildwood in the next 30 years. Inspire staff prepared population and housing projections as the projections developed by the State were substantially lower than expected. Inspire utilized Social Pinpoint in conjunction with virtual and in-person community meetings to obtain public input.



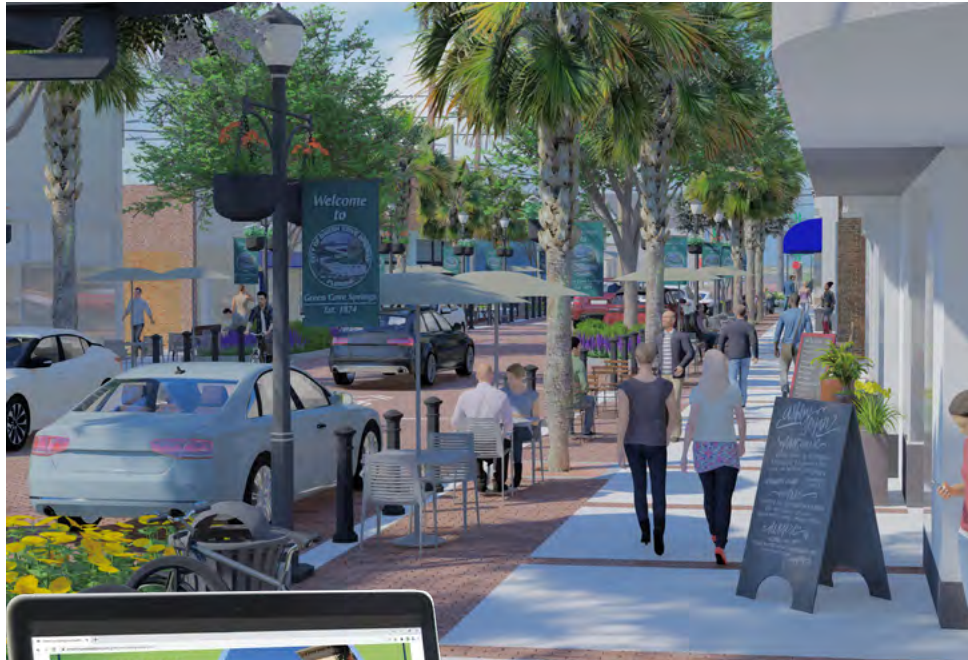
### OVERVIEW

- Updated eight elements, including data & analysis, goals objectives, and policies, and a map series
- Utilized Social Pinpoint to facilitate public input through a survey, an idea wall, and a virtual meeting portal



## COMPREHENSIVE PLAN UPDATE

Green Cove Springs, FL



**DATES/COST**  
2021 - 2022 | \$77,500

**OWNER**  
City of Green Cove Springs, FL  
Michael P. Daniels,  
Green Cove Springs  
Planning & Zoning  
Director  
321 Walnut Street,  
Green Cove Springs,  
FL 32043  
T: 904.297.7500  
E: Mdanies@greencovesprings.com

**KEY SERVICES**

- Planning
- Community Engagement
- GIS Mapping



Updated the Future Land Use and Transportation Elements of the City's Comprehensive Plan to address changes in local conditions since the last update. The project focused on the following key topics: the construction of the First Coast Expressway and an interchange just South of the City limits, substantial recent and upcoming annexations, efforts to revitalize the downtown, future actions to protect the City's historic sites, urban form along major transportation corridors, complete streets, and instruction of mobility strategies.

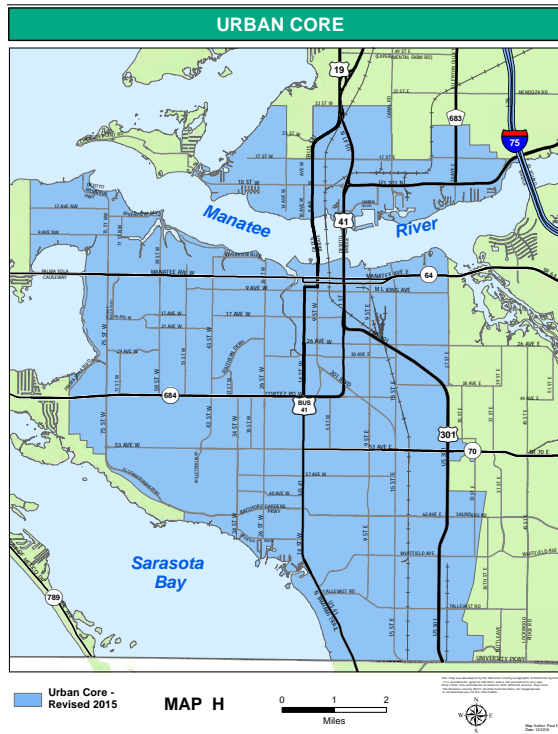
**OVERVIEW**

- Utilized Social Pinpoint and a virtual meeting portal tool to facilitate public input through a survey and an interactive map to gather location specific comments
- Report: <https://acrobat.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3A465e40a8-fac1-3f22-9da2-cbf ae521c4dc&viewer%21megaVerb=gro up-discover>



## COMPREHENSIVE PLAN & LAND DEVELOPMENT CODE UPDATES

### Manatee County, FL



#### DATES/COST

2016 - 2019 | \$289,386



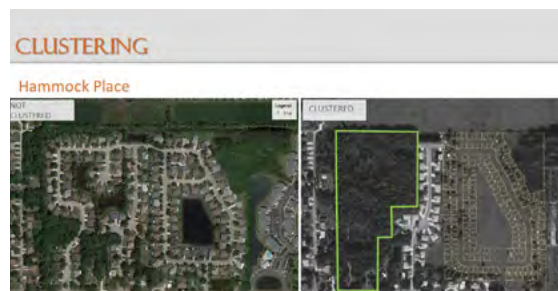
#### OWNER

Manatee County, FL  
 Robert Wenzel,  
 Development  
 Services Division  
 Manager  
 1112 Manatee Avenue  
 West, Bradenton, FL  
 34205  
 T: 941.748.4501 Ext.  
 6845  
 E: Robert.wenzel@  
 mymanatee.org



#### KEY SERVICES

- Planning
- GIS Mapping
- Community Engagement



Inspire assisted Manatee County in its efforts to update portions of their 30-year-old Comprehensive Plan. When the Plan was developed in 1989, many specific provisions were included as placeholders until more detailed regulations were adopted. The Inspire team assisted with revisions to the Plan and the Land Development Code (LDC) to address the placeholders. The work included amendments to encourage growth in nodes where utilities and services are available, encouraging clustering and mixed-use developments, encouraging affordable housing, and clarifying the role/purpose of the various coastal planning areas.



#### OVERVIEW

- Placed focus on guiding development to appropriate nodes
- Coordinated updates to the Plan and LDC
- Developed incentives for affordable housing and mixed-use development

## GREATER LACOOCHEE COMMUNITY PLAN

Pasco County, FL



**DATES/COST**  
2022 - 2023 | \$156,701

**OWNER**  
Pasco County, FL  
8731 Citizens Drive,  
Suite 360  
New Port Richey, FL  
34654  
T: 727-847-8140  
E: Npittos@  
pascocountyfl.net

**KEY SERVICES**

- Small Area Planning
- Visioning
- Community Engagement
- Action Plan
- GIS Mapping



Inspire was engaged by Pasco County to develop an understanding of an unincorporated area referred to as the Greater Laccochee Community in the northeast portion of the County. The 11,000-acre study area includes rural land within the Northeast Rural Protection Area and three historic African American communities. This area has been in decline since the late 1950s when the local sawmill closed after the harvesting of old growth cypress trees was outlawed and timber supply dwindled in the Withlaccochee State Forest. To date, the County has conducted five plans or studies to help improve and elevate these communities with varied outcomes. The new implementation focused plan harnesses the community's desires and previous plans and studies.

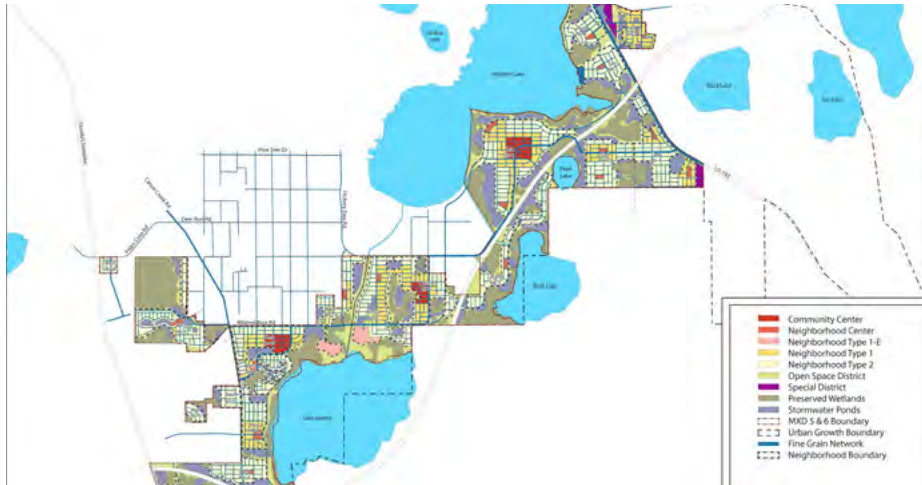
**OVERVIEW**

- Conducted extensive community engagement for an area of the County experiencing significant decline
- Utilized Social Pinpoint for online community engagement.
- Facilitated three well-attended public workshops with multiple activities
- Prepared a robust community plan focused on implementation



## ALLIGATOR CHAIN OF LAKES COMPREHENSIVE PLANNING

📍 Osceola County, FL

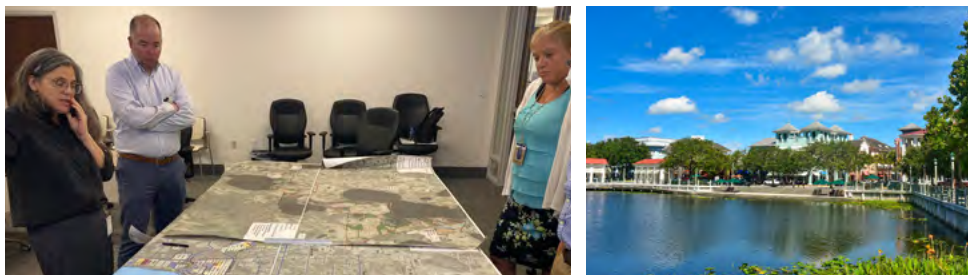


**DATES/COST**  
2022 - 2023 | \$199,000

**OWNER**  
Osceola County, FL  
Cori M. Carpenter,  
LEED GA, Director  
of Planning &  
Design, Osceola  
County Community  
Development  
Department  
T: 407.742.2395  
E: Cori.carpenter@  
osceola.org

**KEY SERVICES**

- Master Planning
- GIS Mapping
- Comprehensive Planning



Osceola County is anticipating the addition of more than 200,000 residents by the year 2040. The County’s strategy for managing this future growth includes an Urban Growth Boundary designed to promote mixed use development within planned mixed-use districts while maintaining 60% of the County for rural uses, including ranching, agriculture, and natural resource conservation. The Alligator Chain of Lakes (formerly known as Mixed-Use Districts 5 & 6) is one of these designated mixed-use planning districts and spans more than 8,500 acres. Located immediately south of the City of St. Cloud, this mixed-use planning district surrounds the alignment of a new toll facility that will connect US 192 and Florida’s Turnpike. Inspire commenced this effort by conducting a thorough analysis of existing conditions and previous public engagement efforts. The next phase included a design workshop to update the District’s Conceptual Master Plan to identify the street network, residential neighborhoods, centers, parks, and environmental resources. Lastly, Inspire created a new Comprehensive Plan Element for the District with goals, objectives, and policies to guide development within the Alligator Chain of Lakes.

**OVERVIEW**

- 8,500-acre Master Plan
- Design workshop to update District’s Conceptual Master Plan
- Created new Comprehensive Plan Element

## COMPREHENSIVE PLAN UPDATE

Effingham County, GA



**DATES/COST**  
2021 - Ongoing |  
\$171,817

**OWNER**  
Effingham County,  
GA,  
Tim Callanan, County  
Manager  
804 South Laurel  
Street, Springfield, GA  
31329  
T: 912.754.2111  
E: Tcallanan@  
effinghamcounty.org

**KEY SERVICES**

- Planning
- Community Engagement
- Branding/Graphics
- GIS Mapping



Inspire is currently working on an update to Effingham County's Comprehensive Plan and an overhaul of its land development regulations. These updates are focused on streamlining requirements, while conducting substantial public engagement efforts, including facilitating stakeholder meetings with County Administration, city of key County departments, landowners, developers, realtors, design and construction professionals, neighborhood groups, business owners, and others.

**OVERVIEW**

- Preserving the agricultural history of the community
- Crafting clear regulations
- Reinstating character areas to define the look/feel of future development
- Identifying development nodes to determine areas of growth



## HILLSBOROUGH COUNTY COMMERCIAL LOCATIONAL CRITERIA (CLC)

Hillsborough County City-County Planning Commission, FL



**DATES/COST**  
2021 - 2023 | \$137,255

**OWNER**  
Hillsborough County  
City-County Planning  
Commission, Melissa  
Leinhard, AICP,  
Executive Planner  
601 East Kennedy  
Boulevard, 18th Floor,  
Tampa, FL 33602  
T: 813.547.4364  
E: Leinhardm@  
plancom.org

**KEY SERVICES**

- Planning
- Community Engagement
- 3D Graphics



Inspire was tasked with rewriting the provisions of the Commercial Locational Criteria found within the Future Land Use Element of the Hillsborough County Comprehensive Plan. This Criteria identifies the potential location and maximum size of neighborhood-serving commercial uses permitted on residentially-designated lands within unincorporated portions of the County. As part of this effort, Inspire hosted a variety of public engagement opportunities and established an interactive project website which featured an online survey, a community forum, and access to public workshop information, summaries, and presentations.

**OVERVIEW**

- The team led stakeholder interviews and public workshops
- Presented briefings with County leadership



### COMPREHENSIVE PLAN AMENDMENT REVIEWS

📍 Volusia County Growth Management Commission (VGMC), FL



**📅 DATES/COST**  
2014 – Ongoing  
(Continuing Services)  
| \$65,000 Per Year

**👤 OWNER**  
Volusia County  
Growth Management  
Commission (VGMC)  
Merry Smith,  
Operations Manager  
140 South Beach  
Street, Suite 305,  
Daytona Beach, FL  
32114  
T: 386.947.1875  
E: VGMC@volusia.org



**KEY SERVICES**

- Planning
- Comprehensive Plan Amendment Reviews



Inspire is responsible for conducting comprehensive plan amendment reviews on a continuing basis for all jurisdictions within Volusia County to ensure consistency with the Volusia County Growth Management Commission (VGMC)’s established rules and criteria.

#### OVERVIEW

- Reviewing comprehensive plan amendments (large and small) for consistency with six criteria
- Coordinating with each jurisdictions’ planners
- Drafting consistency certifications
- Achieving consensus among adjacent jurisdictions

## CITYWIDE MOBILITY PLANNING

St. Augustine, FL



### DATES/COST

2016 - 2022 | \$612,695



### OWNER

City of St. Augustine, FL  
 Reuben Franklin Jr., PE, Public Works Director  
 75 King Street, P.O. Box 210, St. Augustine, FL 32085



T: 904.209.4272  
 E: Rfranklin@citystaug.com

### KEY SERVICES

- Planning
- Transportation Planning
- Master Planning
- Redevelopment Planning
- Graphics/3D Visualization

Inspire was selected to lead a comprehensive citywide mobility planning effort for the oldest City in the United States, which is currently home to nearly 15,000 residents and services as a destination for more than five million visitors annually. This multi-year effort has included multiple phases:

1. A Framework Plan, which established a qualitative framework for the effort and included community and stakeholder engagement
2. Quantitative Analysis, including a parking study, a citywide bicycle and pedestrian safety review, and a transportation network analysis
3. Complete King Street Master Plan
4. Historic Area Transportation and parking Community Redevelopment Plan Update and Timeframe Extension of Operational Timeframe



### OVERVIEW

- Integrated transportation/land use vision/plan
- Facilitated 15-member mobility advisory task force
- Citywide bicycle/pedestrian safety review
- Transportation network analysis utilizing Bluetooth data for Origin-Destination Study
- Integrated in-person/online public engagement program/project website





# 04

Approach/Methodology



## Approach/Methodology

### Task 1. Project Initiation

The project will begin with an in-person kick-off meeting with the Inspire team and County staff. Prior to this meeting, the Inspire team will prepare a list of data needs and submit to County staff with the agenda for the kick-off. We strongly suggest inviting representatives from all departments relevant to this process (e.g., Public Affairs, Parks and Recreation, Growth Management, Planning and Zoning, Environmental, Emergency Management, Utilities, Economic Development, etc.). The objectives of this meeting will be to:

- 1 **Introduce** members of both the Inspire team and St. Johns County staff
- 2 **Identify** the County's desired objectives and outcomes
- 3 **Establish** a project schedule and milestones
- 4 **Determine** points of contact between Inspire and County staff
- 5 **Schedule** a date and time for bi-weekly check-in meetings
- 6 **Discuss** project administration tasks, such as invoicing and progress reporting
- 7 **Identify** possible workshop dates, times, and venues
- 8 **Discuss** issues and opportunities to be addressed during the visioning process
- 9 **Identify** previous or current planning efforts, documents, or data which should be incorporated into Inspire's comprehensive planning efforts
- 10 **Develop** a list of potential stakeholders, along with the role each group/individual may play in the community





After the kick-off meeting, Inspire will submit a kick-off meeting summary which will include an updated schedule and updated data request list based on our team's discussion with staff.

To provide updates on the project's progress and address any issues which may arise, a standing bi-weekly check-in meeting conducted via Microsoft Teams (or any other preferred virtual meeting software) is proposed between Inspire and County staff. We find that many issues related to miscommunication can be easily addressed through continuous project meetings with the team.

As part of the kick-off meeting, at the direction of County staff, the Inspire team proposes to conduct a familiarization tour of the County. This may include starting along the east side of the St. Johns River at Julington Creek and working south toward Hastings, and then east toward St. Augustine and the beaches, and finally north to Ponte Vedra Beach. Tours are a great way to provide context to the planning discussions that will be occurring throughout the course of the project.

### Task 1 Deliverables:

- Kick-off meeting with County staff
- Summary of the kick-off meeting

### Task 2. Data Collection

Data collection is an extremely important task in preparing an update to a comprehensive plan. Understanding what data is available, if that data comes from a reliable source, and how it is represented is critical for building the framework of the comprehensive plan update. This task includes receiving and reviewing foundational documents/studies as directed by County staff.

For Inspire's municipal planning projects, our most trusted sources of information continue to be our Clients and the communities they serve. The insights, history, and institutional knowledge provided by the public and their local government continue to be cornerstones of our analyses for comprehensive planning efforts.



Our Planning team also utilizes a wealth of industry-leading data sources at the local, regional, state, and federal level. Several of our most commonly used sources are shown below.



Of the sampling of trusted sources shown above, one of the most useful for comprehensive planning work continues to be the population and demographic data provided by United States Census Bureau.

As commonly used with our projects, we develop a spreadsheet that helps to organize and catalogue source data utilized in the planning process. This includes the document name, entity responsible for the data, the date, and any pertinent notes that accompany the dataset. All data collected or generated as part of this project will be transmitted to the County following the completion of the project.

To help our clients transfer data to and from Inspire, we utilize a cloud-based powered by Egnyte. We have the ability to create a user account for County staff that will give the user direct access to our data server for the project. This will allow County staff to evaluate any datasets that have been collected throughout the process of the project. It also allows for upload and download of the information without formal transmittals of documents, which can slow the process of sharing information with the team.

### Task 2 Deliverables:

- Catalogue of data collected

### Task 3. Project Website & Branding

**3.1. Project Brand & Tagline** - Prior to developing the Project Website or any collateral for the project, Inspire’s planning and graphic design team will collaborate with County staff to develop a unique project brand including a logo, color palette, design motifs, and tagline. The project branding will strengthen the communication throughout the course of the visioning process and help establish a cohesive project identity as the community



*"Where Cove Life Happens"*

engages with a variety of channels and deliverables. Inspire will generate up to three (3) design concepts based on an initial meeting with staff and provide two rounds of edits to finalize. The final brand will incorporate the tagline vetted by the project team and will be utilized on all planning-related documents and community outreach materials developed for the project.

Additionally, as part of the project branding task, we will assist the County in preparing social media posts, public notices, and press releases during the course of the project.

**3.2. Project Website** - Inspire proposes to utilize Social Pinpoint, a web-based community engagement platform, to provide a branded and customizable project website that will be utilized as the primary method of communication between the public and the project team throughout

the duration of the project. This innovative approach to public engagement and project communication ensures that the project is inclusive and transparent. The project website will have two overarching goals:

- 1 **TO INFORM.** Using the suite of tools available on the Social Pinpoint platform, Inspire can provide a wealth of project-related information, including the project schedule, workshop dates and times, and documents on the project website. Depending on the direction from County staff, documents provided may include public workshop summaries, project data, draft planning documents, meeting recordings, and other multi-media content.
- 2 **TO ENGAGE.** The Social Pinpoint platforms provides a range of community engagement tools that can be incorporated into our project websites. Some of these tools include online surveys, forums, comment walls, interactive maps, and participatory budgeting opportunities. The input collected on the project website will be critical to both informing our planning analyses and establishing the framework for updating the comprehensive plan. The use of Social Pinpoint makes this process easier by featuring a robust suite of analytic and aggregation tools available for use by the project team.





The website will be customizable to the County’s needs and updated throughout the process to ensure the public remains informed about the project and has the opportunity to review and comment on the comprehensive plan. A sampling of our active project websites developed using the Social Pinpoint platform are listed below.

**Palm Bay Comprehensive Plan Update:**

<https://smeinc.mysocialpinpoint.com/palmbayplanupdate>

**Greater Lacoochee Community Plan:**

[https://smeinc.mysocialpinpoint.com/lacoochee\\_small\\_area\\_plan](https://smeinc.mysocialpinpoint.com/lacoochee_small_area_plan)

To promote the project website, Inspire will coordinate with the County staff to develop three (3) branded digital posts using the County’s preferred social media platforms and provide up to two (2) rounds of revision for each post.

SHARE YOUR INPUT BELOW!



**Engage with our Interactive Map**

Help us identify improvements and projects that you would like to see implemented within the **Downtown North Development Area** of Panama City.

Please note: a link to the Panama City Community Redevelopment Area website is available at the bottom of this page.

START 15 Oct 2021      END 13 Jan 2022

See Project Map



**Respond to our Quick Survey**

Community engagement is important to us. Please complete our quick survey and provide your feedback regarding the Community Redevelopment Area in the **Downtown North Development Area** of Panama City.

START 15 Oct 2021      END 13 Jan 2022

Take The Survey



**\*GAME\* Prioritize CRA Budget**

In this game, the City of Panama City has chosen you to decide the priority projects for the Downtown North CRA over the next 20 years. However, you can only select three of the choices below. Where will you spend the money? Vote below!

START 15 Oct 2021      END 13 Jan 2022

Let's Play!

INITIAL BRANDING SURVEY: RESEARCH PHASE

CITY CENTER PLAN  
*Pinellas Park*

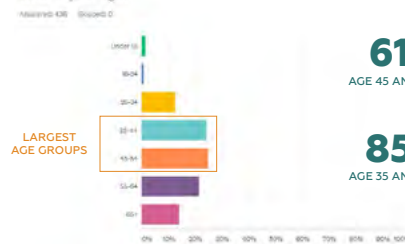
KEY INSIGHTS  
2/24-3/10

**436**  
TOTAL RESPONSES

**92%**  
LIVE OR WORK IN  
PINELLAS PARK

**60%**  
HAVE LIVED OR WORKED  
IN PINELLAS PARK FOR  
**11+ YEARS**

What is your age?



**Task 3 Deliverables:**

- Logo and tagline
- Project website
- Social media posts/public notices/press release



### Task 4. Plan Evaluation & Public Engagement

**Task 4.1: Review Matrix** - To truly understand the current status of the plan, a thorough evaluation of the contents of the each element is necessary. First, we propose reviewing the Goals, Objectives, and Policies against changes in statutes since the last full update of the plan. The Inspire planning team has extensive experience in evaluating plans based on changes in the Growth Management and Community Planning Acts.

The Inspire team will review the adopted Goals, Objectives, and Policies to determine their relevance based on changes in local condition, changes in statutes, and overall consistency with the plan.

A matrix, as shown below, will be developed by Inspire and organized by element. This matrix will serve as the repository of the review and evaluation of the plan with the primary purpose of communicating our recommendations for changes to the plan.

*Future Land Use Element*

Goal/ Objective/ Policy	Language	Intent/Desired Outcome	Status	Aligned With Vision	Inspire Comment	Client Response
GENERAL COMMENT	Organization is difficult to follow. Not user-friendly. FLU categories not clearly defined in opening of FLU section. Land Use Category Matrix is 135 pdf pages into the document.	N/A	N/A	N/A	Organization for the entire FLU element needs to be revamped with an emphasis on user-friendliness. The Matrix appears to repeat much of the policy language and too much detail is included that is not necessary and will be governed by the LDC.	
GENERAL COMMENT	*Denotes Adopted Sections	N/A	N/A	N/A	The system of denoting specific sections with as * as adopted is not clear and provides uncertainty to the reader. This may be subtle but an average citizen does not understand the nuance of an adopted or required policy versus language in advisory sections. Non-adopted items should be referenced in a supplemental document.	
LAND USE MATRIX (GENERAL)		N/A	N/A	N/A	Uses and general form are crucial components of a FLU Category. However, the Matrix would benefit from a clearer method of doing this. Possibly by including a description, intent, urban form and general uses with the policy that is referenced in the table. The table has too much information and detail.	
LAND USE MATRIX	CMU-35 include FAR bonus in Ybor City double the base FAR	Is an FAR double the base allowance compatible with the historic preservation goals of Ybor City?	With a CRA, this provision does allow for new development in the area.	This does not align with general preservation principles. However, within a CRA, this does align with general redevelopment practices.	Projects within Ybor City should be compatible with the scale of the area as well as the architecture to keep the historic character intact.	

In addition to the community engagement project website, we will be conducting in-person events that will include thoughtful exercises that will elicit public input on the comprehensive plan update. The public engagement portion of this planning process is critical to ensure the community is heard and the desires of the community are articulated in the future plan.

**Task 4.2: Public Engagement Schedule** - The Inspire team will prepare a schedule and coordinate with County staff to determine the best locations for venues and determine the best dates for completing in-person events, such as the Town Halls, Public Input Sessions, and Commissioner Briefings. A memorandum will be prepared and provided to staff for review and comment.

**Task 4.3: Commissioner Briefings** - The Inspire team will conduct five (5) Commissioner Briefings to ensure that each district is represented. The purpose of each meeting is to not only collect information about each district, but to also inform and engage the Commissioner in the process. We will prepare a short informative presentation to be given to each Commissioner. A summary will be prepared at the conclusion of all Briefings.

**Task 4.4: Town Hall Meetings** - Following the workshops, the Inspire team will facilitate five (5) Town Hall Meetings. These meetings will engage the public in topic driven discussions. The topics will be determined during the data collection task and prior public workshops. For example, many communities have been grappling with housing affordability, which could potentially be a topic of one of the Town Halls. At the conclusion of the Briefings and Town Hall Meetings, a summary memorandum of the engagement tasks as well as the project website input will be prepared and provided to staff.

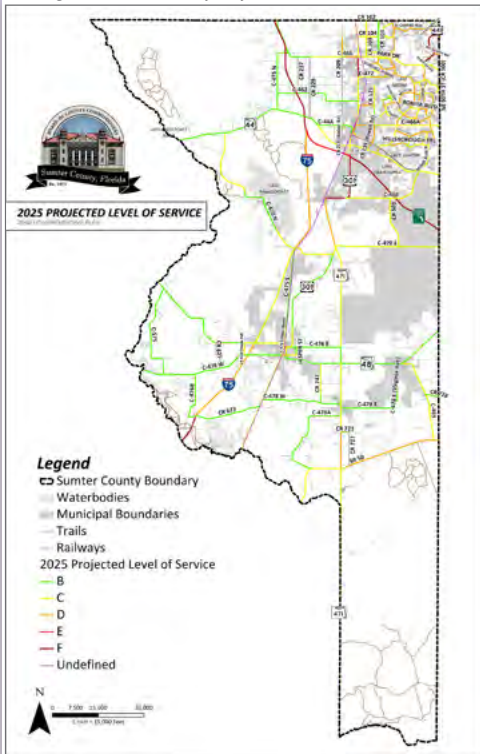


### Task 4 Deliverables:

- Comprehensive Plan review matrix
- Summary of Commissioner Briefings
- One (1) summary memorandum of the public engagement process (including the website results)



Figure 15 Sumter County Projected Level of Service 2025



Source: Lake-Sumter MPO, 2020

## Task 5. Plan Update

**5.1. Data and Analysis** - Utilizing the data collected and information gathered during the prior tasks, Inspire will prepare the updated Data and Analysis section for each Plan element. Future and existing deficits will be identified in the transportation, utilities, and infrastructure systems. The County's housing inventory will be analyzed to understand the current conditions and trends. This information will become the basis for the update of the Goals, Objectives, and Policies. The planning horizon will be extended to a year determined by the team. We recommend extending the horizon to 2050 to coincide with the North Florida TPO Long Range Transportation Plan. Additionally, Inspire will analyze the joint planning area for its potential impact on growth in the County. Recently crafted plans (i.e., TPO TIP, Transit Development Plan, & FDOT 5-Year Work Program, etc.) will be evaluated and incorporated as applicable.

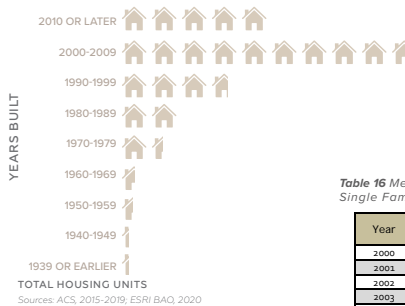
**5.2. Goals, Objectives, and Policies** - Based upon the public engagement portion of the project and corresponding update to the Data and Analysis, Inspire will revise the Goals, Objectives, and Policies (GOPs) of each element. The following elements will be amended (utilizing strike-through and underline) to incorporate the County's vision, address deficiencies, and establish a framework for the future of the County through the new horizon year.

- Land Use Element
- Transportation Element
- Housing Element
- Infrastructure Element
- Coastal/Conservation Management Element
- Recreation and Open Space Element
- Intergovernmental Coordination Element
- Capital Improvements Element
- Property Rights Element

### D. AGE OF HOUSING

The ACS also provides historical building information in their 2015-2019 estimate. Of the 78,085 units estimated within Sumter County in 2020, almost two thirds 64.3% were built after the turn of century (2000), with the remaining units built before the year 2000. A large proportion of these remaining units were built between 1980 and 1999 (25.1%). Many of these new homes were built within The Villages® development (after 2000), and the average age of homes outside of this area is older. Typically, when homes get older, the cost of maintaining and improving the structure increases, meaning that homeownership within the County is less likely to become cost-prohibitive for its current and prospective owners for the next several decades. Figure 23 identifies the age of housing units found within Sumter County.

Figure 23 Number of Residential Structures Built, By Decade



Sources: ACS, 2015-2019; ESRI BAQ, 2020

Table 16 Median Sales Price for Single Family Homes, 2000-2019

Year	Sumter County	State
2000	\$185,513	\$175,703
2001	\$196,369	\$189,573
2002	\$201,760	\$201,821
2003	\$172,181	\$216,928
2004	\$230,116	\$243,553
2005	\$257,926	\$295,764
2006	\$279,038	\$317,088
2007	\$272,537	\$295,035
2008	\$215,520	\$239,759
2009	\$242,276	\$195,592
2010	\$238,466	\$186,411
2011	\$233,075	\$175,090
2012	\$234,986	\$183,529
2013	\$251,145	\$202,024
2014	\$270,068	\$218,215
2015	\$280,515	\$231,954
2016	\$270,445	\$239,719
2017	\$256,639	\$247,145
2018	\$271,688	\$255,042
2019	\$270,000	\$250,000

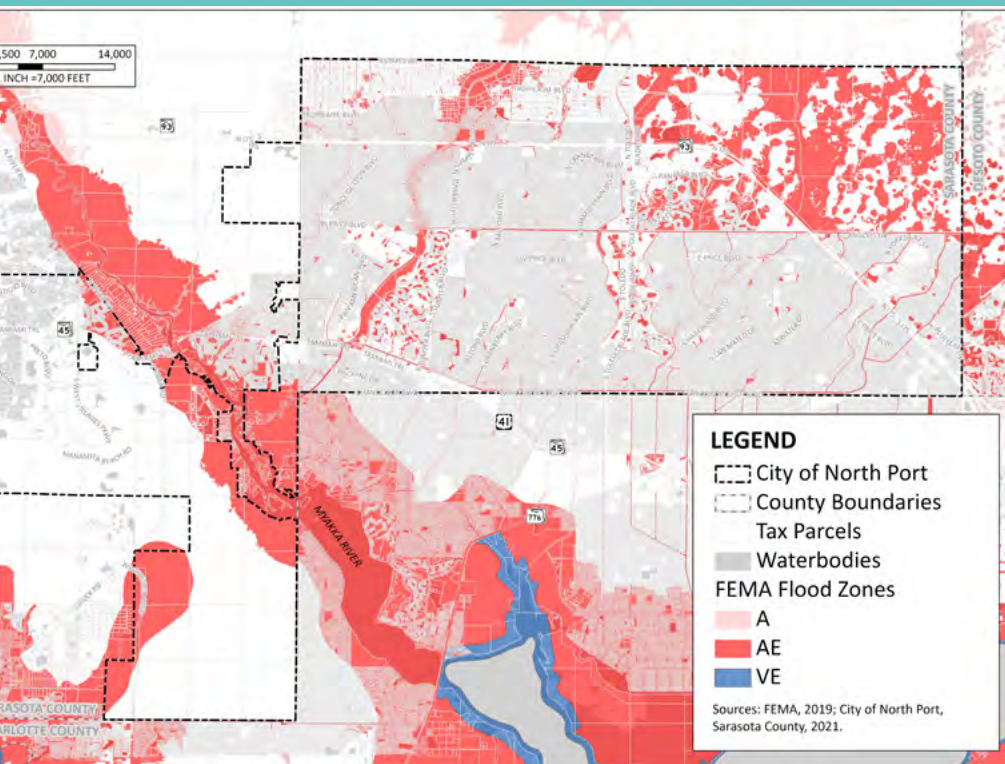
Sources: DOR, FHDC, 2020

### E. ANNUAL HOUSING VALUES

According to the Florida Department of Revenue (DOR), as annually published by the Florida Housing Data Clearinghouse, the median sales price for a single-family home in Sumter County has varied during the last 20 years, but has frequently remained above the median sales price for the State of Florida as a whole. Reflective of trends in the national housing market, the median sales price for a single-family home in Sumter County peaked in 2006 and 2015 at \$279,038 and \$280,515, respectively, which aligns with the timing of the State's peak in median sale price in 2006 (\$317,088).

**5.3. Economic Development Element** - We recognize the importance of establishing an Economic Development Element for the County as it remains one of the top priorities for the Board of County Commissioners. With a large influx of new residents in recent years, it makes job creation more critical to ensure there are enough employment opportunities for residents rather than expecting them to travel to other counties for work. Having a new Economic Development Element will establish the overarching goals and objectives that will be implemented by the policies of the comprehensive plan and the County's Economic Development Strategic Plan. Working closely with the County's Economic Development Department, Inspire will craft the Data and Analysis and GOPs. Reviewing the County's available resource information on its website, it appears that economic trend data is readily available and easily accessible through the Department.

**5.4. Future Land Use Map Series** - The Future Land Use Map series will be updated to reflect the changes to the County landscape since the last comprehensive plan update. Several maps will be created for the Data and Analysis to display spatially referenced information in easy to read graphics that are explained in the narrative of the analysis. Additionally, to perform an effective review of the existing conditions for each element, Inspire conducts analyses, area calculations, and inventories spatial data using GIS software. This process is often extensive and extremely detailed - requiring significant efforts from our skilled team of GIS Specialists. A number of those maps (i.e. Future Land Use, Existing Land Use, Floodplains, Wetlands, Future Transportation Network, etc.) will be included in the updated Future Land Use Map series, which is required by Florida Statutes.



**5.5. Staff Working Sessions** - At the completion of the initial drafts, Inspire will furnish each element to staff for review and comment. In addition to meeting regularly, we suggest having up to six (6) working sessions with staff to walk through the plan update drafts, flesh out data, or to dive deeper into subjects that are complex and nuanced. Each of these meetings will be two (2) hours and be conducted virtually.

**5.6. 60-Day Review Period** - To ensure that we provide for meaningful public input on the draft documents, Inspire will upload the draft documents to the project website with a means for the public to provide comments. During the 60-day window, the Inspire team will present the draft amendments to the public at three (3) different sessions. Not only will the meetings explain how to review and provide comments through the website, but participants will also be encouraged to provide feedback during the sessions. Following the 60-day window, Inspire will summarize and discuss the input received from the public with County staff to determine the best course of action for any necessary changes.

### Task 5 Deliverables:

- Update of the Data and Analysis of each Element
- Update of the GOPs of each Element
- New Economic Development Element (D&A and GOPs)
- Update of the Future Land Use Map Series
- Conduct six (6) Staff Working Sessions
- Facilitate three (3) Public Input Sessions
- Summary of Input Sessions

### Task 6. Adoption

#### 6.1. Planning & Zoning Agency Hearing

- Based upon the feedback received from the community, Inspire will revise the draft documents and submit the full packet to staff for distribution prior to the hearings. The first public hearing during the adoption process will take place with the Planning & Zoning Agency (acting as the Local Planning Agency) at a regularly scheduled meeting. Inspire will revise the Plan Update according to the recommendations provided by the Agency.





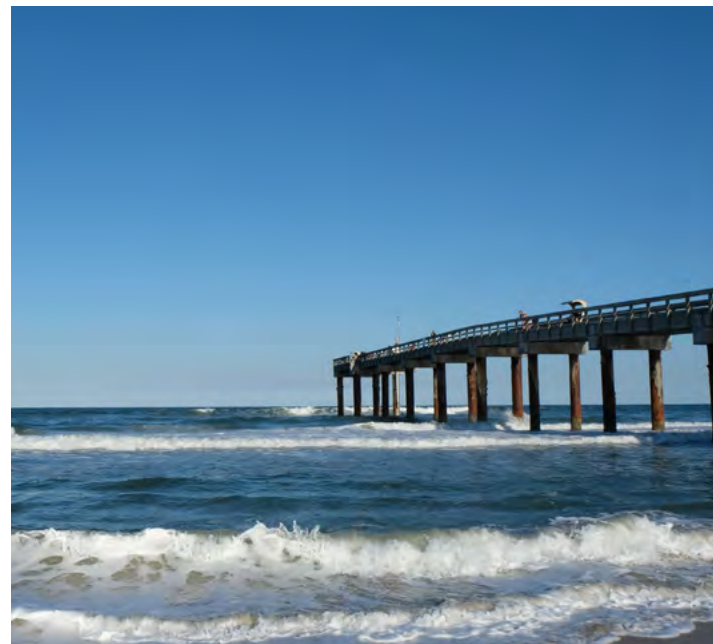
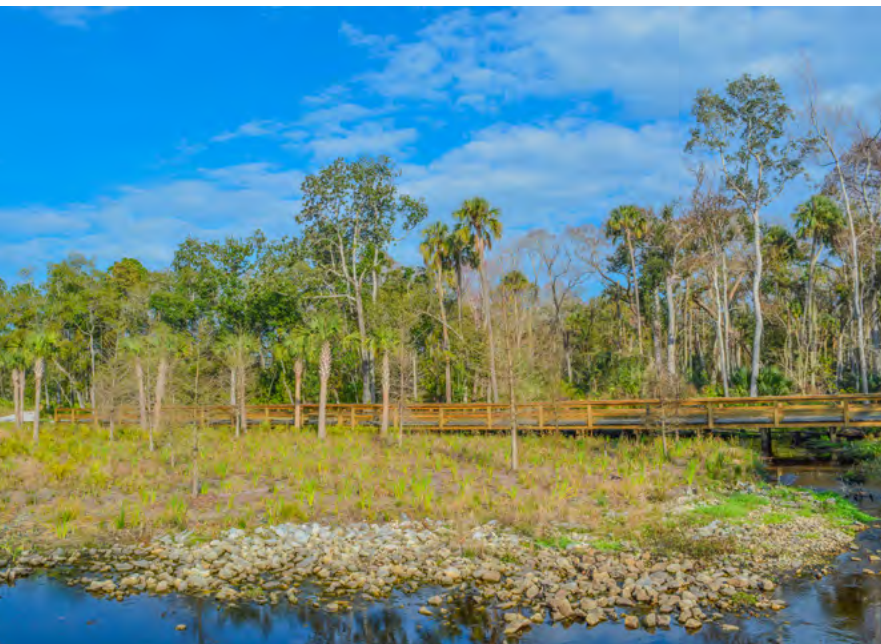
**6.2. BOCC Transmittal Hearing** - Inspire will present the draft Comprehensive Plan to the BOCC at the transmittal hearing and will make the necessary changes to prepare the packet for submittal to the Department of Economic Opportunity and reviewing agencies.

**6.3. Agency Comments** - Due to the plan being amended outside the evaluation and appraisal process, the plan will be reviewed by state agencies through the expedited review process, which provides for a 30-day review period. Following the review period, agencies will provide comments to the County directly. Inspire will work with County staff to update the draft GOPs to incorporate comments received from state agencies, if needed.

**6.4. Board of County Commission Adoption Hearing** - Inspire will represent the revised amendment package at the Plan's BOCC adoption hearing. Following the hearing, Inspire will provide County staff with the final documents in clean text.

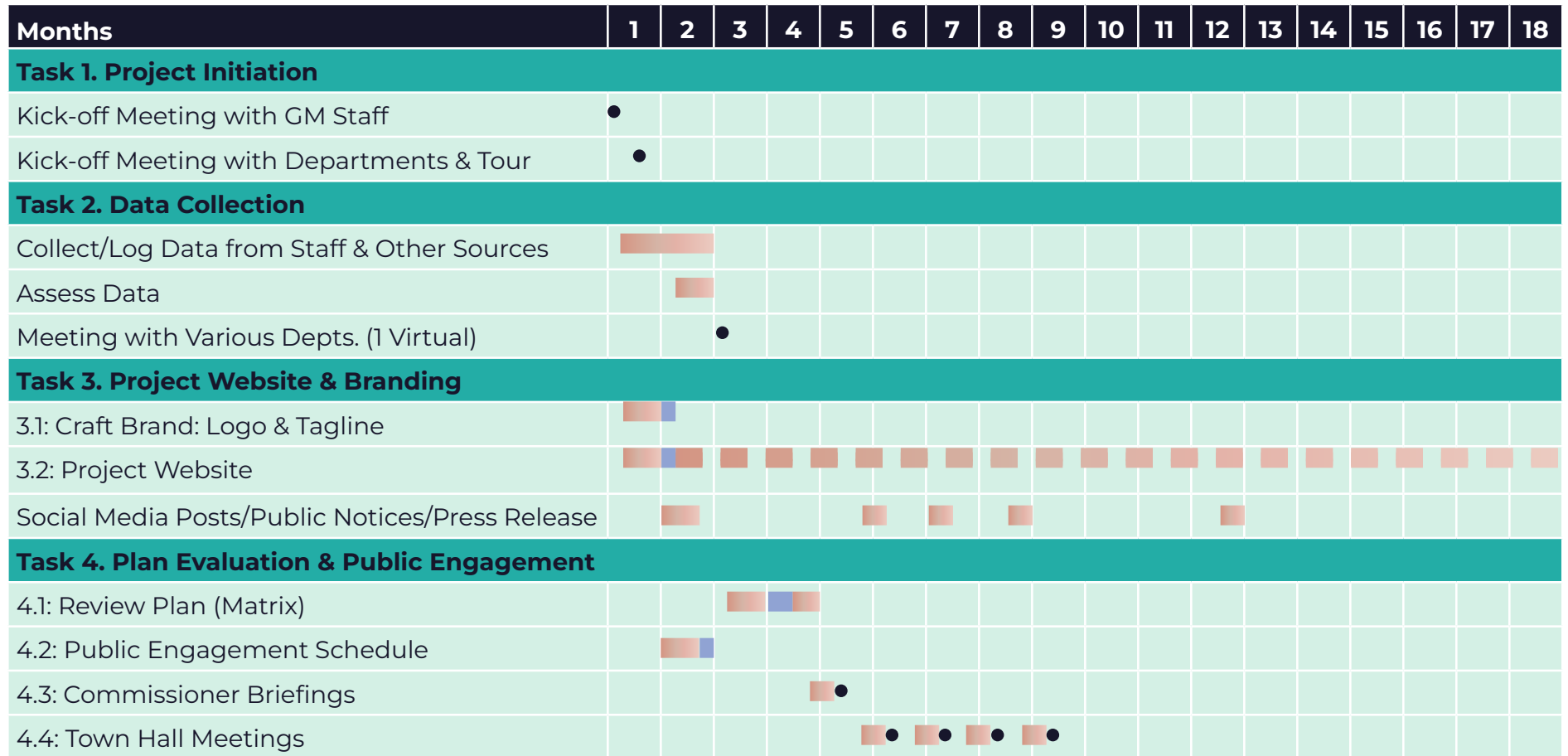
### Task 6 Deliverables:

- Attendance at a Planning & Zoning Agency (Local Planning Agency) Hearing
- Attendance at two (2) BOCC Hearings
- Final Comprehensive Plan Documents



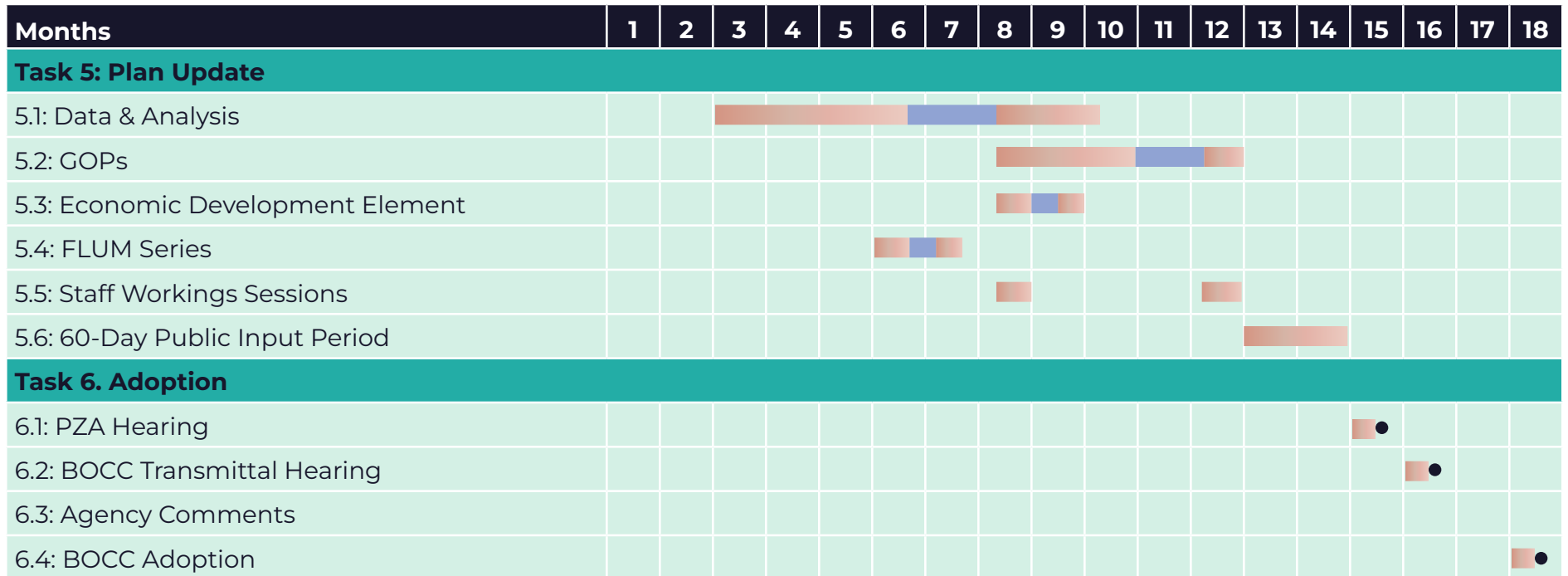


**Timeline**



■ Production    ■ Staff Review    ● Meetings/Hearings

**Timeline (cont.)**



Production
  Staff Review
  Meetings/Hearings

# 05

Proposed Pricing



## Proposed Pricing

<b>Tasks</b>	
Task 1. Project Initiation	\$12,706.91
Task 2. Data Collection	\$13,534.00
Task 3. Project Website & Branding	\$29,163.75
Task 4. Plan Evaluation & Public Engagement	\$78,912.91
Task 5. Plan Update	\$253,639.58
Task 6. Adoption	\$29,891.20
<b>Total Costs</b>	<b>\$417,848.35</b>





# 06

Local Preferences



Attachment G

RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

ATTACHMENT G
LOCAL PREFERENCE

Respondents must complete and sign this Attachment G, to indicate whether or not the Respondent is submitting for consideration of Local Preference. Any Respondent that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must submit and attach hereto all documentation required to support consideration as a Local Business, for the Respondent as well as any proposed sub-contractors who are submitted for consideration of Local Preference as specified herein.

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Respondent has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
• Local address above must be registered as the Respondent's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFQ.
• Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFQ.
• Must qualify as a local business as shown above AND self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-consultants.

Respondent must select one of the following, and submit the supporting documentation, as applicable:

Respondent (or proposed Sub-contractors) is a Local Business as defined in Section 16.3.1 of the Policy
If Respondent selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business(es) proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Respondent is not a Local Business as defined in Section 16.3.1 of the Policy
If Respondent selects this option, Respondent is NOT seeking consideration for local preference, and is not required to submit the documentation provided above.

Signature - Authorized Representative

George Kramer, AICP, President
Printed Name & Title

Date of Signature 4/26/23



# 07

Administrative Information



Attachment A

RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

ATTACHMENT "A"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Inspire Placemaking Collective, Inc. (Respondent) being of lawful age and being duly sworn I, George Kramer, AICP (Affiant) as President (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, un-matured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 26th day of April, 2023.

Signature of Affiant

STATE OF Florida  
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 26th day of April, 2023, by George Kramer (Affiant), who is personally known to me or has produced as identification.

Kirsten Hendricks  
Notary Public  
My Commission Expires: \_\_\_\_\_







Attachment B

RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

ATTACHMENT "B" PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

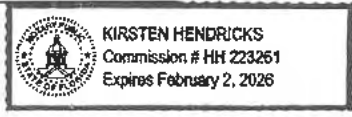
Before me, the undersigned authority, George Kramer (Affiant) who, being duly sworn, deposes and says he/she is President (Title) of Inspire Placemaking Collective, Inc. (Respondent) submitting the attached proposal for the services covered by the RFP documents for RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Respondent has no financial interest in the firm of another Respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Inspire Placemaking Collective, Inc.
(Respondent Firm)
By [Signature]
(Affiant Signature)
President
(Title)
4/26/23
Date of Signature

STATE OF Florida
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [ ] online notarization, this 26th day of April, 2023, by George Kramer (Affiant), who is personally known to me or has produced [Signature] as identification. Kirsten Hendricks



[Signature]
Notary Public
My Commission Expires: \_\_\_\_\_

RESPONDENTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO PROPOSAL.

### Attachment C

#### RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

#### ATTACHMENT "C" Conflict of Interest Disclosure Form

Project (RFP) Number/Description: RFP No 23-62; Comprehensive Plan Update Services

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultant's, therefore must avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: Inspire Placemaking Collective, Inc.

Authorized Representative(s):		<u>George Kramer, AICP   President</u>
	Signature	Print Name/Title
	<u>NA</u>	<u>NA</u>
	Signature	Print Name/Title



Attachment D

RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

ATTACHMENT "D"  
DRUG-FREE WORKPLACE FORM


The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Inspire Placemaking Collective, Inc. \_\_\_\_\_ does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Attachment F

RFP 23-62; COMPREHENSIVE PLAN UPDATE SERVICES

ATTACHMENT "F"
E-VERIFY AFFIDAVIT

STATE OF Florida
COUNTY OF Orange

I, George Kramer (Affiant), being duly authorized by and on behalf of Inspire Placemaking Collective, Inc. (Respondent) hereby swears or affirms as follows:

- 1. Respondent understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP No: 23-62 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Respondent and shall expressly require any sub-consultants performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the sub-consultant.
3. Respondent shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Respondent understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and sub-consultants performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Respondent further understands and agrees that in the event of such termination, Consultant shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant's breach.

DATED this 20th day of April, 2023.

[Signature]
Signature of Affiant

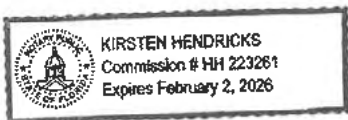
George Kramer, AICP
Printed Name of Affiant

President
Printed Title of Affiant

Inspire Placemaking Collective, Inc.
Full Legal Name of Respondent

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [ ] online notarization, this 20th day of April, 2023, by George Kramer (Affiant), who is personally known to me or has produced [ ] as identification.

[Signature] Kirsten Hendricks
Notary Public
My Commission Expires: [ ]





Addendum



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

May 12, 2023

To: Prospective Respondents
From: St. Johns County Purchasing Division
Subject: RFP 23-62; Comprehensive Plan Update Services

This Addendum #1 is issued for further Respondents' information and is hereby incorporated into the RFP Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Respondents must submit a copy of each signed addendum with their Proposal as provided in the RFP Documents.

Questions/Answers:

The County provides the following answers to the questions submitted below:

- 1. Are local team members allowed to hire subs underneath them to support them within the "50% scope and fee"? Answer: To receive Local Preference points, the respondent must qualify as a local business as detailed in Attachment G - Local Preference, on page 25 of the RFP, and a minimum of fifty percent of the services must be performed by the local business(es).
2. Does the County allocate any points for local team members who have less than 50% of scope and fee? Answer: Respondents or their proposed sub-contractors that don't qualify for Local Preference, as detailed in Attachment G - Local Preference, on page 25 of the RFP, will receive zero points. If at least 50 percent of the services is not performed by a qualified local business, zero points will be awarded for Local Preference, as stated on page 25 of the RFP.
3. Please clarify if firms can use a larger font size than 11 pts for page/section headers? Answer: No
4. Can firms use a smaller font size than 11pts in footers, tables, charts, etc.? Answer: No
5. Since there was no contract provided, will the County negotiate the contractual terms and conditions with the awarded firm? Answer: The Terms & Conditions within the contract are negotiable.

SUBMITTAL DEADLINE FOR PROPOSALS REMAINS:
Thursday, June 1, 2023 at 4:00 P.M. EST

Acknowledgment:

[Handwritten Signature]

Signature
George Kramer, AICP, President

Printed Name/Title
Inspire Placemaking Collective, Inc.

Respondent Company Name

END OF ADDENDUM NO. 1