



AGENDA
PLANNING ADVISORY BOARD - SPECIAL MEETING
AUGUST 11, 2020 | 1:00 PM – 5:00 PM
FERNANDINA BEACH GOLF COURSE CLUBHOUSE
2800 BILL MELTON ROAD
FERNANDINA BEACH, FL 32034

This will be conducted as a virtual meeting with restricted physical access.

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM/ PRELIMINARY DISCUSSION

2. NEW BUSINESS

- 2.1 Consultant Presentations response to RFQ #2020-02.** *Presentations limited to a total of 40 minutes per consultant with an anticipated time allocation of 30 minutes for each presentation and 10 minutes for questions and answers with the Planning Advisory Board. All presentations will be virtual and hosted through the webinar link provided. Board members will be physically present while adhering to CDC guidance for social distancing. Presentation order chosen at random, as follows:*

1:15 pm - 1:55 pm - Kimley Horn and Associates,
2:00 pm - 2:40 pm - Environmental Planning and Design,
2:45 pm - 3:25 pm - WGI, Inc.,
3:30 pm - 4:10 pm - Design Workshop
4:15 pm - 5:00 pm - Board Discussion and Determination of Board Consensus

Webinar Log-in for Consultants and Public:

Please click the link below to join the webinar:

<https://zoom.us/j/98304555084?pwd=akJ3c2pUWW0raWFQazA3dGxZVnZRQT09>

Passcode: RFQ2020-02

Or iPhone one-tap :

US: +13017158592,,98304555084#,,,,,0#,,8220325814# or
+13126266799,,98304555084#,,,,,0#,,8220325814#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248
7799 or +1 669 900 9128

Webinar ID: 983 0455 5084

Passcode: 8220325814

International numbers available: <https://zoom.us/u/acyZYpt4eO>

3. PUBLIC COMMENT

4. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3480.

Comprehensive Plan and Land Development Code Revision

RFQ 2020-02



Prepared by: **Kimley»Horn**





1. Cover Letter



Cover Letter

July 8, 2020

City of Fernandina Beach
City Clerk
204 Ash Street
Fernandina Beach, FL 32034

Re: Comprehensive Plan and Land Development Code Revision; RFQ 2020-02

Dear Members of the Selection Committee:

The City of Fernandina Beach is in the enviable position of being a growing community within a growing region, not just through residential expansion, but also increased employment and retail. The City has a number of plans in place that set the stage for the community's vision and expectations. Now Fernandina Beach is looking to update its long-term vision and needs a strategic partner that not only knows the City and region but has a successful track record developing Comprehensive Plans and Land Development Code Revisions. We have reviewed the City's Request For Qualifications (RFQ) and developed a summary of our approach and experience completing similar projects. While the scope provided takes into consideration your budget expectations, we have also detailed a series of optional items that our team believes are crucial to successful implementation and will take these plans to the next level.

Local Knowledge and Commitment. Our familiarity with the area stems from the remarkable connection our project manager, **Brian Teeple, AICP**, has built over the last 35 years living and working in Northeast Florida. Over the years, while the CEO of the Northeast Florida Regional Council, Brian assisted the City with such activities as Comprehensive Plan and zoning code updates, strategic planning, redistricting, on-site planning services, assistance in the creation of the Port of Fernandina and subsequent expansion, dispute resolution, GIS mapping, vulnerability assessment, expert witness, and numerous other projects. Brian has led the development of dozens of Comprehensive Plans and Land Development Code development and revisions.

As a key leader for this project, Brian will make Fernandina Beach's Comprehensive Plan and Land Development Code Revisions a priority and offer you a familiar, trusted, and easily accessible point of contact who understands the City and your objectives. Given the demands on your time, our established connection and consummate understanding of local dynamics will help ensure an efficient process from inception to adoption. In addition to our extensive experience working with communities throughout Florida, many of our key staff have themselves worked for municipalities; they've been on your side of the table and know what it takes to get the job done on-time and within budget.

Commitment to Diversity. Kimley-Horn is committed to supporting and strengthening diversity among staff and within the services we provide our clients. Now more than ever, Kimley-Horn is sensitive to the pivotal role of meaningful public involvement programs to enable area residents to establish priorities. Through the use of a variety of techniques such as seeking out gathering places of those who would otherwise be disenfranchised from the process to gather input, we are committed to inclusion and providing opportunities for every person in the City to have their voice heard.

Relevant Project Experience. Kimley-Horn has partnered with nearly 50 cities and counties throughout Florida to create and/or revise local Comprehensive Plans and Land Development Codes, in whole or in part, including goals, objectives, and policies, and their implementing regulations. Our expertise encompasses comprehensive planning, zoning, ordinances, Future Land Use and Zoning maps, land development regulations, and public outreach. Even in these changing times due to the pandemic, our team continues to engage with stakeholders virtually and through a variety of social media platforms to create meaningful connections. Our team is committed to quality and innovation, no matter the obstacle.



Proven Process and Perspective. Our team's approach to refreshing a Comprehensive Plan is to streamline it and make it efficient—we review the current and previous Plans, identify the changes through a “road map” approach, and apply our experience to develop a workable Plan that is easy to read, understand, and most importantly, to apply. This process has many potential outcomes, including tables that clearly identify policies, coupled with graphics to illustrate the said policies. The road map will chart a path forward for the City and community, establishing ways to achieve broad-based public acceptance and a smooth transition from concept to implementation. The Comprehensive Plan sets the stage for the update of the City's Land Development Code, the vital tool that implements the City's Plan. Using a tried-and-true process that has produced successful results for numerous communities and projects, we will work with the City to develop a Comprehensive Plan and Land Development Code that are forward-thinking with outcomes that are achievable.

Diversified Resources. One of the key separators of Kimley-Horn is our ability to provide integrated services throughout all project phases; this depth of resources allows us to craft unique and innovative solutions for our clients and their projects. Our in-house team of professional planners, landscape architects, urban designers, and engineers thoroughly understand the challenges of your existing Comprehensive Plan and Land Development Code. Our experience assessing and developing Comprehensive Plans and Land Development Codes for other communities in Florida provides a specialist perspective that balances well with our local knowledge. You can be assured that our process and deliverables will focus on tailored solutions that respond to the unique attributes of Fernandina Beach and fully integrate with your vision.

Our team will partner with you to develop both a Comprehensive Plan and a Land Development Code that are primed for the future, but also rooted in proven strategies that prioritize real-world implementation. This level of thoughtfulness, professionalism, and high-quality project deliverable is what you can expect from our team under this contract. We know and understand the City is dedicated to providing a better place for its residents, business owners, and visitors to live, work, and play. We share your commitment and pledge to provide you with value in all that we do.

Sincerely,

KIMLEY-HORN

Brian Teeple, AICP
Project Manager

Allison Megrath, AICP
Co-Project Manager

Joe Mecca, P.E.
Senior Associate

As a Senior Associate with Kimley-Horn and Associates, Inc., Joe Mecca, P.E. is authorized to legally bind the firm.

2. Previous Work

Comprehensive Plan and Land Development Code Revision

Previous Work

Kimley-Horn has successfully executed projects similar or related to those envisioned by the City for their Comprehensive Plan Update and Land Development Code Revision, including developing and updating comprehensive plans for the cities of Atlantic Beach, Venice, and Sebastian, Florida. Although elements and tasks of these projects are similar in requirements, Kimley-Horn tailors each project's scope of work specifically to meet your objectives and goals.

Atlantic Beach Land Development Regulation Update

Northeast Florida Regional Council

100 Festival Park Ave, Jacksonville, FL 32202

 **Elizabeth Payne, AICP, Chief Executive Officer, epayne@nefrc.org, (904) 279-0880 x133**

THE STORY

The City of Atlantic Beach contracted with the Northeast Florida Regional Council (NEFRC) to facilitate updating the City's Land Development Regulations. Kimley-Horn was selected commissioned as a subject matter expert with the Northeast Florida Regional Council to assist them in the updating of the City's Land Development Regulations. The purpose of the update is to provide for orderly growth; to encourage the most appropriate use of land; to protect the natural environment; to protect and conserve the value of property; to prevent the overcrowding of land; to promote, protect, and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and to help accomplish the goals and objectives of the Comprehensive Plan.

THE ISSUES

The City had recently updated its Comprehensive Plan. Florida Statutes require that a local government's Land Development Code be updated within one year of a Comprehensive Plan update. This project entailed not only bringing the Code into compliance but also refreshing the document to streamline and provide interest, as well as making it a better user experience. The City also desired to provide some flexibility in certain areas of the Land Development Code to encourage redevelopment. The solution Kimley-Horn and the NEFRC proposed was the creation of a new zoning district, known as the Traditional Marketplace. This district allowed for the relaxation of certain standards including landscaping, building setbacks, and parking to allow for easier redevelopment and adaptive reuse of existing buildings.

PHASE 1

THE PROCESS

An audit of the previous Land Development Code, Comprehensive Plan, and City Charter was performed to identify issues. Meetings with stakeholders and a "walkabout tour" of the community were coordinated with City and NEFRC staff to observe the identified issues in person. This research resulted in the creation of an Amendment Matrix. The Amendment Matrix is a system Kimley-Horn uses to capture all comments noted throughout the project – whether from staff, constituents and stakeholders, Commissions and/or Boards. The Amendment Matrix acts as a historical log of what comments were received and if, how, and where they were addressed in the new Land Development Code.

PHASE 2

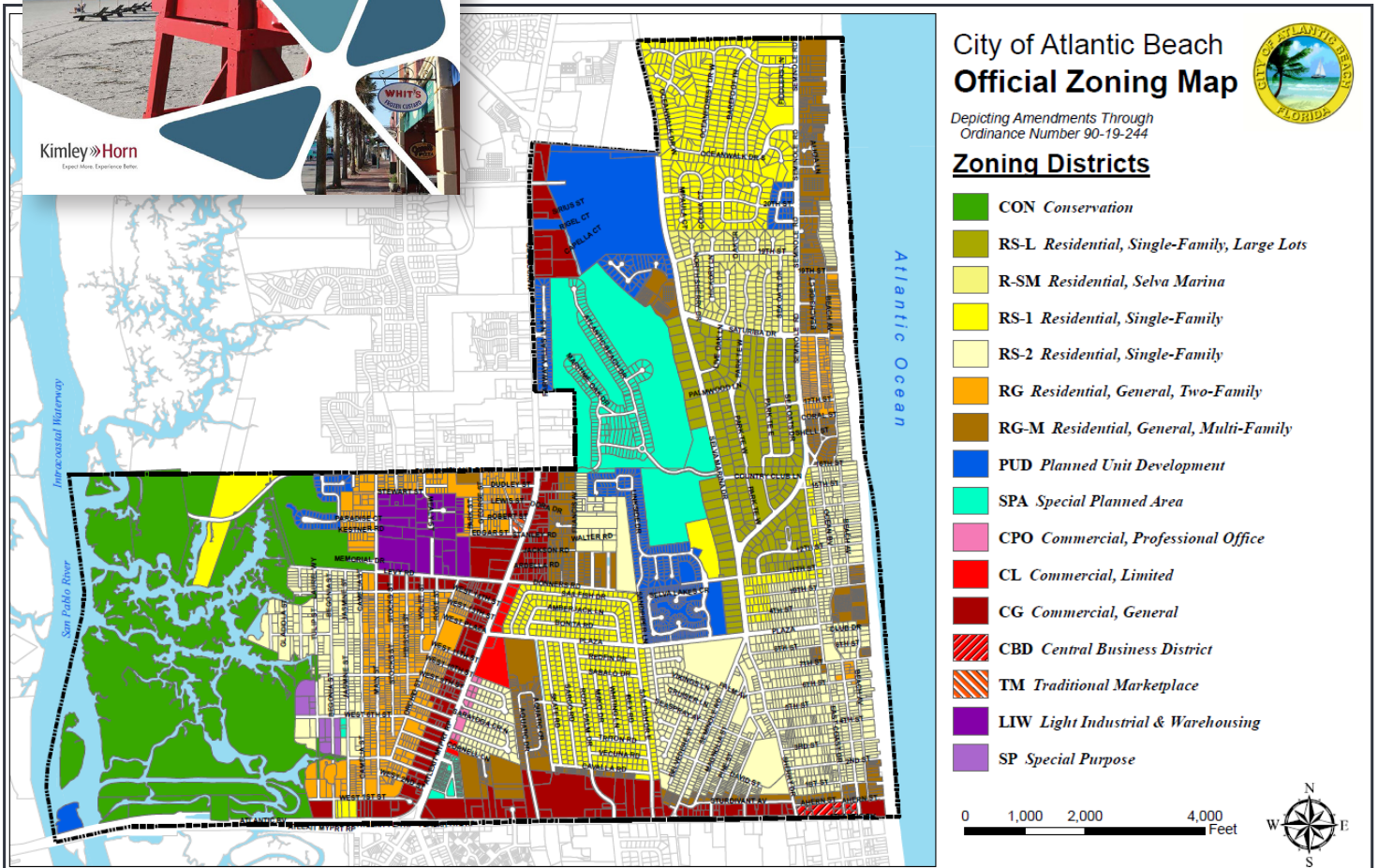
An assessment was completed to identify generalized concept approaches to gauge public acceptability of proposed amendments, and the creation of recommendations in strikethrough and underline ordinance format. This process included extensive coordination with staff, workshops with citizens, Community Development Board, City Staff, and City Commission.

PHASE 3

A final workshop presentation was held with the City Commission and Community Development Board to provide an in-depth look at the proposed amendments. Ultimately, the adoption of amendments to the Land Development Regulations took place in July of 2019.

THE RESULTS

The end result was a revised Land Development Code, receiving the unanimous approval of the City Commission. The City Staff has been able to implement the Goals, Objectives, and Policies of the Comprehensive Plan through the updated Land Development Code regulations. The new Traditional Marketplace zoning district that was provided in the Land Development Code provided an option for property owners who chose to take advantage of some of the incentives.



Comprehensive Plan and Land Development Code Revision

Venice Comprehensive Plan

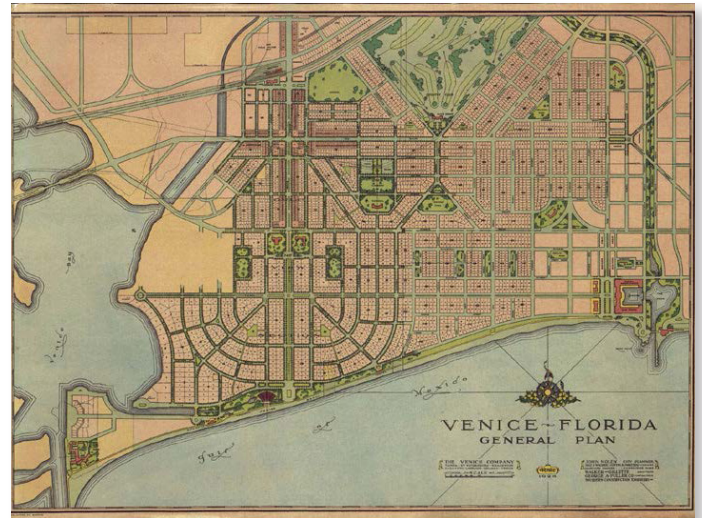
City of Venice

401 West Venice Avenue, Venice, FL 34285

 **Jeff Shrum, AICP, Development Services Director, jshrum@venicegov.com, (941) 882-7431**

THE STORY

The new 2017-2027 Comprehensive Plan for the City of Venice serves as the blueprint for the City's future. The Plan and its included strategies will be crucial as the City prepares for future opportunities related to land use, transportation, housing, and open spaces. It represents a significant shift in the status quo, and from the City's previous Plan which was more regulatory in nature. The Plan also represents a departure from the traditional structure of Goal, Objectives, and Policies (GOPs) into a Vision, Intent, and Strategies structure that better reflects the manner in which the City wanted to implement its Vision and the Plan. The process included the revision of approximately 650 items from the previous Plan, and has produced a document that is simple, direct, and easy to use.

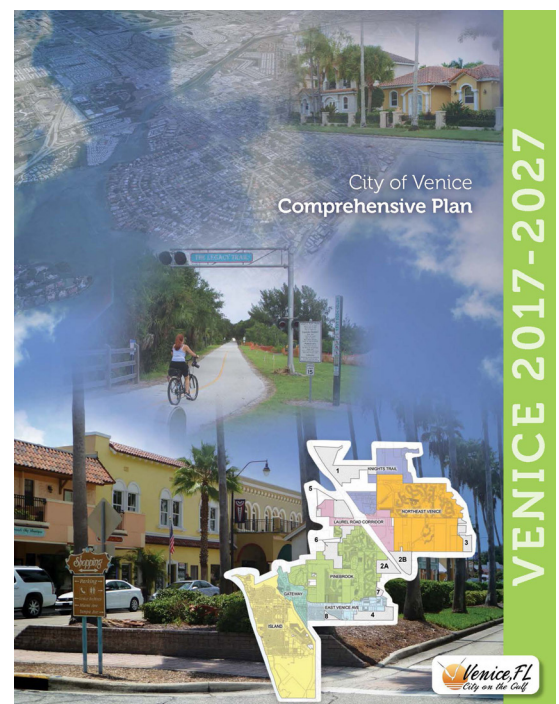


THE ISSUES

Early in 2015, it became clear that the current Comprehensive Plan adopted in 2010 was not adequately providing the proper guidance. The Planning Commission identified several obstacles or challenges which led to inconsistencies in the current Plan, including but not limited to changes in State Statutes, policy language better suited for the City's Land Development Code, as well as items that were not defined or provided insufficient information.

THE PROCESS

The City took this opportunity to redefine its Land Use Designations and create new designations, such as mixed-use, that reflect the character and desired outcome of the area as well as set the stage for an improved and more efficient application of the Land Development Code. In addition to the City-Wide elements, the Plan also includes the Neighborhood sections which further define/provide strategies specific to



each respective Neighborhood (redevelopment, waterfront, parks, etc.). Finally, there is information and analysis specific to the mixed-use designations which provide the minimum and maximum levels of development envisioned within each of the neighborhoods; this builds further on the visions established by the City in shaping future development.

Code-specific and code-oriented language which, per Florida Statutes, is not recommended to be incorporated into the Comprehensive Plan was removed in the new Plan. The Plan and the mixed-use designations provided targeted minimum and maximum levels of residential and non-residential development as well as a snapshot of where the City was at the time of the Plan's adoption (to allow for tracking and monitoring). Text was simplified, redundancies within and between designations were removed, and where possible, graphics were used to illustrate the strategy.

A critical component to the development of the Plan was a robust and diverse public engagement process that provided an understanding of the community's values, aimed at ensuring the Plan supports and advances those priorities over the long term.

THE RESULTS

There are specific strategies within the Plan that (1) require annual review on the progress of the Plan and its related strategies, as well as status of development within the mixed-use areas, and (2) provide for transitional items that require further review and analysis as the Plan is being implemented; if determined that the strategies are successful or not, further amendments are processed.

This process could be considered transferable to almost any community, as it relates to the public outreach approach as well as the refinement of the Plan into succinct elements and strategies. In addition, the development of neighborhood-specific strategies provides the mechanism for a targeted focus within a defined geography of the community.

**This Plan
was recognized by the
American Planning Association
(APA) Florida for Outstanding
Comprehensive Plan Small City in
2018 and the Florida Planning and
Zoning Administration (FPZA)
Grassroots Initiative and
Public Involvement.**

Comprehensive Plan and Land Development Code Revision

Sebastian Coastal Resiliency Plan and Comprehensive Plan Updates

City of Sebastian

1225 Main Street, Sebastian, FL 32958

 *Lisa Frazier, AICP, Community Development Director, lfrazier@cityofsebastian.org, (772) 388-8228*

THE STORY

The City of Sebastian is located in the Indian River Lagoon Basin on the east coast of Florida, bordered by the Indian River and Saint Sebastian River. The City includes approximately 14.9 square miles with a mix of urban and suburban areas populated by 25,174 (2017) residents. In 2018, the City received funding through the Florida Department of Environmental Protection (FDEP) Program for Resilient Communities to assess critical infrastructure. As a result, this project is part of an effort by the City to *build resilience into the City's Comprehensive Plan*. Since this effort, Kimley-Horn has undertaken a complete update of the rest of the City's Comprehensive Plan and its Elements which is due to be adopted later this year.



THE ISSUES

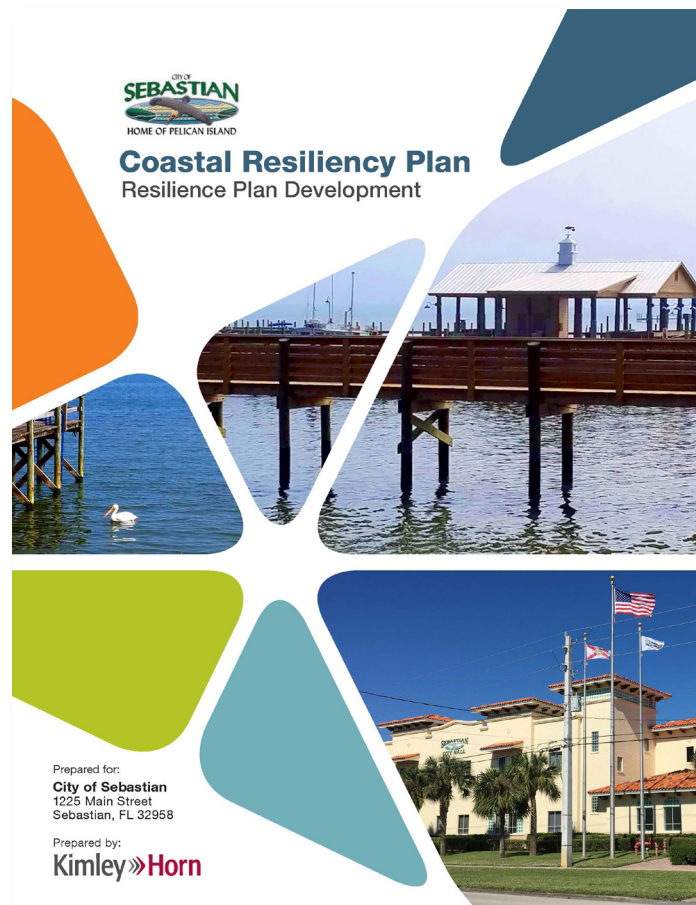
The City is situated on several bodies of water and is susceptible to the effects of sea level rise (SLR) and flooding on both public and private lands. The City took the bold step of completing a study to not only better identify those areas susceptible to sea level rise but also develop strategies for the development and redevelopment of properties through its Comprehensive Plan. Those Goals, Objectives, and Policies form the basis of the City developing the implementing land development code standards.

THE PROCESS

Kimley-Horn was selected to prepare the City's Coastal Resiliency Plan and the corresponding Comprehensive Plan amendments to address state mandates regarding sea level rise assessment. To support the Comprehensive Plan Update, a vulnerability analysis of the City's critical infrastructure and social elements was required to evaluate coastal flooding. The Coastal Resiliency Plan was developed through this vulnerability analysis; an in-depth analysis of sea level rise, rainfall and surge data, public infrastructure locations, land use, and societal exposures. The Plan culminated in the vulnerability summary and an Adaptation Action Plan.

THE RESULTS

Following the development of the Coastal Resiliency Plan, Kimley-Horn prepared Comprehensive Plan amendments to the Goals, Objectives, and Policies (GOPs) and Data, Inventory, and Analysis (DIA) for the Future Land Use, Public Facilities, and the Coastal and Conservation Elements of the City's Comprehensive Plan. These changes were vital to better reflect the threats of flooding, sea level rise, and the importance of resiliency measures while also improving the organization and flow of the Comprehensive Plan. The reorganization of the Conservation and Coastal Management Elements into one element was completed to address similar topics and subjects in a more succinct manner and reduce redundancy in policies.





3. Personnel



Brian Teeple, AICP

Lead Project Manager

40 Years of Experience

SPECIAL QUALIFICATIONS

- Nearly 40 years of experience in public sector planning and management
- Has led the development of dozens of local government comprehensive plans and land development codes
- Accomplished facilitator and mediator, with wide-ranging public participation experience
- Qualified Expert Witness in Planning and Zoning
- During his time at the Northeast Florida Regional Planning Council he was involved in producing and reviewing over 600 comprehensive plans, amendments and evaluation and appraisal reports
- Has worked on dozens of land development codes for local governments of all sizes.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Environmental Management, Pennsylvania State University
- Master of Science, Urban and Regional Planning, Florida State University
- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), APA-FL Past President
- Florida Planning and Zoning Association (FPZA), Member
- Urban Land Institute, Member

RELEVANT EXPERIENCE

Comprehensive Plan, Flagler Beach, FL — While at a regional planning agency was co-project manager for the re-write of this Comprehensive Plan. Flagler Beach's Comprehensive Plan was out of date and had not been reconciled with individual changes made by the City over the years nor with legislative changes. Early in the process it was decided, in order to provide for the highest protection to the City, this effort would result in a new Comprehensive Plan, developed from the ground up. The planning process included four in-depth citizens workshops, two workshops with the Planning and Architectural Review Board and two workshops with the City Commission. This process resulted in a plan that was streamlined, provided a narrower number of land use categories, and was markedly more user friendly.

Unified Land Development Code Update, Alachua County, FL — Co-project manager, alongside Allison Megrath, AICP, who are currently updating the Unified Land Development Code (ULDC) for Alachua County. This project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more user-friendly. Areas of major focus include affordable housing, collapsing/combining zoning districts, eliminating parking minimums, supporting an agricultural community, and creating human-scale development in the context of multimodal design.

First Coast Vision, Northeast Florida — As the CEO of the NEFRC, Brian worked with regional leaders in the First Coast to recognize that visioning was needed in the region, and First Coast Vision was born. Our visioning process assumed that the region would grow by 1.6 million people (more than double the 2005 population) and at least 650,000 jobs. The vision is a collection of goals and objectives that reflect the choices and values of citizens as to how they want to live.

Amelia Bluff, Fernandina Beach, FL — Provided expert witness services in a Division of Administrative Hearings trial defending the City of Fernandina Beach's decision to amend the Future Land Use Map to accommodate this 11.71-acre 30 dwelling unit subdivision. Researched the City's actions, applications, supporting data and analysis, State Statutes, City's Comprehensive Plan and Land development regulations, depositions, interrogatories and precedents. In concert with the legal team and other fact and expert witnesses compiled expert opinions on the 23 counts of alleged inconsistency with the Comprehensive Plan and non-compliance with State Statutes. Provided approximately 3.5 hours of testimony at trial.

Nassau County Beaches Community Working Group Facilitation, Nassau County, FL — Project manager. Kimley-Horn provided professional facilitation services to Nassau County and its Beaches Community Working Group in providing recommendations to the Nassau County Board of County Commissioners on a myriad of beach issues including beach driving, beach parking, beach camping, horseback riding, law enforcement, environmental stewardship and ordinance consolidation. The working group met seventeen (17) times, received testimony from 150 individuals and received over 500 page of written comments. Through this process the Working Group successfully delivered numerous recommendations for County Code changes on beach use/management issues as well as a number of non-code recommendations.

High Springs Comprehensive Plan Rewrite, High Spring, FL — Co-project managers, Brian Teeple, AICP, and Allison Megrath, AICP, are leading a team to assist the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional

initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City the ideal place to live, work, play and stay. A series of public workshops will be held either in person or virtually and a number of different methods for public outreach will be employed throughout this process. Based on the information and policy guidance obtained from public workshops and the City staff, as well as the results of updated data and analysis, Brian and Allison will guide the team to draft proposed Comprehensive Plan Goals, Objectives and Policies to replace all elements of the existing Comprehensive Plan. The team will also be conducting a thorough review of the City's Future Land Use Map. Based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure, the team will recommend changes to the distribution of land uses on the Future Land Use Map. Brian and Allison will present the proposed rewritten Comprehensive Plan to the City Commission for transmittal to the Florida Department of Economic Opportunity (DEO) through the formal public hearing process. Responses to DEO's Objections, Recommendations and Comments report will be addressed by the team and Brian and Allison will bring this project to a close for final adoption by the City Commission through the formal public hearing process.

Archer Visioning, Archer, FL — Leading the process, Brian Teeple, AICP, and Allison Megrath, AICP, are currently facilitating a visioning process to assist the City of Archer in determining its future state when the City has matured in terms of growth and the City is in its "Buildout" condition. Workshops will be held with citizens and stakeholders and participants will help frame the Vision. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to gain keen insight into the sentiments of attendees. For context, the project team will review all relevant existing plans, programs, and projects. We will consider documents that are in government, for-profit, non-profit, and voluntary organizations that can affect development in Archer. They will gather and analyze pertinent and readily available data and prepare strategies and goals. Such data may include demographic and economic patterns and trends such as population and rate of population growth by age; racial composition and percentage of total population in Archer; and employment characteristics and trends. The team will work with participants to identify particular themes, recognize those themes, and seek additional feedback from the participants that will be used to develop a Specific Action Plan. The Specific Action Plan will be categorized into themes outlined in the Vision or by the goals and strategies and will provide the implementing policies for how to reach the Vision. Final Workshops will be held with stakeholders and the City Commission prior to for final adoption.

Comprehensive Plan Update, Putnam County, FL — Co-project manager and project planner updating the Comprehensive Plan for Putnam County. Tasks include interviews community engagement to solicit input regarding matters of local interest, updating outdated goals, objectives, and policies within the current plan to comply with Florida Statutes, streamlining of the plan, providing consistency throughout the document, with the objective of providing meaningful policies to meet the County's goals.

District 4 Certified Development District, Northeast Florida — While at a regional agency established and gained certification through the U.S. Economic Development Administration of the District 4 Certified Economic Development District. Through the District, led the development of three economic development plans/strategies: the Northeast Florida Comprehensive Development Strategy, Innovate Northeast Florida, and Elevate Northeast Florida.

Economic Development Partner Impact Report, Jacksonville, FL — CEO/project manager at a regional agency responsible for determining the overall economic impact of the combined economic development efforts in the City of Jacksonville. For the past four years, conducted an annual combined economic impact analysis of the economic development efforts of the Office of Economic Development. JAXUSA Regional Partnership and the Downtown Investment Authority. Each year, the number of projects ranged from 15 to 20 and resulted in an annual increase of gross county product of between \$100 million and \$900 million.

Facilitations and Mediations, Various Jurisdictions, FL — While at a regional agency and Kimley-Horn, led dozens of facilitations and mediations including the Nassau Beaches Community Working Group, Reality Check Northeast Florida, Crescent City Strategic Planning and Goal Setting, old St. Augustine Beach City Hall disposition, Jacksonville Beach building height restrictions, Town of Interlachen Visioning, mediation of dozens of local government comprehensive plan third party challenges, and the development of First Coast Vision.

Additional Experience

Town of Penny Farms, FL — Developed a Quality of Life element for their comprehensive Plan.

City of Flagler Beach, FL — Undertook the development of a new Comprehensive Plan, rather than update a badly out of date plan.

City of Atlantic Beach, FL — Led the rewrite of the Land Development Code.

City of St. Augustine Beach, FL — Developed a new Land Development Code.

Putnam County, FL — Updating the Comprehensive Plan and Water Supply Facilities Work Plan.

City of Fernandina Beach, FL — Expert witness in a DOAH hearing for a Comprehensive Plan Amendment.

Nassau County, FL — Rewrite of their Sign Ordinance and oversight of rewrite of their Development Review Processes.

Towns of Pomona Park, Interlachen and Beverly Beach, FL — On-call planning staff services.



Allison Megrath, AICP

Co-Project Manager; Planning/Zoning; Public Outreach

RELEVANT EXPERIENCE

27 Years of Experience

SPECIAL QUALIFICATIONS

- 27 years of experience in project management, industrial site certification, stakeholder engagement, land use planning and zoning, regulatory compliance, grant writing and administration, and economic development
- Experience with traditional and non-traditional funding programs such as Community Planning Technical Assistance Grants, FRDAP Grants, and Community Development Block Grants, and Water Management District REDI Grants

PROFESSIONAL CREDENTIALS

- Bachelor of Arts, Urban Studies, University of Toronto
- U.S. Department of Housing and Urban Development, CDBG - Part 58, Environmental Review Training Certificate
- American Institute of Certified Planners, 019583
- APA Florida Vice President of Professional Development (2018-present)
- 8-time Delegate for Florida Chapter at APA National Conference
- APA Ambassador 2020
- APA Florida Legislative Policy Committee 2005-present
- APA Small Town & Rural Planning Division Member
- APA Economic Development Division Member
- Past Chair of APA Florida Promised Lands Section

Unified Land Development Code Update, Alachua County, FL — Co-project manager, alongside Brian Teeple, AICP, who are currently updating the Unified Land Development Code (ULDC) for Alachua County. This project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more user-friendly. Areas of major focus include affordable housing, collapsing/combining zoning districts, eliminating parking minimums, supporting an agricultural community, and creating human-scale development in the context of multimodal design.

Land Development Regulations Update, Atlantic Beach, FL — Assistant project manager and project planner who updated the City's Land Development Regulations to make them consistent with recent changes to state statutes, address issues and concerns, improve functionality and ease of use, and provide a general overall modernization of the code. The project was divided into 3 phases:

1. An Audit of the Land Development Code, Comprehensive Plan and City Charter to identify issues, meeting with stakeholders, and coordinating a "walkabout tour" to observe issues in person. This resulted in a deliverable of an Issues Matrix;
2. An Assessment that identified generalized concept approaches to gauge public acceptability of proposed amendments, and the creation of recommendations in strikethrough/underline ordinance format; and
3. The Adoption of changes to the Land Development Regulations. This process included several workshops with the Citizens, Community Development Board, City Staff and City Commission during each phase throughout the project.

Comprehensive Plan Update, Williston, FL — Project manager and project planner who performed a statutory update to the City's Comprehensive Plan including a new Optional Economic Development Element. Project included statutory updates, addressed current conditions and public outreach. Kimley-Horn administered the Technical Assistance Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. This project received the Vernon Deines Award for an Outstanding Comprehensive Plan (Small Jurisdiction) from the Small Town and Rural Planning Division of the American Planning Association.

Economic Development Strategy and Disaster Resiliency Plan, High Springs, FL — Project manager and project planner developing an Economic Development Strategy for the City of High Springs. Kimley-Horn is administering the Florida Department of Economic Opportunity Competitive Florida Partnership Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. Tasks include the creation of a vision and a strategy to bolster economic development opportunities in High Springs while maintaining the City's small town character and honoring its history. Project will include extensive community engagement and coordination with state and federal technical professionals.

Comprehensive Plan Update, Putnam County, FL — Co-project manager and project planner updating the Comprehensive Plan for Putnam County. Tasks include interviews community engagement to solicit input regarding matters of local interest, updating outdated goals, objectives, and policies within the current plan to comply with Florida Statutes, streamlining of the plan, providing consistency throughout the document, with the objective of providing meaningful policies to meet the County's goals.

High Springs Comprehensive Plan Rewrite, High Spring, FL — Co-project managers, Brian Teeple, AICP, and Allison Megrath, AICP, are leading a team to assist the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City the ideal place to live, work, play and stay. A series of public workshops will be held either in person or virtually and a number of different methods for public outreach will be employed throughout this process. Based on the information and policy guidance obtained from public workshops and the City staff, as well as the results of updated data and analysis, Brian and Allison will guide the team to draft proposed Comprehensive Plan Goals, Objectives and Policies to replace all elements of the existing Comprehensive Plan. The team will also be conducting a thorough review of the City's Future Land Use Map. Based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure, the team will recommend changes to the distribution of land uses on the Future Land Use Map. Brian and Allison will present the proposed rewritten Comprehensive Plan to the City Commission for transmittal to the Florida Department of Economic Opportunity (DEO) through the formal public hearing process. Responses to DEO's Objections, Recommendations and Comments report will be addressed by the team and Brian and Allison will bring this project to a close for final adoption by the City Commission through the formal public hearing process.

CDBG Five-Year Consolidated Plan and Annual Action Plan, Hampton, VA — Project coordinator for the creation of a Community Development Block Grant (CDBG) Five-Year Consolidated Plan and Annual Action Plan to address housing needs and priorities in Hampton. Tasks include focus group interview, data collection and analysis for housing, prioritization of goals, and creation of objectives to meet goals over the next five years.

Archer Visioning, Archer, FL — Leading the process, Brian Teeple, AICP, and Allison Megrath, AICP, are currently facilitating a visioning process to assist the City of Archer in determining its future state when the City has matured in terms of growth and the City is in its "Buildout" condition. Workshops will be held with citizens and stakeholders and participants will help frame the Vision. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to gain keen insight into the sentiments of attendees. For context, the project team will review all relevant existing plans, programs, and projects. We will consider documents that are in government, for-profit, non-profit, and voluntary organizations that can affect development in Archer. They will gather and analyze pertinent and readily available data and prepare strategies and goals. Such data may include demographic and economic patterns and trends such as population and rate of population growth by age; racial composition and percentage of total population in Archer; and employment characteristics and trends. The team will work with participants to identify particular themes, recognize those themes, and seek additional feedback from the participants that will be used to develop a Specific Action Plan. The Specific Action Plan will be categorized into themes outlined in the Vision or by the goals and strategies and will provide the implementing policies for how to reach the Vision. Final Workshops will be held with the citizens/stakeholders and with the City Commission prior to going to the City Commission for final adoption. This process is anticipated to take approximately 8 months to complete.

Economic Development Strategy, Indiantown, FL — Project manager who worked with the newly incorporated Village of Indiantown to prepare an Economic Development Strategy known as "Invest in Indiantown." The Village was awarded a grant by the Florida Department of Economic Opportunity (DEO) under the Competitive Florida Partnership Program (FY 2018-19) to complete a review of existing economic development and planning documents, facilitate public participation efforts, assess the Village's inventory of its assets and develop an action-oriented economic development strategy to retain and expand existing businesses and find ways to attract complementary businesses and industries. All public outreach and engagement activities with citizens and stakeholders were held in English and in Spanish with a translator available at each meeting. This was done due to the majority of the community is Spanish-speaking. All printed materials were made available in both languages, as well. In addition to preparing the Economic Development Strategy, Kimley-Horn facilitated the overall process and administered the grant for the Village.

Multiple Grant Preparations, Statewide, FL — Project planner. Prepared applications for a variety of grant opportunities, such as Department of Economic Opportunity Community Planning Technical Assistance Grants, Competitive Florida Partnership Grants, and Community Development Block Grants to help our public sector clients. These funds assist in offsetting the cost of projects to a local government.



22 Years of Experience

SPECIAL QUALIFICATIONS

- 22 years of experience in comprehensive and current planning, entitlement due diligence, impact fee analysis, project management, supervision, business development and public hearings representation
- Expertise includes land development code review, analysis and revision, comprehensive plan analysis, 911 emergency addressing advisory, communication tower entitlement, DRI revisions, land development procedures analysis, landscape review, and more
- Previously served as City Planner and Planning Manager for Clay County and City of Jacksonville's Planning and Development departments

PROFESSIONAL CREDENTIALS

- Master of Science, Social Science, Florida State University
- Bachelor of Science, Political Science, Florida State University
- American Institute of Certified Planners, #021081
- American Planning Association
- Florida Planning and Zoning Association, Past President
- Urban Land Institute, Member

Mark Shelton, AICP

Planning/Zoning

RELEVANT EXPERIENCE

Atlantic Beach Land Development Regulations Update, Atlantic Beach, FL — Project manager and project planner currently updating the City's Land Development Regulations to make them consistent with recent changes to state statutes, address issues and concerns, improve functionality and ease of use, and provide a general overall modernization of the code.

Land Development Code Revisions, Wakulla County, FL — Wakulla County recently asked Kimley-Horn to update and revise their land development code language. Serves as project planner focusing on updates to the stormwater and floodplain language in the code.

Atlantic North Mixed-Use Center, Jacksonville, FL — Project manager for traffic engineering services for the Atlantic North Mixed-Use Center. The Center is located in the northwest quadrant of the Atlantic Boulevard/Kernan Boulevard interchange in Jacksonville, Florida. Kimley-Horn worked closely with the Client and City of Jacksonville Planning Department staff to develop a mobility mitigation plan for the project. Kimley-Horn prepared the transportation study that demonstrated that the proposed roadway improvements would provide a public mobility benefit when constructed. Kimley-Horn also worked with the City's Public Works and Planning Departments to assist in negotiating the mobility fee credits for these proposed improvements.

The San Marco Promenade Redevelopment Project (fka Jackson Square), Jacksonville, FL — Project planner. Jackson Square is a unique, approximately 17.3-acre infill redevelopment property situated on the eastern side of historic San Marco, along the western side of Philips Highway, south of Atlantic Boulevard. The newly approved use of the property is less intense and acts as a transition from the concentrated commercial uses located along Philips Highway and single-family residential uses on the west of the Florida First Coast Railroad. The new plan provides flexibility in the site design that could otherwise not be accomplished through the overlay or conventional zoning. The project team worked in advance of the submittal of applications to build a consensus with several neighborhood groups that resulted in unanimous approvals from the City's Planning Commission, Land Use and Zoning Committee, and City Council. Several small group meetings and a noticed community meeting served as forums for open communication and transparency among the applicant and stakeholders.

Live Oak Land Development Regulations Amendments, Live Oak, FL — Project manager for the analysis and update of targeted portions of the City's Zoning Regulations. The team was asked to review existing Required Parking, Special Exceptions, Permitted uses and Non-conforming uses. While assessing the Required Parking, Kimley-Horn compared the City's parking standards to other communities in order to prepare a summary review matrix for the City and provide recommended parking standards. The permitted uses assessment resulted in the recommendation to consolidate the permitted uses found throughout the code into an easy-to-understand land use matrix. The Kimley-Horn team prepared an initial analysis of the City's Codes specific to the topics identified for consistency with the CRA Plan and portions of the City's Comprehensive Plan and assisted the City in the preparation and presentation of the amendments including justifications to the Planning and Zoning Board.

City of Cape Canaveral Zoning Code Amendments, Cape Canaveral, FL — Project planner for the Kimley-Horn team who prepared an analysis and update of targeted portions of the City's Zoning Code specific to the Economic Opportunity Overlay District (EOD), Shared Parking, Special Exceptions and Non-conforming uses. The Kimley-Horn Team prepared an initial analysis of the City's Codes specific to the topics identified for consistency with the CRA

Master Plan and other portions of the City's Zoning Code and assisted the City in the preparation and presentation of the amendments including justifications to the Planning Commission and City Council.

Baptist/MD Anderson Cancer Center, Jacksonville, FL— Project planner responsible for entitlement planning. Kimley-Horn is providing entitlement, traffic engineering, site civil engineering, and permitting services for the 505,000-square-foot Baptist/MD Anderson Cancer Center, located in downtown Jacksonville. Kimley-Horn is responsible for aiding Baptist Medical Center and their team on zoning and land use entitlements, mobility fee negotiations, a major downtown traffic study, and the preparation of site development drawings for the state-of-the-art cancer treatment facility.

St. Johns Village (River Vue), Jacksonville, FL — Project planner. This redevelopment project is a 284-unit, market rate apartment project that redeveloped an old, unutilized shopping center constructed in the 1980s. The redevelopment of this project was challenged with many issues, including the presence of soil contamination, dealing with unknown and buried infrastructure and by the community concerns of the Riverside Avondale Preservation (RAP) Society. The developer and Kimley-Horn prepared for multiple meetings with RAP and put the concerned residents at ease with the proposed redevelopment plans. Kimley-Horn was responsible for entitlement planning, traffic engineering, site planning, site design and permitting services associated with redeveloping this highly anticipated and needed project along Fishweir Creek. This redevelopment project won the 2016 Northeast Florida Planning and Zoning Association (FPZA) Outstanding Public Participation Award.

Bulow Plantation DRI and Bulow Plantation PUD Modifications, Flagler County, FL — Senior project planner responsible for entitlement research for one of the oldest DRI's in Flagler County and the subsequent submittal of an NOPC and Major Modification to the PUD to consider a more modern and updated development plan. Represented the client before the Northeast Florida Regional Council, Flagler County Planning and Development Board as well as the Flagler County Board of County Commission.



Blair Knighting, AICP

Planning/Zoning; Public Outreach

RELEVANT EXPERIENCE

5 Years of Experience

SPECIAL QUALIFICATIONS

- Expertise in many aspects of government planning regulations, including historic preservation planning, analyzing zoning overlay regulations, and grant writing and management, and land development entitlements
- Specializes in stakeholder engagement by overseeing community meetings, appointed commission meetings, and engaging neighborhood advocacy groups
- Served as a City Planner for the City of Jacksonville

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Psychology, University of Florida
- Master of Science, Historic Preservation, minor in Urban and Regional Planning, University of Florida
- American Planning Association (APA), Member
- Executive Board, First Coast Florida Planning and Zoning Association (FCFPZA)

Historic Resources Survey Report — Project Quality Assurance and Quality Control Reviewer for Historic Resources Survey Report including fourteen potential significant historic resources. As reviewer, Blair was required to review the entire document, determine if the report adequately described the resources, if the evaluation of eligibility for listing on the National Register of Historic Places was accurate, and ensure the product was error free.

City of Hampton Consolidated Plan Update — As Planner for the City of Hampton Consolidated Plan Update, Blair is responsible for conducting community meetings, stakeholder interviews, and presenting at public hearings regarding the project. In addition, Blair is responsible for researching the housing market, the needs of the community, and the existing policies regarding housing.

Historic Structures Significance Reviewer, City of Jacksonville, FL — As the reviewer, Blair was responsible for evaluating an structure over 50 years which the City of Jacksonville deemed condemned therefore under treat of demolition. Approximately 200 structures per year were reviewed to determine if they were potentially locally or nationally historically significant independently or as a contributing structure to a potential historic district. The review process included but was not limited to Sanborn Map research, deed research, City Directory research, and site visits.

Grant Writer and Project Manager for Grant Administration (2019), City of Jacksonville, FL — As Project Manager for the grant administration of the Jacksonville Underrepresented Communities State of Florida Division of Historical Resources grant, Blair was responsible for researching local African American architects to determine if their work would qualify as eligible for inclusion on the National Register for Historic Places. In addition, she managed and directed the consultant hired to survey a historic neighborhood identified for inclusion on the National Register for Historic Places as well as seven cemeteries. Prior to the grant management process, Blair was responsible for research, grant writing and community meetings which lead to submittal and ultimate grant award.

Grant Writer and Project Manager for Grant Administration (2018), City of Jacksonville, FL — As Project Manager for the grant administration of the Jacksonville Digital Archives State of Florida Division of Historical Resources grant, Blair was responsible for ensuring the hired consultant organized the archival material, digitized it in a readable format, and returned the archival material in perfect condition. In addition, she created webpages for dissemination of the digitized items to the public. Prior to the grant management, Blair was responsible for inventorying the Historic Preservation Section's archives to determine which items were in need of digitization. She was responsible for research, grant writing and public hearings which lead to submittal and ultimate grant award.



Alyssa Monaghan

Planning/Zoning

RELEVANT EXPERIENCE

2 Years of Experience

SPECIAL QUALIFICATIONS

- Former Secretary for the City of Williston's Community Redevelopment Agency
- Former Secretary for the City of Williston's Planning and Zoning Commission
- Former Citizen's Advisory Task Force (CATF) Member for the City of Williston
- Community Development Block Grant Training, Application and Implementation
- Proficient with ArcGIS

PROFESSIONAL CREDENTIALS

- American Planning Association (APA)
- Professional Development Officer for the APA Florida San Felasco Section
- APA Small Town & Rural Planning Division
- APA Ambassador

Comprehensive Plan Update, Williston, FL — Team member who assisted with a statutory update to the City's Comprehensive Plan including a new Optional Economic Development Element. Project included statutory updates, addressed current conditions and public outreach. Kimley-Horn administered the Technical Assistance Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. Project received the Vernon Deines Award for an Outstanding Comprehensive Plan (Small Jurisdiction) from the Small Town and Rural Planning Division of the American Planning Association.

Land Development Regulations Update, Atlantic Beach, FL — Assisting with the City's Land Development Regulations to make them consistent with recent changes to state statutes, address issues and concerns, improve functionality and ease of use, and provide a general overall modernization of the Code.

Unified Land Development Code Update, Alachua County, FL — Assisting with the current update to the Unified Land Development Code (ULDC) for Alachua County. This project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more userfriendly.

Land Development Code Update, Flagler Beach, FL — Involved with the current update to the Land Development Code for the City of Flagler Beach. This year-long project was undertaken to bring the Land Development Code into compliance with the City's recently updated Comprehensive Plan.

Economic Development Strategy, Indiantown, FL — Team member for the Kimley-Horn team who worked with the newly incorporated Village of Indiantown to prepare an Economic Development Strategy known as "Invest in Indiantown." The Village was awarded a grant by the Florida Department of Economic Opportunity (DEO) under the Competitive Florida Partnership Program (FY 2018-19) to complete a review of existing economic development and planning documents, facilitate public participation efforts, assess the Village's inventory of its assets and develop an action-oriented Economic Development Strategy to retain and expand existing businesses and find ways to attract complementary businesses and industries. All public outreach and engagement activities with citizens and stakeholders were held in English and in Spanish with a translator available at each meeting. Translation services were provided due to the majority of the community being Spanish-speaking. All printed materials were made available in both languages, as well. In addition to preparing the Economic Development Strategy, Kimley-Horn facilitated the overall process and administered the grant for the Village.

Economic Development Strategy and Disaster Resiliency Plan, High Springs, FL — Project team member developing an Economic Development Strategy for the City of High Springs. Kimley-Horn is administering the Florida Department of Economic Opportunity Competitive Florida Partnership Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. Tasks include the creation of a vision and a strategy to bolster economic development opportunities in High Springs while maintaining the City's small town character and honoring its history. Project will include extensive community engagement and coordination with state and federal technical professionals.

Archer Visioning, Archer, FL — Team member that is assisting a visioning process to assist the City of Archer in determining its future state when the City has matured in terms of growth and the City is in its “Buildout” condition. Workshops will be held with citizens and stakeholders and participants will help frame the Vision. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to gain keen insight into the sentiments of attendees. For context, the project team will review all relevant existing plans, programs, and projects. We will consider documents that are in government, for-profit, non-profit, and voluntary organizations that can affect development in Archer. They will gather and analyze pertinent and readily available data and prepare strategies and goals. Such data may include demographic and economic patterns and trends such as population and rate of population growth by age; racial composition and percentage of total population in Archer; and employment characteristics and trends. The team will work with participants to identify particular themes, recognize those themes, and seek additional feedback from the participants that will be used to develop a Specific Action Plan. The Specific Action Plan will be categorized into themes outlined in the Vision or by the goals and strategies and will provide the implementing policies for how to reach the Vision. Final Workshops will be held with the citizens/stakeholders and with the City Commission prior to going to the City Commission for final adoption. This process is anticipated to take approximately 8 months to complete.

High Springs Comprehensive Plan Rewrite, High Spring, FL — Team member that is assisting the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues (current and future) for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the teams’ understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City of High Springs the ideal place to live, work, play and stay. A series of public workshops will be held either in person or virtually and a number of different methods for public outreach will be employed throughout this process. Based on the information and policy guidance obtained from public workshops and City staff, as well as the results of updated data and analysis, the team will draft proposed Comprehensive Plan Goals, Objectives and Policies to replace all elements of the existing Comprehensive Plan. The team will also be conducting a thorough review of the City’s Future Land Use Map. Based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure, the team will recommend changes to the distribution of land uses on the Future Land Use Map. The team will present the proposed rewritten Comprehensive Plan to the City Commission for transmittal to the Florida Department of Economic Opportunity (DEO) through the formal public hearing process. Responses to DEO’s Objections, Recommendations and Comments report will be addressed by the team, bringing this project to a close for final adoption by the City Commission through the formal public hearing process.



13 Years of Experience

SPECIAL QUALIFICATIONS

- 13 years of experience practicing in Central Florida utilizing a diverse background in Landscape Architecture, Business Management, and Environmental Horticulture
- Continued to develop his knowledge base by strategically blending practical experience in land planning, landscape architecture and urban design into an extensive resume providing award winning design consulting services for some of the state's largest and most influential corporations, agencies, and municipalities

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Horticulture, University of Florida
- Professional Landscape Architect in Florida, #LA6667196
- Ocean Hammock Architectural Review Board – Landscape Architect

Brett Kuzoian, PLA

Architecture/Urban Design

RELEVANT EXPERIENCE

Andy Romano Beachfront Park, Ormond Beach, FL — Landscape architectural services for the design of a 4 acre beachfront park which is the most successful project in the City's history.

Public Park Infrastructure Improvements, Daytona Beach, FL — Planning and landscape architectural services for the City of Daytona Beach's current effort to improve their existing public parks through better site design, improved access and updated play experiences.

Walt Disney World's Magic Kingdom, Guest Experience Improvements, Lake Buena Vista, FL — Hardscape and landscape improvements associated with visitor's entrance to the park through various modes of transportation.

Derbyshire Community Park Recreation Master Plan, Daytona Beach, FL — Planning services for the design and layout of a 35-acre city owner multi-use park and sports complex including pop warner football, softball and track intended to be upper-echelon regional, destination-oriented park facility.

Bay Drive Park, Flagler County, FL — Planning and landscape architecture services for the design and development of a public beachfront park to include multi-use trail, beach access boardwalk, educational signage and an observation tower.

S. Dr. Martin Luther King Jr. Blvd. Streetscape, Daytona Beach, FL Landscape — Architectural services associated with the upgrade and improvement of a major roadway within the City of Daytona Beach.

Daytona Rising at Daytona International Speedway, Grandstand Redevelopment, Daytona Beach, FL — Landscape Architectural services for the \$400 million state-of-the-art redevelopment and upgrade of America's most iconic race venue.

Edwards Park Splash Pad, Starke, FL — Landscape architectural services for the design and development of a grant funded inclusive interactive water feature, small activity lawn, covered picnic tables, restroom facility and site lighting.

Bethune Point Park Master Plan, Daytona Beach, FL — Planning and landscape architectural services for the update and refurbishment of an existing City owned sports complex.

Derbyshire Park Master Plan, Daytona Beach, FL — Planning and landscape architectural services for the City of Daytona Beach's effort to revitalize one of their most popular sports complex while adding a NCAA regulation track, pop warner football field and improvements to access and circulation within the park.

Flagler College Residence Hall, St. Augustine, FL — Landscape architectural services for the expansion of Flagler College's Student Housing program which included private courtyards, outdoor recreation amenities and other hardscape features.

Historic Spring Park Pool Refurbishment, Green Cove Springs, FL — Planning and landscape architectural services for the redevelopment of a natural spring fed pool and park. Park improvements included a two-story building containing offices, concessions, restrooms and an observation deck.

Bay Drive Park, Flagler County, FL — Planning and landscape architectural services for the development of a public park to include a two-story observation tower, multi-use trail, beach access and passive recreation activities.



Keith Greminger, AIA, NCARB

Architecture/Urban Design

RELEVANT EXPERIENCE

37 Years of Experience

SPECIAL QUALIFICATIONS

- 37 years of experience in urban design and community, commercial, and corporate master planning with some of the world's most recognized design firms
- Has led several planning and design teams assisting municipalities with repositioning of their local assets to create livable neighborhoods and connected communities
- Serves in leadership roles in numerous professional and civic organizations committed to the practice of placemaking and improved quality of life in the built environment
- As an architect, he understands the built environment and the critical components of building placement, access, edges, the public realm, and placemaking characteristics that support community evolution

PROFESSIONAL CREDENTIALS

- Bachelor of Architecture, Architecture, Kansas State University
- Registered Architect in Florida, #30084579
- Certified Facilitator, National Charrette Institute
- American Institute of Architects
- Urban Land Institute

Largo Comprehensive Development Code (CDC) Review, Largo, FL — Kimley-Horn was retained by the City of Largo to review its comprehensive development code (CDC) regulations and procedures. Serving as project planner involved with the review and update of the City's parking standards, including provisions for shared parking, transportation demand management options, and modernization of their code provisions.

The District, Jacksonville, FL — Project urban design planner. Kimley-Horn partnered with The District's Community Development District (CDD) to provide professional Consulting services for The District project, a 32-acre mixed-use development that's planned to transform Downtown Jacksonville's Southbank. The project is proposed to include 1,170 residential units, 200,000 square feet of office space, 200,000 square feet of retail space, a 125-slip marina, a 3.5-acre riverfront park, 1,950-foot addition to the Riverwalk, riverfront bars and restaurants, and a hotel. Our services on this project include the civil roadway and utility infrastructure design and the landscape/hardscape concept and design of the public roadways, parks, and Riverwalk expansion intended to serve the future private developments.

West Tampa Community Redevelopment Agency Strategic Action Plan, Tampa, FL — Project manager. This project consisted of the redevelopment of the area between the Hillsborough River, Armenia Avenue, Columbus Street, and Kennedy Boulevard, and the western urban area surrounding downtown Tampa. Kimley-Horn's tasks included community engagement, infrastructure analysis, historic district evaluation, asset mapping, economic analysis, projections of tax base growth, catalytic development opportunities, public space design, corridor enhancements, and a proposed execution schedule.

Largo Mall Special Area Plan, Largo, FL — Project manager and lead planner who helped the City develop a special area plan (SAP) to guide the development and redevelopment of the Largo Mall Activity Center. The project included an analysis of existing and proposed land use, redevelopment strategies (land use, parking, multimodal elements), transportation/mobility, infrastructure, and economic development strategies. Kimley-Horn also assisted the City in amending both the City and Pinellas County-Countywide Master Plan consistent with the SAP.

Largo Multimodal Plan, Largo, FL — Landscape architect. The City of Largo's Multimodal Plan addressed implementation initiatives outlined in the City's Strategic Plan. Kimley-Horn created the plan that developed recommendations that encourage pedestrians, bicyclists, and recreational uses, in addition to supporting automobile and transit use within specific multimodal corridors. The plan outlines a 25-year work program designed to guide funding and scheduling of multimodal improvements along the designated multimodal network of streets and trails. The plan identifies both near- and long-term planning horizons for projects and funding, requiring collaboration and partnerships with multiple stakeholders and agencies, including the Pinellas County Metropolitan Planning Organization, Pinellas County Public Works, Pinellas County Department of Health, and the Florida Department of Transportation.

New Port Richey CRA Community Redevelopment Plan Update, New Port Richey, FL — Project Manager. Kimley-Horn was selected to provide professional services for planning, economic and market evaluation, tax base assessment, regulatory review, public engagement, and community placemaking for the 2019 Community Redevelopment Plan Update. Our Update contains seven chapters outlining the existing state of the area and the community's input for the redevelopment of the New Port Richey CRA. This Plan includes recommendations for marketing and communication strategies to highlight the enhancements of recreation facilities the City has undertaken over the years, including parks and trails, parking improvements, and key residential and retail activities around the community. The

2019 Plan Update incorporates an extension of the CRA from its current termination year of 2031 extending the time to complete the projects and programs of this CRA Plan to year 2049.

The Riverwalk at Kennedy Boulevard Plaza, Tampa, FL — Project designer and manager. The Kennedy Boulevard Plaza, the longest over-water segment of the Tampa Riverwalk, serves as a gateway into the downtown core of Tampa. Two new parks, MacDill Park and Curtis Hixon Waterfront Park, link the plaza with this built structure serving as a pathway to two of Tampa's downtown gems, the new Tampa Museum of Art and the new Glazer Children's Museum. Kimley-Horn provided urban design and landscape architecture services for this exciting project.

Clearwater Bluff Waterfront Master Plan - Imagine Clearwater, Clearwater, FL — Project manager and urban planner. The Imagine Clearwater plan was developed to produce a series of distinct experiences from the water to Downtown, designed to draw a variety of people to the waterfront and broader district. The plan deploys a coordinated set of investments and strategies intended to activate the 23-acre waterfront area and create the vibrant downtown that Clearwater desires. The downtown bluff property as master planned, will include 19 acres of park space, 4 acres for flexible event use, 0.3 miles of newly pedestrianized Intracoastal Edge, and 0.4 miles of new Bluff Walk. The Imagine Clearwater plan draws residents and visitors to the Downtown waterfront, catalyzes greater activity and investment, and better connects the waterfront to the rest of Clearwater. Kimley-Horn's services for this project included urban design, parking analysis, transportation planning, and infrastructure analysis.

St. Pete Innovation District Streetscape and Connectivity Concept Plan, St. Petersburg, FL — Project planner. The Streetscape and Connectivity Concept Plan builds on previous efforts and sets the stage for implementation of projects to help better connect the St. Pete Innovation District. This plan prioritizes multimodal and streetscape projects to help better connect the institutions within the District into a more cohesive community that enables and encourages patron interaction. What makes the St. Pete Innovation District unique is its connection to the water and the presence of marine and health science institutions. The plan implements a brand strategy and identifies opportunities to tie various elements together to give the St. Pete Innovation District a sense of place. Most importantly, the plan creates an implementation strategy for projects that would provide economic development opportunities.

34th Street and Central Avenue Town Center Plan Traffic Calming, Bicycle/Pedestrian, and Development of Regional Impact, St. Petersburg, FL — Project planner. Kimley-Horn was selected by the City to develop a 34th Street and Central Town Center plan. The overall purpose of the study is to explore ways to help to revitalize and encourage high quality investment in the area. Recommendations are being developed to enhance the identity of an area, as well as to make it more walkable with expanded transportation options that can be supported by adjacent land uses. The plan will provide general recommendations that address land use/zoning/urban design, transportation, streetscape, economic development, and marketing/branding including a set of corresponding implementation strategies. 34th Street is a state roadway and Kimley-Horn is working with FDOT to enhance the area in conjunction with the resurfacing of the roadway that will be commencing next year. The planning effort includes robust public engagement with six neighborhoods and several other districts in the vicinity.

Lealman Mobility and Complete Street Plan (Linking Lealman Action Plan), Pinellas County, FL — Project planner. Kimley-Horn was retained by Pinellas County to create the Linking Lealman Action Plan to encourage mobility in Lealman with complete street and context sensitive improvements. The plan provided a road map for mobility and complete street improvements in Lealman to be programmed as part of the Pinellas County CIP. The intent was to provide a continuous network of streets, sidewalks, bike lanes and trails, and upgraded pedestrian and transit amenities.



Amber Gartner, P.E.

Transportation

RELEVANT EXPERIENCE

13 Years of Experience

SPECIAL QUALIFICATIONS

- 13 years of experience in transportation engineering, working as team leader and project manager for traffic operational analysis, design traffic and corridor planning studies, public infrastructure projects, such as roadway resurfacing and improvements, signal design, traffic impact studies, and public meeting oversight
- Proficient with Microsoft Project, Synchro, Highway Capacity Software (HCS), ARTPLAN, FSUTMS, and ArcGIS

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Materials Science and Engineering, University of Florida
- Master of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #72294
- Florida Engineering Society, Forest Chapter State Director
- MathCOUNTS Committee Co-Chair

Wildwood CRA Unity, Enhancement, and Redevelopment Action Plan, Wildwood, FL — Project engineer for this Action Plan. In 2006, the Wildwood City Commission adopted the Finding of Necessity report including the newly expanded areas; expanded the boundaries of the CRA while adopting the modified Plan and modified the City's CRA Trust Fund, which set the base year for the expanded CRA area to the tax roll of 2006. As continued follow up efforts, Kimley-Horn assisted the CRA with the creation of the Unity, Enhancement, and Redevelopment Action Plan (UERAP).

Comprehensive Plan Analyses, Marion and Sumter Counties, FL — Performed traffic analysis and forecasting in support of various comprehensive plan amendments (CPA). Prepared responses to agency comments for CPA approval.

Continuing Services for Community Planning, FDOT District Five, FL — Project engineer for the Kimley-Horn team that was selected in 2012 to provide professional services for conducting and reviewing a variety of transportation planning and land use planning studies and documents. This is a task order oriented contract with various types of work; our services will include preparation of developments of regional impacts (DRIs), comprehensive plans, corridor plans and sub-area analysis, and MPO assistance.

Continuing Planning Services, Lake-Sumter MPO, FL — Project planner for the Kimley-Horn team that was selected to provide planning consulting services for the Lake-Sumter MPO. Task orders under this contract included conducting reviews of a variety of transportation planning and land use studies and documents and MPO assistance.

Transportation Planning Services, The Villages, FL — Project engineer providing transportation planning services for new regionally significant roadways within The Villages. Kimley-Horn developed a sub-area transportation model to develop future traffic projections for recommendation of a new regional transportation network within The Villages of Southern Oaks and associated areas of Sumter County. Services include roadway design, traffic signal design, roundabout design, tunnel design, and signing and marking.

Ocala/Marion County TPO 2035 Bicycle/Pedestrian Master Plan, Ocala, FL — Project engineer for the preparation of the 2035 Bicycle & Pedestrian Master Plan for the Ocala-Marion TPO. The plan included all of Marion County and the five municipalities within the TPO oversight. The project scope included data collection, public involvement meetings and design charrettes, workshops and meetings with numerous regulatory agencies, councils and elected boards. Kimley-Horn prepared complete recommendations for all aspects of the master plan, including design plans, cost estimates, recommended programming. At completion, a formal master plan was created and approved by the TPO board in 2015 and several of the key projects have been constructed or funded for future phases.

Miscellaneous On-Call Transportation Support Services, Sumter County, FL — Project engineer for as needed on-call transportation support for the Sumter County Public Works Division. Tasks have included a speed limit inventory to determine appropriate speed limit for residential roadways in The Villages, evaluation of roadways within Lake Panasofkee to determine applicability of golf cart travel, intersection evaluations for appropriate geometry, signage and striping, travel time studies, speed studies, signal warrant analyses, signal coordination studies, and general response to citizen concerns over transportation issues.

Districtwide Traffic Operations Studies, FDOT District Two, FL — Project engineer for this Districtwide contract which has included 90 task work orders to date. Types of studies

completed under this contract have included: intersection operational analyses, access management analyses, signal warrant studies, turn-lane warrant studies, roundabout analyses, collision diagrams, and traffic signal phase analyses. Tasks included the examination of crash data, warrant analyses, delay studies, and a qualitative assessment of field conditions and traffic operations.

Marion County Parks and Recreation Master Plan, Marion County, FL — Project engineer. Kimley-Horn worked with the Marion County Parks and Recreation Department to create a master plan outlining strategies to enhance and expand upon their existing parks system. Marketing, partnership, and program strategies were outlined in the plan. A projects list was created with enhancements and essential recommendations, cost, and timeframe for completion.

Ocala/Marion County Bicycle and Pedestrian Master Plan 2015 Update, Ocala, FL — Project engineer. Kimley-Horn completed a major bicycle and pedestrian master plan for the Ocala/Marion County Transportation Planning Organization (TPO). The project included the production of a bike suitability map, an existing conditions analysis, a financial resource document, and a final report. Kimley-Horn developed an innovative approach that resulted in data being collected in six weeks and provided significant time and cost savings. The result of this effort was a GIS dataset and mapbook of all bicycle and pedestrian facilities in the County. The plan also included an extensive public involvement program with focus groups. The plan was updated in 2015.

Sumter County 2011-2015 Pavement Management and Pavement Rehabilitation Documents, FL — Project manager. Kimley-Horn assisted the Sumter County Public Works Division in the preparation of Sumter County's Countywide pavement management and pavement rehabilitation program for years 2011 to 2015. The project includes pavement management techniques such as microsurfacing and pavement rehabilitation projects such as base rehabilitation, horizontal improvements, and resurfacing projects. Kimley-Horn's services included specification and bid document preparation, evaluation of geotechnical borings for structural design, design of rehabilitation methods for deteriorated roadway segments, and assistance with bid administration and as-needed construction phase services.

Traffic Impact Analyses, Sumter, Lake, and Marion Counties, FL — Project engineer on Kimley-Horn team that performed several traffic studies for local land development projects. Worked with spreadsheets to capture link and intersection information. Performed extensive analysis of existing and future conditions, including intersection operational analysis and roadway segment analysis. Analyzed future conditions based on historic growth in the area along with committed traffic. Made recommendations for improvements to meet the adopted level of service of the intersections and roadway segments. Prepared reports accepted by review agency. Prepared driveway connection permit applications where applicable.

Sumter County CR 501 Preliminary Engineering Study (PES), Design, and Construction, Sumter County, FL — Project manager for the PES. Kimley-Horn was retained to prepare a Preliminary Engineering Study (PES) for a 3.2-mile section of CR 501 in Sumter County. The project was planned to follow PD&E guidelines to preserve the flexibility for future funding opportunities throughout the state. Kimley-Horn was responsible for all subconsultant coordination, traffic modeling, public meetings and outreach, alternative section analysis, right-of-way considerations, environmental assessments, and stormwater management design. The project was in a rapidly growing area of Sumter County near a Florida Turnpike interchange that was under construction and adjacent to other PD&E studies underway by FDOT. Kimley-Horn provided all agency coordination for Sumter County to ensure that this project fits in with the other studies in the area. Value was added by Kimley-Horn's innovative scoping and work plan, which meant that the project followed all PD&E requirements without having to ask for state or federal approval of the approved alternative. This allowed Sumter County to pursue funding that requires the level of work contained in a PD&E in the future



Ali Brighton, P.E.

Transportation

RELEVANT EXPERIENCE

12 Years of Experience

SPECIAL QUALIFICATIONS

- 12 years of experience, including traffic impact studies, intersection capacity analysis, signal warrant analysis, transit planning, safety studies and bicycle/pedestrian mobility analysis
- Served as a graduate assistant at the McTrans Center at the University of Florida responsible for updating the Highway Capacity Software to concur with the procedures in the 2010 Highway Capacity Manual
- Proficient in transportation software, including Highway Capacity Software (HCS), Synchro, and CORSIM
- Proficient in engineering software, including AutoCAD, MicroStation, Auto-Turn, and GIS

PROFESSIONAL CREDENTIALS

- Master of Engineering, Civil Engineering, University of Florida
- Bachelor of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #77731
- Institute of Transportation Engineers (ITE)
- Women's Transportation Seminar (WTS)

Broward MPO On-Call Planning Services (includes Complete Streets Guidelines), Broward County, FL— Task manager for the Kimley-Horn team that prepared the Broward Complete Streets Guidelines for a partnership including the Broward Regional Health Planning Council (BRHPC) and the Broward Metropolitan Planning Organization (MPO). Duties included developing technical content for individual chapters of the manual, ensuring that stakeholder comments were addressed, and preparing the development of the final deliverables. Kimley-Horn was tasked with developing guidelines that were customized for local Broward jurisdictions and reflected local conditions, Florida State Statutes, and Florida design criteria. The Guidelines were made possible through a Centers for Disease Control (CDC) and Prevention grant, the Transforming Our Community's Health (TOUCH) initiative, administered by BRHPC. Particular themes that were incorporated into the Guidelines include public health, smart growth, transportation equity, sustainability, placemaking, safety, and age-in-place.

City of Coral Gables Multimodal Transportation Planning and Engineering Consulting Services, Coral Gables, FL — Project engineer. Kimley-Horn was selected for the Multimodal Transportation Planning and Engineering Consulting Services which was awarded in May 2018. Contract scope includes multimodal level of service analysis; context sensitive design and sustainable solutions; design of complete streets/road diet projects; design exceptions/ variations/lane width reductions; and innovative traffic calming alternatives in residential neighborhoods. Current task order duties include peer review of traffic impact studies and design of bicycle lane and traffic calming improvements for Alhambra Circle.

Districtwide Bicycle and Pedestrian Safety Analyses, FDOT District Six, FL — Project analyst responsible for conducting corridor field reviews focusing on pedestrian and bicyclist facilities and accommodations. Developed recommendations for improving pedestrian and bicyclist facilities in order to mitigation safety issues. This study evaluated available crash data within Miami-Dade County to determine high crash corridors along state roadways and then develop logical countermeasures specific to the high crash segments.

Bicycle and Pedestrian (Bike/Ped) Mobility Plan, Miami Gardens, Miami Gardens, FL — Project analyst. Kimley-Horn prepared a bicycle and pedestrian mobility plan for the City of Miami Gardens. The project included recommendations for short- and long-term mobility improvements based on the literature review, transportation mobility analysis, identification of goals and objects, and input from the Steering Committee. We analyzed existing transportation mobility conditions and community features in Miami Gardens through the use of geographic information systems (GIS) and prepared a series of maps that illustrate the background conditions for improving the City's bicycle and pedestrian mobility. The Kimley-Horn team used the methodologies established in the 2009 FDOT Quality/Level of Service Handbook to assess the bicycle and pedestrian level of service of the major roadways with the City and mapped the results with GIS.

Districtwide Modal Development Consultant (includes South Florida Regional Freight Plan), FDOT District Four, FL — Project engineer for selected tasks under this contract (see below). Kimley-Horn has served as a Districtwide Modal Development Consultant to the Florida Department of Transportation (FDOT) District Four since 2006. Kimley-Horn's responsibilities include travel demand modeling (multimodal), transportation systems management, congestion management, intermodal facilities, park-and-ride lot planning, multimodal alternatives analysis, transit planning, and bicycle and pedestrian planning.

Consultant Support for the Intergovernmental Coordination of M/TPOs, FDOT District Four — Project analyst for the FDOT District Four Office of Modal Development (OMD) to assist the Intergovernmental Coordination team. Duties for this on-call task work order included developing the FDOT District Four informational brochure, assisting in the refining of the FDOT information video for MPO New Members, reviewing and providing comments on Unified Planning Work Programs, coordination with FDOT OMD staff, and providing meeting preparation support such as agendas and meeting location maps.

Miami-Dade MPO 2040 Bicycle/Pedestrian Plan, Miami, FL — Project engineer for the Kimley-Horn team that prepared the Miami-Dade MPO 2040 Bicycle and Pedestrian Plan, which served as the bicycle and pedestrian element for the 2040 Long Range Transportation Plan (LRTP). In addition, the document serves as a standalone bicycle and pedestrian plan for Miami-Dade County. The overall goal of this initiative is to identify a plan of infrastructure and non-infrastructure improvements to reduce bicyclist and pedestrian fatalities and increase bicyclist and pedestrian mode share in Miami-Dade County. Kimley-Horn's work included conducting public engagement events, preparing an existing context data analysis, and developing a 2040 needs plan and cost feasible plan (minimum revenue plan). One innovative strategy that we utilized on this project to engage the public and collect valuable information is an online survey that allows respondents to rate potential facility types, projects, and provide attitudinal information about bicycling and walking in Miami-Dade County. We also prepared a detailed project newsletter to kick off the project and to help communicate the value of bicycling and walking to the public.

South Florida Commuter Services (SFCS) Planning and Engineering Services, FDOT District Four, FL — Project analyst. Kimley-Horn, working as a subconsultant to another firm, provides ongoing planning and engineering support services on the South Florida Commuter Services (SFCS) contract. Our team provides expertise in technical aspects, including traffic operations, transportation planning, data collection, travel demand modeling, and engineering, as well as coordination and partnership with local government partners. Specific projects that Kimley-Horn has conducted include an assessment of local submarkets for Transportation Management Initiative (TMI) expansion, Safe Routes to School (SRTS) assessments, park-and-ride plans, and an evaluation of express bus services.

General On-Call Traffic Engineering Services, Fort Lauderdale, FL — Project engineer. Kimley-Horn is providing general traffic engineering and transportation planning services as part of an on-call contract with the City. Kimley-Horn serves as an extension of the City of Fort Lauderdale staff reviewing traffic impact studies and parking analyses. Duties to date have included peer review of traffic impact and parking studies, site plan review, and representation at public hearings. Additional projects have included development of a corridor study to support lane reductions along SR A1A and development of a Greenways Plan to complement multimodal transportation options within the corridor.

Bicycle and Pedestrian Design Plan Reviews, FDOT District Four, FL — Project analyst reviewing design plans and reports for the FDOT District Four Office of Modal Development (OMD) through an ongoing districtwide contract. Duties included conducting an engineering review of plans and reports for incorporating and/or enhancing bicycle and pedestrian facilities, developing comments to submit within the Electronic Review Comment process, and coordinating with design engineers and FDOT project managers as necessary.

City of Aventura General Services Contract, Aventura, FL — Project engineer. Kimley-Horn is currently providing general traffic engineering and transportation planning services to City staff as a subconsultant to another firm. Team duties include peer review of traffic impact and parking studies, site plan review, representation at public hearings, and signal design. Additional duties include comprehensive study of various proposed infrastructure modifications, including Aventura Mall access and circulation, William Lehman Causeway interchange justification, US 1 median closure, extension of Miami Gardens Drive (east of US 1/Biscayne Boulevard) and evaluation of potential railroad crossings.



Vinny Spahr, P.E.

Transportation

RELEVANT EXPERIENCE

5 Years of Experience

SPECIAL QUALIFICATIONS

- Five years of experience, Vinny has assisted with traffic plans for urban and highway projects; analyzed crash reports and turning movement counts; and, created exhibits to summarize safety and operational performance of existing and proposed intersections
- Software experience includes MicroStation, SIDRA, Synchro, HCS, ArcGIS, and AutoCAD

PROFESSIONAL CREDENTIALS

- Bachelor, Civil Engineering, University of Dayton
- Professional Engineer in Florida, #88747

Lake-Sumter MPO 2045 Long Range Transportation Plan (LRTP), Lady Lake, FL — This plan encompasses major updates to traffic congestion, travel time reliability, and safety aspects. On a broad scale, this plan identifies strategic transportation policy regarding how financial resources will be allocated to implement projects. Both Lake and Sumter Counties are encompassed in this plan, involving a portion of the Florida Department of Transportation's (FDOT) Multiuse Corridors of Regional Economic Significance (M-CORE) Northern Turnpike Connector project — a program intended to revitalize rural communities, encourage job creation, and provide regional connectivity. In addition to the 2045 LRTP, we assisted the MPO in getting their 2040 plan into compliance with new FAST Act requirements.

Southwest Area Transportation Plan, Tallahassee, FL — Project analyst. Kimley-Horn was selected by the CRTPA and Blueprint to develop a coordinated land use/transportation plan that addresses future mobility needs and to be consistent with the vision of surrounding communities. The three corridors that are included in the Southwest Area Transportation Plan are Orange Avenue, Lake Bradford Road, and Springhill Road. This plan will result in options that local jurisdictions would like to see considered in the currently programmed Orange Avenue Project and Development Study (PD&E) and any potential future studies and improvements to Lake Bradford Road and Springhill Road. The objective for the Southwest Area Transportation Plan is to create a vision for the area that is consistent with the Long Range Transportation Plan, the Blueprint 2020 sales tax extension projects, the Tallahassee-Leon County Comprehensive Plan, and that has buy-in from the land owners, residents and public officials while producing guide for the future development of the area. This will be achieved through balancing transportation, land-use, environmental and neighborhood preservation measures to produce a positive image for the ultimate build out of the area while providing for the safe and efficient use of existing transportation facilities through access management.

Sandestin Development of Regional Impact (DRI) Analysis, Sandestin, FL — Traffic analyst. Kimley-Horn provided transportation analyses related to Question 21 of the Application for Development Approval for the Sandestin DRI in Walton County. The analyses included reviewing more than 30 years of Notices of Proposed Change (NOPCs) and Annual Reports from the development, collecting traffic data, and determining trip generation and distribution to and from various sections of the mixed-use DRI.

St. Petersburg Complete Streets Implementation Plan, St. Petersburg, FL — Project analyst. The Complete Streets Implementation Plan describes a set of procedures for prioritizing and implementing complete streets through a variety of methods. The plan will establish the project delivery process modifications needed to improve the evaluation, planning, design, construction, operation, and maintenance phases of all roadway development and redevelopment projects. The plan will also document existing conditions and barriers; identify corridors and districts that are prime for complete streets improvements; establish a network of low-stress bicycle routes; and identify additional facilities needed to make walking, bicycling, and transit safe and comfortable choices.

Districtwide Traffic Safety Studies, FDOT District Three, FL — Project analyst for this project that includes completing studies and developing solutions to crash problems within the District on system and off system roads. Types of studies include signal warrant analyses, intersection analyses, and arterial studies.

Districtwide ATMS/ITS Consultant Contract, FDOT District Three, FL — Project analyst. Kimley-Horn serves as an ATMS/ITS consultant for FDOT District Three. Recent services include acting as an extension of District Three staff, support of the Transportation Incident Management program, and providing network support to the District.

Highway Safety Improvement Program (HSIP) Safety Studies, FDOT District Three, FL — Project analyst for the evaluation of segments and intersections within FDOT District Three that have exhibited higher-than-average crash rates or have experienced a high crash severity, which were eligible for federal Highway Safety Improvement Program (HSIP) funds. Evaluations included an assessment of historical crash data to determine trends in crash rates and potential contributing factors, field reviews to observe existing conditions at the crash locations, and determination of potential safety improvements that may reduce the number and severity of crashes experienced at the crash locations.

US 90 Corridor Action Plan, FDOT District Three, Tallahassee, FL — Traffic analyst. Kimley-Horn provided transportation planning and analysis for an 8-mile section of the US 90 corridor in Tallahassee and Leon County, FL. The Sketch Plan identified corridor goals and objectives, opportunities, needs, and constraints, as well as an analysis of traffic, safety, land use planning, and planned improvements. The Action Plan more thoroughly analyzed the traffic operations through the US 90 corridor under existing conditions and under forecasted conditions through 2040. Where appropriate, Kimley-Horn provided recommended improvements and evaluated the alternatives to ensure adequate operations through the design year.

NE 8th Avenue Complete Streets, Ocala, FL — Project Manager. Kimley-Horn developed planning concepts for complete streets improvements for NE 8th Avenue to slow travel speeds and encourage bicycle and pedestrian connectivity and interaction between adjacent residential neighborhoods and the Tusawilla Park recreation area. Revitalization of the NE 8th Avenue corridor was a priority of the City's Mid-Town Master Plan. Kimley-Horn prepared typical sections and concepts for the second phase of the traffic calming and complete streets improvements which will include landscaped medians, removal of two traffic signals and construction of three roundabouts, construction of wider sidewalks, and inclusion of bicycle lanes along the corridor.

Meggison Road Planning and Design, Sumter County, FL — Project analyst for design plans and permits for Meggison Road, from SR 44 to Warm Springs Avenue. As part of the design project, Kimley-Horn has prepared design traffic forecasts. The design traffic forecasts were utilized to develop a signal warrant and traffic operational analysis to support a new traffic signal at SR 44. Traffic forecasts were also utilized to develop the roadway typical section, pavement design, access management, and recommended intersection geometry and control at Warm Springs Avenue. Ongoing permitting coordination is occurring with Sumter County, FDOT and the Southwest Florida Water Management District (SWFWMD). As a result of continuous coordination, FDOT has approved a variance for a future traffic signal on SR 44 at Meggison Road.

Fort Island Trail Feasibility Study, Crystal River, FL — Project analyst for the Kimley-Horn team that provided an evaluation of the feasibility of a multi-use path along Fort Island Trail for approximately 9 miles. The project included engineering and environmental evaluation and developing cost estimates for project alternatives. An alternatives evaluation was prepared for consideration of the Board of County Commissioners for the next phase of the project.



4. Additional Information

Comprehensive Plan and Land Development Code Revision

Additional Information

Kimley-Horn's planning staff has strong experience with Comprehensive Plans, Land Development Code, design standards, and master planning. Our knowledge of critical planning elements, such as equitable public participation, inclusive community visioning, regulatory and policy planning, entitlements, comprehensive plans, land use scenario planning, implementation strategies, diverse cultural and natural resources, and intergovernmental coordination indicates that our work is truly comprehensive in scope. Your project manager, **Brian Teeple, AICP**, is a certified planner and has worked with Comprehensive Plans in Florida and Land Development Codes for the majority of his career. Under his guidance, Brian's team will create the City of Fernandina Beach Comprehensive Plan and Land Development Code revision that complies with Florida Statutes, incorporates Goals, Objectives, and Policies (GOPs) that address current local issues and plans, and removes antiquated and outdated information.

Florida Statutes require local municipalities update their comprehensive plan a minimum of every seven years. While many state agencies are part of the review and approval process for a comprehensive plan update, the lead agency is the Florida Department of Economic Opportunity (DEO). Kimley-Horn's planners have excellent relationships with the planners and staff at DEO, which lends itself to having a smoother process for each and every update on which we work.

Additionally, many of Kimley-Horn's planners have or currently serve on the *Florida Chapter of the American Planning Association (APA Florida) Legislative Policy Committee*. Serving in this role allows them to stay on the front edge of updates in legislation related to the Community Planning Act. Two important issues from this Legislative Session were HB1339 and CS/HB 1193 related to affordable housing/mobile home parks and food trucks respectively. These bills were recently signed into law by the Governor and will need to be considered during this effort.

Approach

A Comprehensive Plan is intended to be a document that guides growth and development in a community for decades at a time. The Land Development Code are then created to be the implementation document supporting the Goals, Objectives, and Policies of the Comprehensive Plan.

Our team's core philosophy is to understand, from the City's perspective, what challenges you have faced in implementing the current Comprehensive Plan and Land Development Code. After an in depth interview with City staff and other stakeholders who utilize these documents, we will bring best practices to the discussion. Our team is well-informed with techniques that have been developed and successfully implemented in other communities.

Comprehensive Plan

Our approach is straightforward—review the City's Comprehensive Plan that is currently in place; listen to staff, residents, and stakeholders to inform the Plan update; and update the Plan, setting the course or "road map" for not only the Comprehensive Plan but also for the ensuing Land Development Code Update. Kimley-Horn is aware of the changing conditions impacting the City, including keying in on redevelopment and revitalization, waterfront redevelopment, resiliency, sustainability, land conservation, tree protection, historic preservation, stormwater management, multi-modal transportation and connectivity, and quality of life for an overall healthy community.

Fernandina Beach has been actively working on several initiatives since the last update of the Comprehensive Plan. These efforts are important and should be used as the basis for starting the Comprehensive Plan update. Kimley-Horn will start with a basic series of processes that establish the framework moving forward. As mentioned above, this will include the review of the current Comprehensive Plan, including a comparison for consistency with Florida Statutes.

The general approach for this project also includes citizen and stakeholder engagement, advisory meetings with a steering committee, and professional research and recommendations from our staff. We understand our role as trusted advisor requires dexterity to effectively communicate constraints, needs, and trade-offs to groups with different goals and expectations. We will begin with a "listen and learn" approach. We will bring citizens and stakeholders that have varying perspectives together to facilitate a dialogue to discover shared values and reach a consensus for how the City wants to develop over the next 30 years.

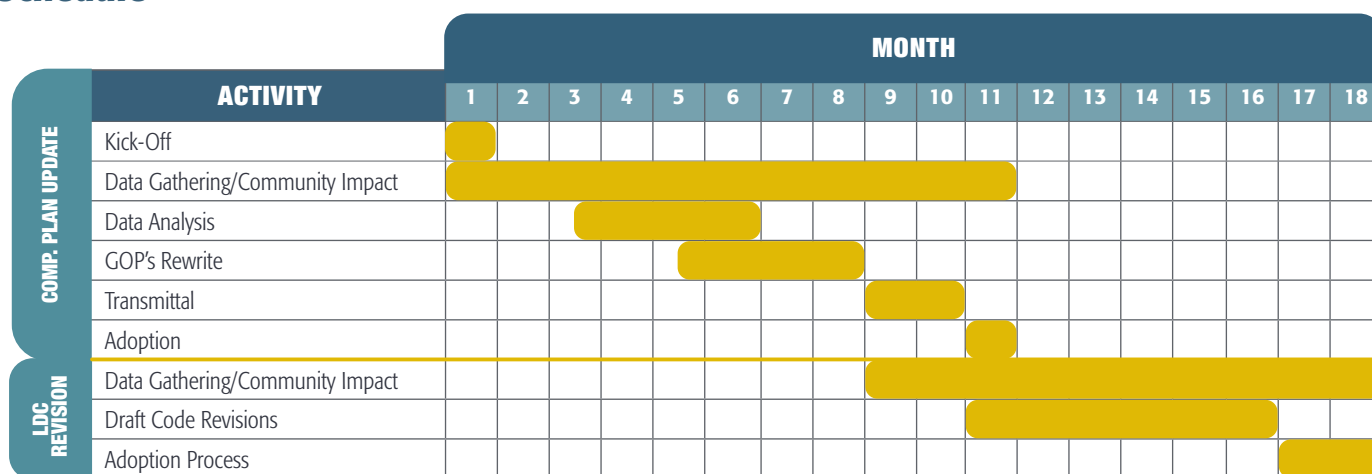
Land Development Code

We understand there are key components of the Land Development Code the City currently uses which need to remain in place; however, we also understand updates may be necessary to bring the code up to “standards” and ensure consistency with the adopted Comprehensive Plan. At the same time, codes that are no longer relevant and are “there because they always have been there” should be removed or consolidated into other standards to allow for a more streamlined code and set of processes. There is also an inherent understanding of vested rights and ensuring that changes in a specific code component take those rights into consideration.

The Land Development Code are not made up of just zoning regulations. It is imperative the review and update be comprehensive by looking at all facets of the document as well as such components as its implementation tools and administrative provisions that provide direction. How the Code is administered and implemented will be critically important for its effective use within Fernandina Beach. It is crucial that City staff be integrated into the review and actively participate in the process to allow for insight, understanding and support, and not merely brought in at adoption. Our team will use this approach as a means of educating City staff along the way so they know the history of how proposed code updates were developed, offer input, and have a thorough understanding of the final Code when it is adopted.

Developing a straight-forward Code and series of administrative processes is critical in that the City’s Land Development Code is the implementing tool for the Comprehensive Plan. A good code can and should be used for a variety of purposes including implementing a community’s vision, support economic development efforts, as well as preserving what is important to those living and working in the community; a good code should be prescriptive rather than restrictive. This is the type of Land Development Code update the Kimley-Horn team will provide to Fernandina Beach.

Schedule



Organizational Chart



Project Manager
Brian Teeple, AICP



Co-Project Manager
Allison Megrath, AICP

Planning/Zoning
Brian Teeple, AICP
Allison Megrath, AICP
Mark Shelton, AICP
Blair Knighting, AICP
Alyssa Monaghan

Public Outreach
Brian Teeple, AICP
Blair Knighting, AICP
Allison Megrath, AICP

Architecture/Urban Design
Brett Kuzoian, PLA
Keith Greminger, AIA, NCARB

Transportation
Amber Gartner, P.E.
Ali Brighton, P.E.
Vinny Spahr, P.E.

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "A"
CONTACT SHEET

Name: Kimley-Horn and Associates, Inc.

Federal Taxpayer ID: 56-0885615

Mailing Address: 12740 Gran Bay Parkway West, Suite 2350

City, State, & Zip Code: Jacksonville, FL 32258

Telephone: (904) 828-3900 **Fax:** (561) 863-8175

Email: brian.teeple@kimley-horn.com

Submitted By: Brian Teeple, AICP

Title: Project Manager

FIRM Accepts Credit Cards*: ☒ **Yes** ☐ **No**

Accounting Contact:

Name: Heather Stone **Title:** Regional Accounting Manager

Email Address: heather.stone@kimley-horn.com **Phone:** (561) 840-0251

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02.
2. This sworn statement is submitted by (entity) Kimley-Horn and Associates, Inc. whose business address is 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL and (if applicable) Federal Employer Identification Number (FEIN) is 56-0885615 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Joe Mecca, P.E. and my relationship to the entity named above is Senior Associate.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

CITY OF FERNANDINA BEACH, FLORIDA

RFQ 2020-02

COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- ☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
- ☐ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)
- ☐ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

7/7/2020

Date:

STATE OF FLORIDA

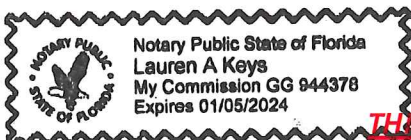
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 7th day of July, 2020, and is personally known to me, or has provided _____ as identification.

By means of ☒ physical presence or ☐ online notarization.

Lauren A. Keys
Notary Public

My Commission expires: 01/05/2024



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

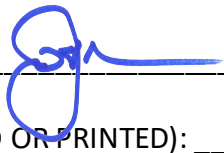
The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Kimley-Horn and Associates, Inc.

CITY: Jacksonville STATE: FL ZIP CODE: 32258

SIGNATURE:  PHONE: (904) 828-3900

NAME (TYPED OR PRINTED): Joe Mecca, P.E. TITLE: Senior Associate

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 2020-02

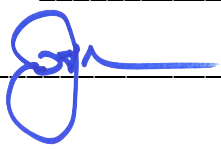
Project Description: Comprehensive Plan and Land Development Code Revision

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Kimley-Horn and Associates, Inc.

Authorized Signature:  _____

Title: Senior Associate

Date: 7/7/2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

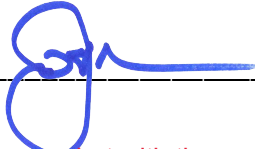
EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER'S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: Joe Mecca, P.E. Title: Senior Associate

Signature:  Date: 7/7/2020

Disclaimer: We agree but with the understanding that if we are awarded the contract, we will be given an opportunity to negotiate the terms of the Agreement.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT “F”

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02.

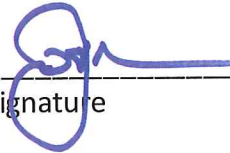
This sworn statement is submitted by (entity) Kimley-Horn and Associates, Inc. whose business address is 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL and (if applicable) Federal Employer Identification Number (FEIN) is 56-0885615 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Joe Mecca, P.E. and my relationship to the entity named above is Senior Associate.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.



Signature Date: 7/7/2020

STATE OF FLORIDA
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 7th day of July, 2020, and is personally known to me, or has provided _____ as identification.



Notary Signature My Commission expires: 01/05/2024

By means of X physical presence or ___ online notarization.



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

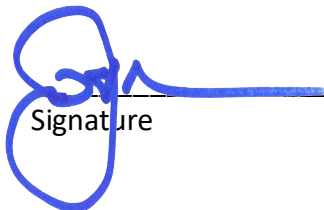
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02.

This sworn statement is submitted by (entity) Kimley-Horn and Associates, Inc. whose business address is 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL and (if applicable) Federal Employer Identification Number (FEIN) is 56-0885615 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Joe Mecca, P.E. and my relationship to the entity named above is Senior Associate.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



Signature

7/7/2020

Date:

STATE OF FLORIDA _____ COUNTY OF Orange

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 7th day of July, 2020, and is personally known to me, or has provided _____ as identification.

Lauren A. Keys My Commission expires: 01/05/2024
Notary Signature

By means of X physical presence or ___ online notarization.



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES ___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES ___ NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES X NO ___ See attachment.

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Kimley-Horn and Associates, Inc.

7/7/2020

Firm

Date

Authorized Signature

Joe Mecca, P.E., Senior Associate

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Kimley-Horn and its subsidiaries have provided services in all 50 states and numerous countries. Because of the many and varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. From time to time, Kimley-Horn will file a lawsuit against a client for unpaid fees. We do not track these cases. In the last 5 years, Kimley-Horn has had more than 19,675 active projects in Florida, 19 of which had some form of litigation. Of these cases, 5 were dismissed, 10 were settled, and 4 are pending. This represents 0.965% of all projects completed by Kimley-Horn in Florida over the past five years. Generally, these matters are covered by insurance, and we consider them to be without merit. Settlements related to claims are bound by confidentiality agreements so we cannot release any information on them. If you would like to discuss our legal matters in more detail, please contact Kimley-Horn's General Counsel, Richard Cook, at 919.677.2058.

Legal proceedings in Florida in the last five years are as follows:

Kala Gurley, as Representative of Jerry Bell, Deceased v Marriott International, et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA10855O; wrongful death claim; dismissed; closed 2019.

Renee Borak and Fred Borak v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court, Palm Beach County; Case No. 16-CA-1148; filed 2016; personal injury claim; settled; closed 2016.

Vernon Brown v. Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA007825O; filed 2019; personal injury claim; dismissed; closed 2019.

Mark E. Callahan and Marisa Callahan v. Gator Delray, LC, et al: 15th Judicial Circuit Court, Palm Beach County; Case No. 2015CA00230; filed 2015; personal injury claim; Kimley-Horn dismissed; closed 2016.

Chalks Airline, Inc. v. Linden Airport Services Corp, et al: United States District Court for the Southern District of Florida; Case No. 15-CV-24322-UNGARO/OTAZO-REYES; filed 2015; alleged economic loss; case dismissed; closed 2016.

Community Asphalt Corporation v. Wantman Group, Inc., et al; Florida Department of Transportation; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2018-029816-CA-01; filed 2018; alleged economic loss; pending.

Kathleen Conti v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court Palm Beach County; Case No. 502017CA008616XXXMB Division: AE; filed 2017; personal injury claim; settled; closed 2019.

Walter Ford and Grace Ford v. EC Manatee LLC, D/B/A Manatee Island Bar & Grill, et. al: 19th Judicial Circuit Court, Martin County; Case No. 13 1536CA; filed 2014; personal injury claim; settled; closed 2015.

Heron Bay Community Association, Inc vs. WCI Communities, LLC, et al; 15th Judicial Circuit Court, Broward County; Case No.: CACE16003120; filed 2016; alleged economic loss; settled; closed 2020.

Jennifer Lancaster v. VCC, LLC, et al; 15th Judicial District Court of Palm Beach County, Florida; Cause No. 502019CA011526; filed 2019; served 2020; alleged personal injuries claimed; pending.

Lunacon Engineering Group v. City of Homestead v. Kimley-Horn, et al: 11th Judicial Circuit Court Miami-Dade County, Case No. 2017-000561-CA-01; filed 2017; alleged economic loss; settled; closed 2018.

Harris Mitchell v. Frank Anderson, et al; 15th Judicial Circuit Court, Palm Beach County, Florida; Case No. 50-2019-CA-006676; filed 2019, served 2020; alleged personal injuries claimed; pending.

Sema Construction, Inc. v. City of Altamonte Springs; 18th Judicial Circuit Court, Seminole County; Case No. 2015-CA-002951-15-W; filed 2016; alleged economic loss; pending.

Prime Properties International, LLC v. Kimley-Horn and Associates, Inc.: 10th Judicial Circuit Court, Polk County; Case No. 2017CA-002127; filed 2017; alleged economic loss: settled, closed 2017.

Stacey Vasquez, Representative of Frank Vasquez, III, v. Matthew West, et al: 13th Circuit Court, Hillsborough Co; Case 15CA006839; filed 2015; traffic accident, wrongful death claim; settled; closed 2017.

Joan Weinstein v. Simon Property Group LP and Town Center at Boca Raton Trust: 15th Judicial Circuit, Palm Beach Co; Case No. 502016CA003199; filed 2016; personal injury claim; settled; closed 2017.

Deontra Williams v. FDOT, et al: 17th Judicial Circuit Court, Broward County; Case No. CACE-13-009427(05); filed 2015; bicycle accident, personal injuries claimed; settled; closed 2017.

Wal-Mart Stores East, LP, et al. v. Bandes Construction Company, Inc., et al; 15th Circuit Court, Palm Beach County; Case No. 2019CA005775; filed 2019; alleged economic loss; settled; closed 2019.

Leticia Zavala, Representative of Lorenzo Zavala, Deceased v Marriott International, et al: 9th Judicial Circuit Court, Orange Co, FL; Case No. 2019CA9781O; wrongful death claim; dismissed; closed 2019.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

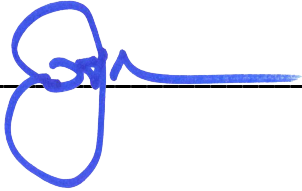
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City has received several questions regarding this Request for Qualifications. The following is the answer to all questions.

The intent of this Request for Qualifications is to determine the most qualified of all respondents. Specific details of the project will be coordinated with the respondent deemed most qualified (at the sole discretion of the City Commission). Please provide the information requested within the parameters of the published Request for Qualifications notice.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

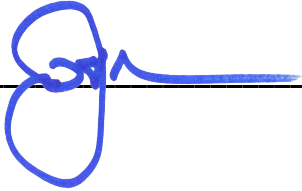
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The correct deadline for questions should be July 3, 2020.
2. The Indemnification is amended to the short version as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

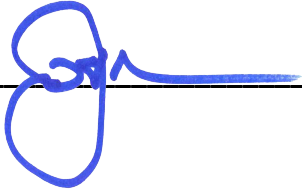
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City's solicitation effort for this project is to make a Qualifications-Based Selection. The intent is to receive, and rank interested vendors based upon their qualifications, not cost. Details related to process and cost will be part of later discussions with the vendor determined (at the sole discretion of the City Commission) to be the "most qualified." Interested vendors should highlight their qualifications, especially in regard to the scoring categories, within the parameters provided in the Request for Qualifications.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

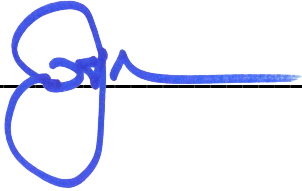
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. At this time, the City does not accept electronic proposals.
2. It is acceptable for the notarization to be outside of the State of Florida.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 5

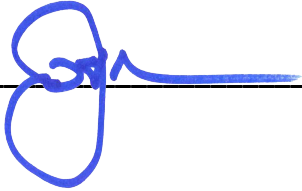
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The Indemnification amended in addendum no. 2 has been edited as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising from and to the extent of any negligent acts and/or omissions of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 6

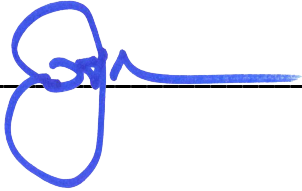
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Nassau County Ocean Highway and Port Authority is in the process of modifying its Port Master Plan to comply with Florida Law requirements to prepare a 10-year update. Do you foresee the need to re-address this in the Comprehensive Plan? **No**

2. On page 3 of the RFQ, you have a section that includes the following for the response requirements: *Any other information that may be of interest to the City or relevant to the submittal (not to exceed two pages)*
By the two-page limit, would that allow for 2 pages apiece of any additional information? For example, 2 pages for project understanding, 2 pages for project approach, 2 pages for scope of work, etc.? Or would you consider a longer page limit for the scope of work? **Two pages in total**

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 7

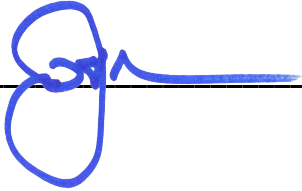
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Are divider images allowed, or will that count toward total page limit? **Do not count a divider page in the limit**

Kimley»»Horn

THE CITY OF FERNANDINA BEACH *COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION*

PROPOSAL SUBMISSION

ENVIRONMENTAL PLANNING & DESIGN, LLC

with **KONVEIO**
and **McMAHON ASSOCIATES, INC.**

CONTACT:
ANDREW SCHWARTZ, AICP CUD, PLA, LEED® AP, SITES® AP
STUDIO DIRECTOR

**100 ROSS STREET
PITTSBURGH, PA 15219
412-261-6000
EPD@EPD-PGH.COM
WWW.EPD-PGH.COM**

JULY 8, 2020

EPD's firm name is the embodiment of our planning and design philosophy. This philosophy is borne from man's fundamental understanding of nature. Our firm's logo is based on the symbols used by early man to represent the essential elements of nature and is an abstract interpretation of primitive cave carvings found in Europe.



The Sun.

A circle symbol was used to represent the Earth's life force - the sun.



Air.

The floating quality of the atmosphere was depicted as a element within the shadow of the sun.



Water.

The Earth's seas were represented by a horizontal line.



Earth.

A vertical line was added to signify the upthrust of the land.



Environment.

The combination of the four basic elements is symbolic of the total environment.

THE CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

COVER LETTER

PART 1 TEAM EXPERIENCE AND QUALIFICATIONS

- Firm Overviews
- Project Experience
- References
- Team Resumes

PART 2 TEAM APPROACH

- Planning Approach & Schedule
- Required Forms & Addendums

Environmental Planning & Design, LLC's (EPD) proposal information is considered unique to the firm and proprietary information. The following proposal is to be used by the City of Fernandina Beach and its selection committee for evaluation purposes only. Re-use or distribution of any information contained in this proposal package is not permitted without the written authorization of EPD. By reviewing EPD's proposal, you are hereby bound by the provisions described above.



This Proposal has been Printed on Recycled Paper

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Pittsburgh, PA 15219
(412) 261-6000
www.epd-pgh.com

City of Fernandina Beach
Attn: City Clerk's Office – RFQ# 2020-02
204 Ash Street
Fernandina Beach, FL 32034

To Whom It May Concern,

On behalf of Environmental Planning & Design (EPD), Konveio and McMahon Associates, I am pleased to submit our Team's proposal to assist the City of Fernandina Beach in completing its long-range planning efforts and Land Development Code update. Our expertise, overall philosophy and project approach align well with your RFQ. Our Planning Team is comprised of nationally recognized consultants serving the public-sector with extensive experience in preparing policies for jurisdictions of all sizes and types throughout the East Coast. Having worked on many similar projects throughout the country, our Team's members believe that we are uniquely qualified to assist the City of Fernandina Beach with this effort and bring many significant advantages:

- *Abstract concepts to a working reality.* In all of our efforts, we demonstrate a commitment to working with local communities to produce meaningful and achievable planning policies, and we believe that the most effective way to approach the comprehensive planning process is with a focus on fostering collaboration between residents, businesses, institutions, organizations, and other stakeholders.
- *Top-ranking outreach capacities.* Our Team's simple, yet powerful, content engagement platform, enables interactive idea sharing and to publish interactive documents for document and project collaboration. Konveio was created because there were no companies providing such a platform that our clients and partners desperately needed. Through the more than 500 communities and projects we have helped, we discovered that while all the digital engagement tools on the market are great at supporting the early stages of projects; where they offered no solution was communicating and engaging citizens around complex information, alternatives or drafts. Ever the problem solver, Team members continues to build and expand Konveio's outreach tools.
- *Technical policies that implement governmental goals.* From recommended planning concepts to enforceable standards, our Team embraces the need to accommodate unexpected development and market trends. Details are imperative.
- *Solutions-based innovation.* Our Team's policy and codes blend form-based, performance-based, and use-based techniques to customize controls and build on what really works in each respective community. Perhaps more importantly, we understand how to move beyond the best-practice discussions and develop politically realistic strategies that turn theory into clear, enforceable regulations. Decades ago, our Florida community planning approaches shaped State concurrency planning legislation in effect today.
- *Collaboration with the land use law community.* Team members are experienced land use planners providing and frequent speakers land use issues at planning conferences. Our Team works successfully with city and county attorneys around the country to craft legally defensible zoning ordinances that avoid constitutional or statutory challenges.
- *Tenacious policy connectors.* Throughout this project, we will work collaboratively with City staff to analyze and compare the policies in the Fernandina Beach Comprehensive Plan with the current Land Use Code to identify key issues and opportunities for update. This review will draw on our team's national experience on ways in which other jurisdictions have solved similar issues.

This project is the opportunity to involve more stakeholders to make a create a long-range plan for improvements. Whenever a long-range plan and policy assessment of this type is completed, people can get nervous. However, creating a vision is about making the most of opportunities. Consultants can be valuable if they look at things with fresh eyes. The old ways of doing things may (or may not) be the best ways. In a thorough and thoughtful comprehensive plan update, everything is on the table, until it is not. Is the current City culture conducive to the changes necessary to make a really good place to live and conduct business even better? What tweaking of the land development code is needed for envisioned enhancements?

A community's growth management strategies are often the most visible and critiqued face of local government. It is one of the most significant places for local government to shine and to make a difference in people's lives. Based on our knowledge of Fernandina Beach, several opportunities stand out: Redevelopment Strategies, Commerce, Connectivity, Potential Design Standards. We are only limited by our imaginations.

Additionally, if selected as the Team for the City's planning efforts, we must earn the trust of elected officials, City staff, businesses and residents. One of our duties is to serve as neutral brokers of ideas and approaches, where we let the best ideas rise to the top as we know that there are always multiple solutions to every planning problem. We work transparently, with decision-making done openly and with full explanation. Our Team's members are skilled meeting facilitators and the public will work with project planners, not "middlemen" brought in specifically for public relations.

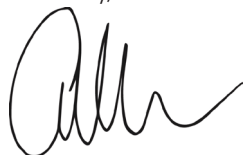
EPD. For 80 years, EPD has been working as community planners and designers to provide public-sector, private-sector, and nonprofit clients alike with innovative, policy-focused services centered around the improvement of the places where we all live, work, and play. Our Planning Team, rooted in Southeast Florida and Pennsylvania, consists of certified planners, strategic analysts, policy specialists, and GIS specialists. We bring insights from project experience gained throughout the eastern United States and as members of American Planning Association – Florida.

Konveio. Konveio (pronounced "convey-o") is a digital content engagement solution for civic projects. The firm's product and staff support stakeholder engagement processes worldwide from our home office in Denver, Colorado. For ten years, Konveio and their predecessor Urban Interactive Studio have been at the forefront of digital participation and civic engagement technology. Konveio is recognized as a tech-savvy team, utilizing online tools to facilitate meetings, training, and project management.

McMahon. Through 44 years of work, McMahon has specialized in delivering innovative engineering, planning, design and transportation technology solutions to our clients including FDOT, regional planning commissions, counties, municipalities, institutions, permitting agencies, and private developers. With more than 200 dedicated professionals in 15 offices throughout the East Coast, McMahon has the talent, ability and expertise to address any transportation planning, traffic engineering, and design projects. McMahon will support this project with staff in our Florida offices.

We will give you our best professional opinion and give you the information you need to make informed decisions. We will tell you what you need to hear, not what you want to hear. We would be happy to discuss any refinements or alternative approaches with the City. Please do not hesitate to contact us if you have questions or comments or if you need additional information to evaluate this proposal. We look forward to the prospect of working with you. Thank you very much for your consideration.

Sincerely,



Andrew JG Schwartz, PLA, AICP CUD, LEED® AP
Studio Director

CONSULTANT QUALIFICATIONS

Firm Overviews

Project Experience

References

Team Resumes

PART 1



Our Legacy

Environmental Planning & Design (EPD), formerly Simonds and Simonds, was established in 1939 in Pittsburgh, Pennsylvania to provide public and private clients urban design, landscape architectural and community planning services. Our 80 years of experience has allowed us to develop a nationally acclaimed practice and an enduring legacy. Today, the intersection between urban planning and design, the creation, restoration, management of our worlds landscapes and the built environment becomes more complicated. We look through the lenses of community, sustainability, equity and diversity. These broader perspectives are needed to achieve a successful planning and design outcome.

Interdisciplinary Team

Our firm consists of community planners, strategic planners, urban designers, landscape architects and GIS specialists. EPD holds registrations and certifications including American Institute of Certified Planners (AICP), Certified Urban Designer (CUD), Registered Landscape Architect (PLA) in various states, LEED® Accredited Professionals and SITES® Accredited Professionals. Our approach to each project is to create a work team that includes individuals who represent these different perspectives and disciplines. While our roles may shift from project to project, there is always a collaborative discussion and exploration component involved.

Context and Culture

We work with local community leaders, stakeholder groups and regional associations to obtain a keen understanding of the local people and various neighborhoods. Beyond that, we make it a point to immerse ourselves in the communities in which we work to educate ourselves on what is going on in each community as a whole. We make an effort to look beyond the neighborhood structure to understand the relationships between the residents, community groups, and political officials to discuss the community perspective and aspirations - in essence - what makes them unique and what makes them tick.

Global Vision

Today's planning-design challenges are also global in scale and impact. Issues including economic vitality, smart growth, efficient delivery of services, land use planning and housing require knowledge beyond local and regional boundaries. EPD is equipped with innovative ideas of the best practices to serve our community well. We have worked on projects from public spaces and conservation areas in Florida, to the working lands along the Great Lakes. At the same time, we have staff members that come from places like Cambridge and Berkeley. Each of these members brings in fresh views and approaches to our team.

Firm Introduction

Konveio (pronounced “convey-o”) is a digital content engagement solution for civic projects. Our product and staff support stakeholder engagement processes worldwide from our home office in Denver, Colorado.

For ten years, Konveio and our predecessor Urban Interactive Studio have been at the forefront of digital participation and civic engagement technology. We are a tech-savvy team, utilizing online tools to facilitate team meetings, training, and project management; our clients often compliment us on the seamlessness of implementation and training. Chris Haller, Founder and CEO, has more than 15 years of experience in planning, technology, and stakeholder involvement. He oversees most projects we work on. Individual team members have at least five years of experience in their respective specialties, and we consider interests and aptitudes when assigning our staff to project teams, ensuring investment and commitment to project success.

We have worked on projects in more than half of the United States, as well as in Canada, Australia, and the United Kingdom. Since 2010, we have built more than 500 civic websites in service of more than 250 unique clients. These websites have ranged in complexity from basic information sharing to standalone outreach activities to multi-year engagement suites. Our expertise is focused on public processes as the vast majority of our clients are government agencies representing municipalities, counties, regional planning councils, MPOs, public utilities, and special districts.



SERVICES:

The transportation planning and engineering services we provide include, but are not limited to, the following:

- Comprehensive data collection programs and transportation surveys.
- Transportation planning studies ranging from corridor-, neighborhood- and municipal-wide, to regional studies; including improvements feasibility studies, transportation alternatives analysis, bicycle and pedestrian plans, active transportation plan development, and comprehensive transportation modeling.
- Traffic operations analyses, including traffic signal system analyses and optimization, pavement marking and signing plans, as well as crash history and safety analyses.
- Multimodal transportation design services, including conceptual, preliminary, and final roadway designs; pedestrian, bicycle and trail designs; streetscape and enhancement designs; traffic calming; traffic signal designs; circulation and parking layout designs; and construction documents.
- Structure and bridge design services, including pedestrian bridges and boardwalks.
- Funding strategies and grant writing assistance.
- Public involvement and consensus building, as well as agency (FDOT, TPO/TPA/MPO, county, municipality), community, and private sector coordination/collaboration.

McMahon will support this project with staff in our West Palm Beach Office.

Firm Overview



Since 1976, McMahon Associates, Inc. has specialized in delivering innovative engineering, planning, design and transportation technology solutions to our clients. With more than 200 dedicated professionals in 15 offices throughout the East Coast, McMahon has the talent, ability and expertise to address any transportation assignment.

We have built trusted and lasting relationships by satisfying, and often surpassing, the needs of both government and private sector clients. Our experience includes working closely with FDOT, MPOs/TPOs/TPAs, counties, municipalities, institutions, permitting agencies, and private developers on a broad range of transportation planning, traffic engineering, and design projects. Our team is committed to providing sustainable transportation solutions that are cost-effective, environmentally sensitive, and supportive of healthy and vibrant communities.

What makes McMahon unique? The answer to that question is a diverse staff that takes an innovative, forward-thinking, comprehensive approach to all our projects. McMahon's experience is also unique in that we provide transportation services to a wide range of clients, with differing needs, issues, and priorities. In all instances, the firm's goal is to serve the overall public needs and, in particular, to benefit the traveling public.



Palm Coast Comprehensive Land Use Plan Flagler County, Florida

SERVICES

Land Planning
Development of Regional Impact Studies
Conceptual and Site Design
Project Team Management

PURPOSE

To prepare and provide ongoing updates to a Comprehensive Land Use Plan for a new community expected to support nearly 80,000 dwelling units and 90,000 jobs by the mid-21st Century.

CLIENT

ITT Community Development Corporation

SUB-CONSULTANTS

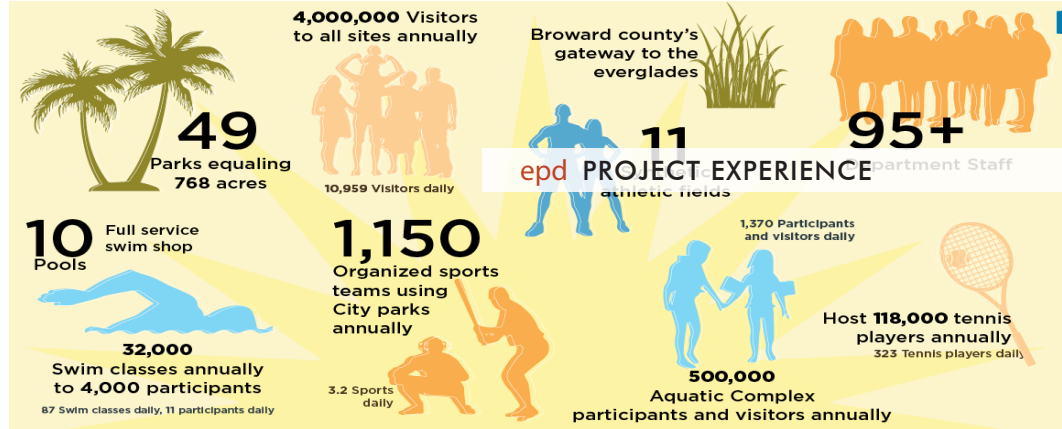
Gee & Jenson Engineering
Wilbur Smith & Associates
Tropical Bioindustries, Inc.
Cultural Resource Management, Inc.

Environmental Planning and Design, LLC, (EPD) led a Planning Team responsible for the preparation of the Comprehensive Land Use Plan (CLUP) for Palm Coast. This document regulates transportation capacities, infrastructure availability, public facilities and natural resources so that the overall community is balanced in support of its population. The assessment of Developments of Regional Impact was also completed so that the community's build-out would balance with the County's broader planning initiatives.

Among the key elements of the Plan is a natural resource inventory which included studies of soils, topography and geological features; wetlands, flood plains, surface and ground water; vegetation; wildlife and cultural and historical resources.

Based on this analysis, a contiguous system of "sensitive lands" was developed. Lands maintained in the system were prioritized into conservation and preservation areas with separate resource-based management objectives for each.

In order to monitor and adjust for Palm Coast's continued growth, EPD prepared 5-year updates to the CLUP for more than twenty years. Transportation network improvements, employment, housing, schools, parks and other growth elements are described and compared with data from ongoing natural systems monitoring in the context of the original CLUP to ensure that growth remains balanced as planned as it approaches its planned population build-out.



Coral Springs Park and Recreation Master Plan Broward County, Florida

SERVICES

Parks and Recreation Master Planning
Public Engagement
Project Team Management

PURPOSE

To identify system enhancements and improvements for next 10 years.
To outline sustainability planning and design principles and financing as related to administration, projects, facilities and maintenance.

CLIENT

City of Coral Springs

SUB-CONSULTANTS

Rebecca L. Schnirman

Within a one year time frame, EPD and the City of Coral Springs are working to priorities and formalize its operations and policy recommendations for the City's park and recreation system. The City's Parks and Recreation Plan seeks to:

1. Determine the adequacy of current levels of funding and staffing.
2. Identify programming needs and methods to meet those needs.
3. Identify ways to improve the operation and maintenance of facilities.
4. Identify areas of historic interest, greenways, open space and watersheds, and determine how to utilize them in an overall park plan.
5. Determine and prioritize the need for additional facilities such as: athletic fields, courts, trails, park lands, and open space.
6. Recommend improvements to meet ADA handicap accessibility requirements.
7. Improve maintenance methods and solve safety issues.
8. Identify areas of cooperation with the School District and neighboring municipalities.
9. Identify ways to improve the City's working relationship with the various youth sport and community groups which use City recreation facilities.



epd PROJECT EXPERIENCE



Miami Lakes Comprehensive Master Plan Dade County, Florida

SERVICES

Land Planning
Development of Regional Impact Studies
Project Team Management

PURPOSE

To prepare a Comprehensive Land Use Plan for a 35,000-resident population and all associated non-residential and amenity development.

CLIENT

Graham Companies

Miami Lakes is 2,560-acre community with a buildout design of 8,000 single and multi-family dwelling units and a core of village-style retail commercial. Envisioned as a new kind of living environment, Miami Lakes preserves and expresses the best qualities of the State's native everglades.

The Town's Comprehensive Master Plan, designed by Environmental Planning and Design, LLC, was an early forerunner of the now familiar Planned Unit Development (PUD) approach to land planning. While responding to the regional needs of South Eastern Florida, the plan incorporates a hierarchy of land use types and circulation routes within an all-encompassing park, arboretum and bird sanctuary.

To strategically locate the town in relation to heavily traveled highways and transit routes County departments kept closely involved in all aspects of land and traffic planning. As a result, the officials were quick to encourage or suggest new and helpful procedures. Planning, zoning, and school boards as well as recreation officials provided continuous cooperation throughout the process.

The development, with single-family, multi-family, a Town Center commercial development area and master planned amenities is nearing build-out.

Coral Springs Park and Recreation Master Plan

Rob Hunter
Assistant Director of Parks and Recreation
City of Coral Springs
2501 Coral Springs Dr
Coral Springs, FL 33065
(954) 344-1841
rhunter@coralsprings.org

Palm Coast Comprehensive Land Use Plan

Bob Dickinson
Dickinson Consulting
33 Old Kings Road, North Suite 1
Palm Coast, FL 32137
(386) 446-8304

Miami Lakes Comprehensive Master Plan

Susana Alonso
Senior Planner, Miami Lakes, FL
6601 Main Street
Miami Lakes, FL 33014
(305) 364-6100 x1102
alonsos@miamilakes-fl.gov

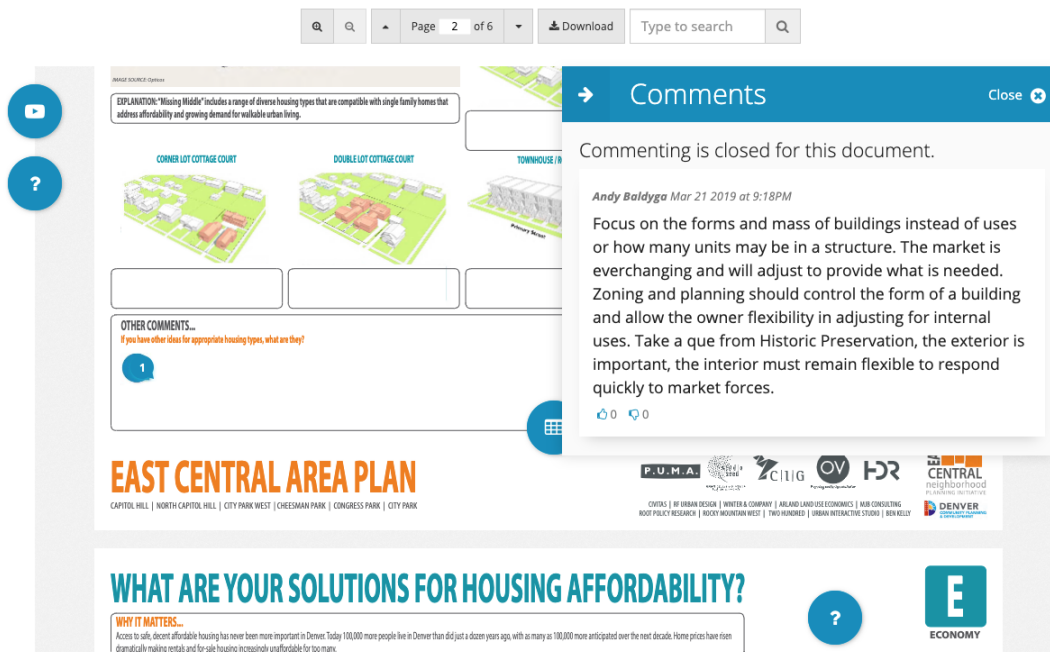
EPD has been a leader of resource-based & community-focused efforts for more than seven decades. The firm's ethos is founded on enhancing the ecological, cultural, fiscal and aesthetic well-being of communities

*Mother Earth - Czech Artist Jan Zach 1959
Located in the EPD Atrium*

Examples and References

Project: Denver East Central Area Neighborhood Plan (ongoing)

Denver's East Central Planning Area contains a rich mix of amenities, jobs, and housing options, and remains one of the most dynamic places in the city. The area's outdated neighborhood plans coupled with additional changes on the horizon—including plans to improve City Park and add Bus Rapid Transit (BRT)—make East Central a top priority for engaging the community in a new plan. The City needed a way to share the poster boards from the in-person open houses and collect community feedback on them.



Problem

While the open houses offered attendees an opportunity to weigh in on key issues like affordability, how to get around, growth and quality of life in the planning area, neighbors who missed their workshop needed a way to participate. The City needed a way to easily share the poster boards from the in-person events for others to review the materials online and share their thoughts through online surveys and comments.

Solution

Konveio helped the City of Denver in a few key ways:

- Landing pages for each event helped provide background info, presentations and a video recording of the meeting.
- Poster boards from the meetings were shared as PDFs, with the ability to post comments in areas where in-person participants added feedback using sticky notes.
- Images of the meeting results were included on the digital poster boards to provide transparency and offer inspiration.
- Key Feature: Embedded surveys replicated dot voting exercises used in the meetings to gather priorities.

Impact

Konveio's unique features allowed the City of Denver to collect feedback online that can easily be merged with feedback collected in-person. Online participation allowed the City to reach beyond their in-person attendance, with more than 500 comments collected online. The results have been guiding the planners and the Steering Committee as they develop alternatives for the neighborhood plan.

Explore at: <https://colfaxareaplans.konveio.com/>

Reference:

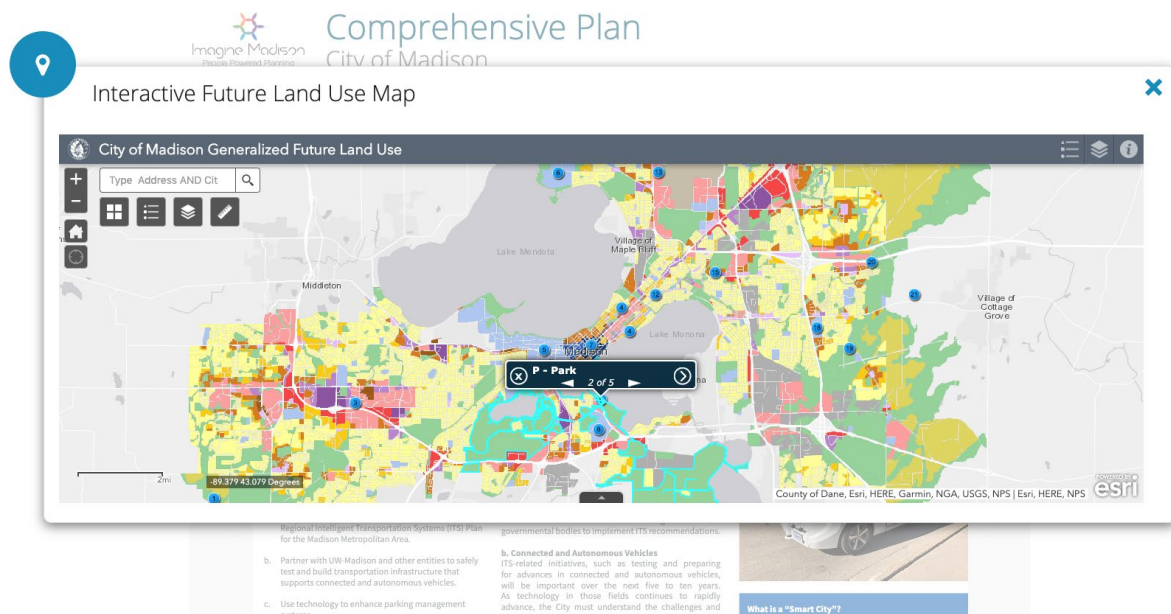
Curt Upton

Principal City Planner | City and County of Denver

curt.upton@denvergov.org | (720) 865-2942

Project: Imagine Madison (ongoing)

Imagine Madison was a unique public listening campaign that collected feedback from all across the City to plan for the Madison of tomorrow—and beyond. Feedback for the drafting stages of the Imagine Madison process, collected using Konveio, was used to update the City of Madison's Comprehensive Plan. After plan adoption in 2018, the City launched an interactive version of the Comprehensive Plan powered by Konveio.



Problem

The project team at the City of Madison needed a flexible tool to post and collect feedback on their draft Comprehensive Plan in a way that made submitting and managing comments easy for both the project team and participants. The long-term goal of the Comprehensive Planning project was to create a living document that doesn't collect dust on the shelf but is fun to explore and can be updated throughout the implementation process.

Solution

Konveio helped Madison in a few different ways:

- Commenting directly on the draft document reduced duplication, made participation easier, and simplified analysis of the feedback received throughout the process.
- Embedded content, like videos, ArcGIS Online maps, and Google Street Views makes it easy to explore the comprehensive plan and conveys key elements in an immersive fashion.
- Key Feature: An overview page that features the different sections of the plan guides citizens directly to the areas of the plan they are interested in.

Impact

Konveio's unique features helped the project team at the City of Madison to save time during the analysis of the feedback they received. The interactive plan format enables them to post annual updates regarding metrics and indicators outlined in the plan, creating a living document.

Explore at: <http://plan.imaginemadisonwi.com/>

Reference:

Kirstie Laatsch

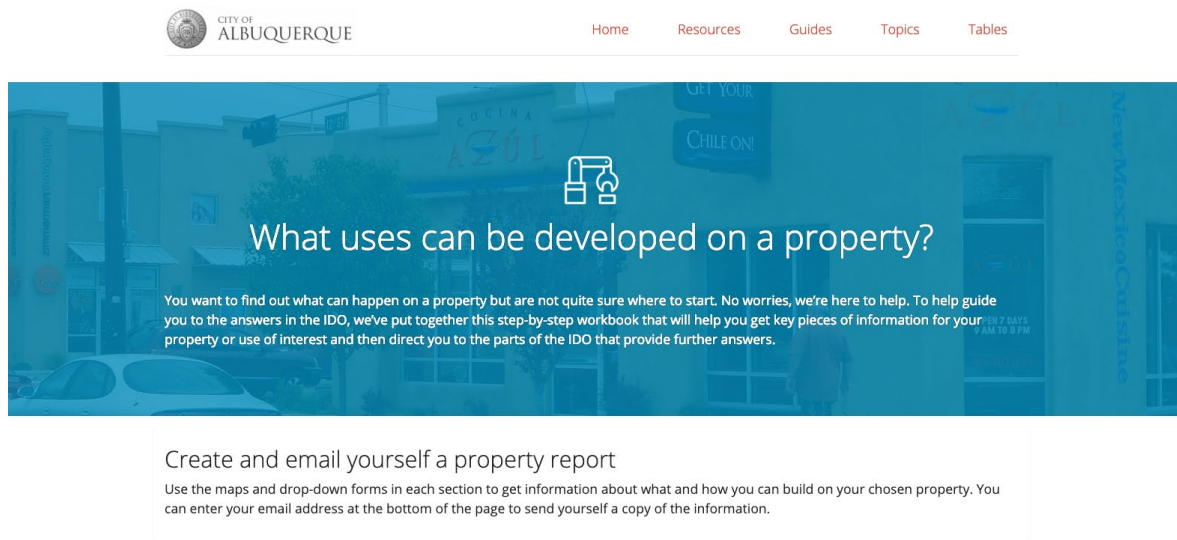
Planner | City of Madison

klaatsch@cityofmadison.com | (608) 243-0470

(see letter of recommendation in Appendix 6)

Project: Albuquerque ABC-Zone (ongoing)

To ensure that future development aligns with the community's vision, Albuquerque updated its Integrated Development Ordinance (IDO), which governs the City's land use and development through zoning and subdivision regulations.



The screenshot shows the City of Albuquerque website. At the top, there is a navigation bar with links: Home, Resources, Guides, Topics, and Tables. Below the navigation bar is a large blue banner with a city street scene in the background. The banner features a lightbulb icon with a document inside, and the text "What uses can be developed on a property?". Below this, a paragraph reads: "You want to find out what can happen on a property but are not quite sure where to start. No worries, we're here to help. To help guide you to the answers in the IDO, we've put together this step-by-step workbook that will help you get key pieces of information for your property or use of interest and then direct you to the parts of the IDO that provide further answers." At the bottom of the banner, there is a call to action: "Create and email yourself a property report". Below this, a small text box explains: "Use the maps and drop-down forms in each section to get information about what and how you can build on your chosen property. You can enter your email address at the bottom of the page to send yourself a copy of the information."

Problem

Creating a zoning code that addressed myriad land use considerations required extensive detail in the final IDO. While understanding that the foundational document would necessarily be a PDF in the interest of ongoing maintenance and updates, Albuquerque needed a way to readily provide answers to residents about their property interests.

Solution

Konveio makes it easy to navigate a complex document online:

- A sidebar on the zoning document gives readers quick access to view the zoning map, ask questions, or jump to previous or next sections without leaving the zoning document.
- Special icons and overlays within the document identify background documentation, commentary, supporting legislation, and other resources.
- The interactive glossary provides intuitive tooltips to better understand legal terms.
- Home and summary pages provide ways for citizens to jump into the IDO, letting them easily identify their own interests and dive into the relevant information.
- Key Feature: Digital guides or worksheets around common questions, like “What can I build on my property” allow users to easily create and email themselves a property report.

Impact

Konveio helped a city of more than half a million people simplify development procedures and reduce staff time answering questions about a complex Zoning Code by turning a complicated 500-page PDF into an interactive, valuable land use and development tool.

Explore at: <https://ido.abc-zone.com>

Reference:

Mikaela Renz-Whitmore

Long Range Manager | City of Albuquerque

mrenz@cabq.gov | 505.924.3932

(see letter of recommendation in Appendix 6)

Explore other Konveio examples and case studies at: <https://konve.io/case-studies>

CLIENT

City of West Palm Beach

McMAHON ROLE

Prime Consultant

PREVIOUS CONTRACT TERM

2006 to 2016

CURRENT CONTRACT TERM

2016 to 2020

SERVICES

- Transportation Element update of Comprehensive Plan
- Traffic Study/Site Plan Review
- Bicycle Master Plan
- Data Collection
- Neighborhood Streets Improvements
- Roadway Design Plans
- Complete Streets Design

FIRM'S FEE

Cost varies by task

CLIENT REFERENCE

Khanh Uyen Dang, P.E.

City Traffic Engineer

Engineering Services

401 Clematis Street,

4th Floor

West Palm Beach, FL 33402

(561) 494-1087

kudang@wpb.org

Traffic Engineering Services, West Palm Beach, FL



Since 2006, McMahon has been a transportation consultant to the City of West Palm Beach on three (3) consecutive contracts. In this capacity, we have reviewed traffic studies for development applications and performed various traffic engineering, planning, and design projects.

Planning elements of the contract included the preparation of traffic concurrency impact studies for various sites and an update of the **City's Transportation Element of the Comprehensive Plan** and preparation of the **City's Bicycle Master Plan, which included an extensive public outreach process and agency coordination.** Efforts included preparing maps depicting the future bicycle network, recommending typical sections, planning level cost estimates, and prioritization of improvement projects. Work was performed for the engineering and planning departments of the City. McMahon has also assisted the City with **grant writing.**

Traffic study reviews have been completed for residential towers, hotels, mixed-use developments, and several Transit Oriented Developments (TODs). One TOD was adjacent to the City's intermodal center, and the other was a review of the All Aboard Florida (Brightline/Virgin Trains USA) station and mixed use-development. We reviewed a study that considered traffic circulation, capacity of the affected street network and the parking needs. Other traffic engineering projects included signalized intersection qualitative assessments, traffic data collection, maintenance of traffic plans preparation, evaluation of curb ramps versus current standards, and traffic operational analysis such as a one-way street circulation evaluation on Olive Avenue to assess drop-off scenarios at a major residential building.

Design projects have included roadway extensions, pavement repurposing (lane reduction), Complete Streets projects including bike lane construction, and roundabout design. For Cumberland Drive, construction plans were completed for reconstruction to provide buffered bike lanes and a roundabout. Lighting analysis/design and drainage was included.

CLIENT

City of Fort Myers

McMAHON ROLE

Prime Consultant

PREVIOUS CONTRACT TERM

2003 to 2019

CURRENT CONTRACT TERM

2019 to 2024

SERVICES

- Bicycle & Pedestrian Master Plan
- Traffic Study Review
- Traffic Study Preparation
- Citywide Traffic Calming
- CRA Studies
- Signal Design
- Roadway Design

FIRM'S FEE

Cost varies by task

CLIENT REFERENCE

Carl Karakos, P.E.
Transportation Engineer
Public Works/Engineering
2200 Second Street
Fort Myers, FL 33901
(239) 321-7458
ckarakos@cityftmyers.com

Continuing Consultant Services, Fort Myers, FL



Since 2003, McMahon has been the City Transportation Consultant to the City of Fort Myers on five (5) consecutive contracts. In this capacity, we have reviewed site development studies and plans, prepared traffic impact statements, developed comprehensive Citywide transportation plans, coordinated capital improvement projects, provided expert testimony, and coordinated and interacted with various government agencies on behalf of the City of Fort Myers.

- **Citywide Traffic Calming Study**

A citywide traffic calming study was performed for the City of Fort Myers. This project required extensive field visits, data collection of vehicle and pedestrian volumes and a number of public involvement meetings with neighborhood groups, business owners and citizens. The process included educating citizens about traffic calming and encouraging public participation in the design of traffic calming plans. The final product included a comprehensive analysis report and included several traffic calming plans. Many of the traffic calming treatments were incorporated in the City's Capital Improvement Program.

- **Downtown Parking Study**

A study to determine the required parking needs for the downtown business district of the City of Fort Myers. The study included identifying the optimum locations for new facilities and opportunities to improve or increase existing supplies. Traffic performance, transit availability and pedestrian/bicycle connectivity to preferred parking facility sites were also evaluated.

- **Impact Fee Ordinance Study**

This study, largely funded from developments within the CRA, evaluated all land uses and their future developed impacts on the roadway network. The result produced a new Impact Fee Ordinance and structure, based on a per trip impact, in lieu of the previous antiquated method of per unit developed.

- **Cleveland Avenue (US-41) Master Plan**

Within the south and western limits of the CRA, Cleveland Avenue is a seven-lane undivided highway. This project examined a "pilot" segment, from SR-82/Martin Luther King, Jr. Boulevard to Canal Street, an approximate 1.25 mile segment, to improve safety and mobility. McMahon performed a corridor study, coordinated with the City/CRA, Lee County and FDOT, and developed a proposed typical cross-section, including a landscaped median. McMahon also assisted the City/CRA with FDOT to secure funding for the project.

CLIENT

Various Municipalities

MCMAHON ROLE

Prime/Sub-Consultant

COMPLETION DATE

Various

SERVICES:

- Document research
- Assessment of existing transportation conditions
- Development of multimodal transportation goals, policies and objectives
- Short- & long-range actions to implement goals
- Preparation of transportation element of master plan/comprehensive plan
- Stakeholder coordination & public outreach

FIRM'S FEE

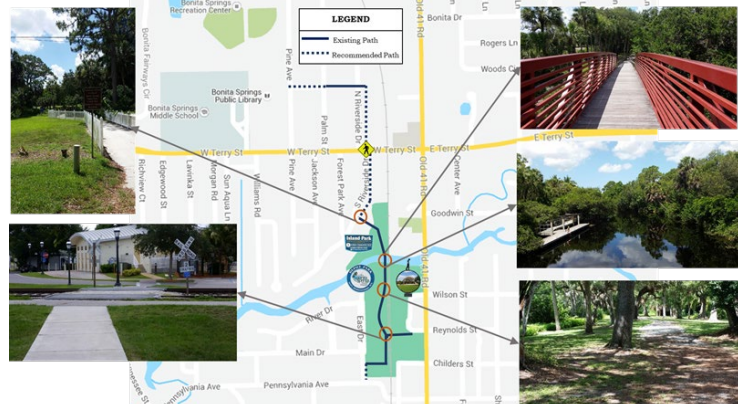
Varies

EXAMPLE CLIENT REFERENCE

Khanh Uyen Dang, P.E.
City Traffic Engineer
Engineering Services
401 Clematis Street, 4th Floor
West Palm Beach, FL 33402
(561) 494-1087
kudang@wpb.org

Nilsa Zacarias, AICP
Community Development Director
345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0457
nzacarias@tequesta.org

Master Plans/Comprehensive Plans



McMahon has served as part of multi-disciplinary teams to prepare the transportation element of numerous master plans/comprehensive plans, Citywide Plans and Bicycle and Pedestrian Master Plans. McMahon has been responsible for the compilation and assessment of existing data related to the transportation element of master plans/comprehensive plans, including multimodal transportation infrastructure, traffic growth trends, crash data and public transportation options. Coordination with local agencies, including municipalities, regional planning agencies, state departments of transportation, and transit authorities was key.

McMahon conducted interviews with municipal staff to ensure that various perspectives were considered, in conjunction with the public participation process. Additionally, McMahon assisted with the development of baseline reports, goals and policies, and action plans that reflect the consensus of stakeholders. Preparation of the draft and final versions of the transportation element for each community was performed. Work was provided for the following municipalities in Florida:

City of West Palm Beach, FL
City of Palm Beach Gardens, FL
City of Delray Beach, FL
City of Deerfield Beach, FL
City of Fort Myers, FL
City of Port St Lucie, FL
Village of Tequesta, FL
City of Bonita Springs, FL



Andrew JG Schwartz, AICP CUD, PLA, LEED® AP, SITES® AP
Studio Director

Mr. Schwartz's 28 years of experience with the public sector includes assisting planning agencies, commissions, and stakeholder groups to assess capacities, explore planning alternatives, evaluate trade-offs, and define viable solutions. He specializes in facilitating community and region-wide charrettes and multi-day project workshops. He understands that civic input is essential to formulating implementation strategies that benefit both public and private sectors.

Mr. Schwartz extensively utilizes GIS and other advanced technologies to prepare comprehensive plans, regional resource/conservation efforts and economic feasibility studies as well as related land development initiatives. It is apparent for him that information, facts, vision, and consensus are the essential elements in developing comprehensive plans and revitalization strategies. He has contributed to the preparation of more than 80 zoning and subdivision ordinances and comprehensive plans. He is considered a pioneer throughout Pennsylvania in integrating LEED® standards, sustainability principles, and form-based aspects into existing ordinances.

Additionally, he serves as an expert witness to land use law practices throughout Pennsylvania. In these cases, he testifies regarding land use practices in the context of legal challenges and related legal discussions. In 2014, he received his urban design certificate through AICP. Today, he sits on a jury to review candidates that apply for the urban design certificate.

Professional Experience:

1989 - present
Environmental Planning & Design, LLC

Education:

1989 Penn State University
B.S. in Landscape Architecture
1994 University of Michigan
Masters in Urban and Regional Planning

Registrations:

American Institute of Certified Planners
Certified Urban Designer
Registered Landscape Architect in PA and OH
LEED® AP
SITES AP

Professional Memberships:

American Society of Landscape Architects
American Planning Association - FL Member Firm

The Urban Land Institute
Pennsylvania Recreation and Parks Society

Publications:

2017 Landscape Architect and Specifier News-
Opening Access to the Allegheny
2014 ArcNews Keeping Track and Managing 1,400
Miles of Trails in Five States
2013 Parks and Recreation Business Solid Ground
2011 Active Design Spring Creek Canyon
Conservation Strategy
2010 NARRP Annual Conference Paper Spring Creek
Canyon Strategy
2006 Addressing the Challenge of Identifying,
Defining and Mapping Nature Infrastructure
ERSI World Conference
2005 APA Magazine A New Idea for Leveraging a
Region's Natural Infrastructure - Making Your
Resources Count

Speaking Engagements:

2019 Society of Outdoor Recreation Professionals
2018 Allegheny League of Municipalities
2018, 2017, 2015, 2014, 2012, 2011, 2010 APA-
PA Conference
2017, 2006 ESRI International GIS User Conference
2017, 2013, 2004 APA National Conference
2017 Westmoreland County Conservation District
Engineers' Workshop
2016 Penn State Form-Based Code Webinar
2015 International LID Conference
2013 Pennsylvania State Association of Townships
Annual Conference
2012 ThinkBike Workshop Invited Consultant
2012 Shippensburg University Active Design
Symposium



Carolyn Yagle, AICP, PLA
Director of Policy and Planning - Lead Project Manager

Carolyn Yagle brings more than 23 years of experience in recognizing the relationships of land use regulations, community planning, development, economics, infrastructure assessments and civic amenity design. Ms. Yagle understands how these factors can influence design and policy decisions at the local and regional scales. With experience in working with municipal leaders, municipal staff and the general public, she recognizes the importance of presenting analyses based on facts so informed decisions can be made. As a result, Carolyn promotes a number of key characteristics which enable projects to be successful regarding innovation in thought, remaining objective, and pursuing actions with cooperative commitment.

Carolyn serves as a Project Director for numerous public planning projects including comprehensive land use plans, corridor studies, the development of zoning and subdivision ordinances, economic development strategies, natural resource assessments and greenway initiatives. Ms. Yagle specializes in transforming ideas to implementable action. She has exemplary skills in building consensus within large public gathering as well as small group discussions. As part of these activities, Carolyn also manages the preparation and facilitation of presentations, charrettes and community workshops.

Professional Experience:

1997 - present
 Environmental Planning & Design, LLC
 1996 US Department of Agriculture
 Natural Resource and Conservation Service
 Internship (WV)
 1995 Universidad de Guanajuato
 Guanajuato, Mexico Architecture Exchange

Education:

West Virginia University, Summa Cum Laude
 Bachelors of Science in Landscape
 Architecture University Honors Program

Registrations:

American Institute of Certified Planners
 Registered Landscape Architect in PA

Professional Memberships:

American Planning Association - FL Member Firm
 American Society of Landscape Architects

Awards:

West Virginia University's Order of Augusta-
 Highest award given for scholarship,
 leadership and service

Speaking Engagements

2017, 2015, 2011, 2010 and 2007 Pennsylvania
 American Planning Association
 2017 Association of Townships and Boroughs and
 Authorities Joint Fall Conference
 2019, 2018, 2017, 2013, 2012, 2011 University of
 Pittsburgh Land Use Law Class Invited Lecturer
 2017 Pennsylvania Therapeutic Recreation Society
 Conference
 2017 Fracking in Your Local Community: Your
 Rights and Municipal Responsibilities
 2013 Local Government Academy Educational
 Seminar: How to Put Together a Suite of
 Ordinances to Protect Neighborhood Quality
 2010 Indiana County Infill Workshop Speaker

Other Involvement

2016 Invited Consultant - Rachel Carson
 Homestead Association Sustainability and
 Long Range Planning Workshop
 2012 Invited Consultant ThinkBike Workshop
 Green Ribbon Committee Member for City of
 Pittsburgh's Comprehensive Parks,
 Recreation and Open Space Initiative
 Former Member of the City of Pittsburgh
 Contextual Design Advisory Panel
 EPD Charrette/Workshop/Public Meeting
 Organizer Facilitator for 18 project clients
 (average) per year



John Douglass
GIS Specialist

With over 30 years of experience as a GIS Specialist at EPD, John Douglass plays a crucial role in the development and implementation phases of a project. Mr. Douglass received his Bachelors of Science in Electrical Engineering at the University of Pittsburgh and his Associate of Science in Drafting and Design Technology at Gateway Technical Institute.

His experience in GIS related projects include: comprehensive plans, greenway plans, master site plans, and natural infrastructure plans. These projects may vary from municipal, county, and regional levels. Mr. Douglass has mastered and effectively utilizes the programs: Microstation, GeoPak, ArcMap, ArcView, ArcGIS, Spatial Analyst, and other GIS/CADD packages.

Professional Experience:

1990 - present
Environmental Planning & Design, LLC
Total Years of Experience - 27

Education:

1983 University of Pittsburgh
Bachelors of Science in Electrical Engineering

1989 Gateway Technical Institute with an A.S. in
Drafting and Design Technology



Wyatt Stitely
Community Planner

From a young age, Wyatt Stitely has had a passion for Urban Planning resulting in achieving a Bachelor degree in Regional Planning from Indiana University of Pennsylvania. Mr. Stitely also has a Minor degree in Geography and a background in GIS in which he hopes to become involved in the design aspect of planning. He currently assists EPD with comprehensive planning, zoning ordinance updates and GIS mapping.

Professional Experience:

2019 - present
Environmental Planning & Design, LLC

2018 - 2019
Town of Middletown, MD - Intern

2017 - 2018
Institute for Mine Mapping, Archival Procedures
and Safety (IMAPS)

Education:

2019 Indiana University of Pennsylvania
Bachelor in Regional Planning
Minor in Geography

Chris Haller

Founder/CEO, Project Manager

Chris is a nationally-recognized User Experience designer and Online Engagement strategist, with a broad background in local government, urban and regional planning and communication technologies. This experience, combined with many years consulting for urban planning projects, is what brings Konveio's mission – to give people a voice in shaping the future of their communities – to life.

As Konveio's founder, Chris is closely involved in the day-to-day development of interactive engagement web apps. He designs effective online participation projects and facilitates client training, and oversees the Konveio team of planners, engagement specialists, designers, and developers. Chris is also the founder and publisher of EngagingCities, the online news source for trends in civic tech and public involvement.



Select Project Experience and Accomplishments

Principal – Albuquerque Zoning Code Update

Oversaw implementation of EngagingPlans and multiple EngagingApps for a 3 year comprehensive planning and zoning code project.

Principal – We Are Maui, Community Planning

Oversaw implementation of an EngagingPlans website and multiple EngagingApps to collect feedback for neighborhood plans.

Principal – Minneapolis 2040 Comprehensive Plan

Oversaw strategic direction and implementation of EngagingPlans to support broad engagement throughout a comprehensive planning process.

Product Manager – Konveio Public Engagement Software

Leads the development of our apps to provide interactive websites for any public process with a need to engage citizens and stakeholders.

Kelly Hickler, AICP

Communications & Engagement Manager

Kelly's passion is community engagement and it is a large part of why she chose to pursue the planning profession. She has extensive experience using new technology to make planning more accessible and relevant to the public. In her work for Konveio, she combines digital public engagement and collaboration skills with a keen eye for user experience to deliver projects that connect people to the issues that affect them most and foster informed decision-making in public initiatives.

Her 10 years of experience in the community development field includes current planning and development review; long range planning; environmental planning; open space, park, and trail planning; and master development planning. Kelly is well-rounded and brings several perspectives to the table as she has worked for cities, consulting firms, and a developer, and served as a Planning Commissioner. She has a Master's degree in Urban & Regional Planning, Bachelor's degree in Social Ecology, and is AICP certified. She has also taken specialized training through the International Association of Public Participation (IAP2) and Technology of Participation (ToP).



Select Project Experience and Accomplishments

Public Engagement Manager – City of Fountain, CO Land Use Code Update

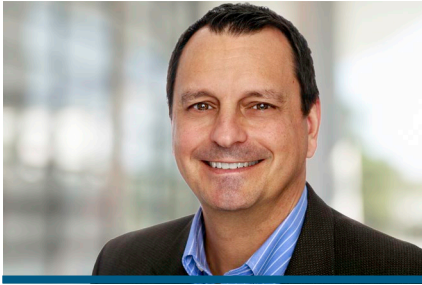
Managed engagement portal and Konveio interactive zoning code for a 2 year zoning code project.

Public Engagement Manager – Zone Bridgeport, CT

Set up Konveio and implemented digital engagement components to support the overall public engagement plan.

Editor, EngagingCities online magazine

EngagingCities is an online magazine that shares creative strategies and new technologies to foster public engagement for livable communities. Posts updates and cultivates an active community of practitioners who contribute to the website.



R. TRENT EBERSOLE, P.E.

Senior Project Manager

Trent Ebersole has experience in transportation planning and traffic engineering for private and public sector clients, since 1989. Trent has provided comprehensive transportation consulting services for private sector clients in support of local and state land development processes. Public sector clients include local jurisdictions, Metropolitan Planning Organizations/Transportation Planning Organizations, the Florida Department of Transportation (FDOT), the Virginia Department of Transportation, the Washington Metropolitan Area Transit Authority, the Federal Highway Administration, and the Army Corps of Engineers. The diversity in clientele is complimented with diversity in project type.

EDUCATION

Master of Science in Environmental Engineering, George Washington University, 1995

Bachelor of Science in Civil Engineering, Virginia Polytechnic Institute and State University, 1989

PROFESSIONAL REGISTRATIONS

Professional Engineer, Florida (#64318)

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers, Member

Years of Experience: 31

Years with McMahon: 15

Mr. Ebersole has an extensive background assisting municipalities with Comprehensive Plan updates. He has prepared and assisted with the preparation of Evaluation and Appraisal Reports (EAR)-based Transportation Element updates for the Village of Tequesta, the City of West Palm Beach, the City of Palm Beach Gardens, the City of Delray Beach, and the City of Deerfield Beach. In addition, as a subconsultant, Mr. Ebersole was responsible for the Transportation Element update for the Comprehensive Plan addendum for a 22-acre annexation to the City of Port St. Lucie. The annexation incorporated several Developments of Regional Impact proposing 44,000 dwelling units of residential, 14 million square feet of non-residential uses, and 10 new or extended roadways. The EAR-based update for the Deerfield Beach Comprehensive Plan marked the initial move from roadway to transit concurrency.

In addition to Comprehensive Plan updates, Mr. Ebersole, has been responsible for a variety of transportation master plans. He has completed the Transportation Element of master plans for military bases such as Carlisle Barracks/Army War College in Carlisle, PA, the Washington Navy Yard in Anacostia, MD, and the former U.S. Army Hospital in Wuerzburg, Germany. He assisted the City of Fort Myers CRA with a master plan to convert a principal corridor from general commercial to a medical support district in the vicinity of Lee Memorial Hospital. He led efforts for the preparation of bicycle and pedestrian master plans for the Cities of Bonita Springs, West Palm Beach, and Fort Myers. He is overseeing several transportation network planning efforts for the City of Lauderdale including a multimodal transportation master plan for the "Northwest Neighborhood" quadrant of the City that seeks to reduce vehicular traffic and increase opportunities for transit, walk, and bicycle trips with the onset of quickly expanding land uses.

Mr. Ebersole's consulting experience also includes traffic operations, traffic safety, and roadway design. His Complete Streets design experience includes implementing the results of planning studies. For the City of West Palm Beach, as an example, he has been the engineer of record for the design of over seven (7) miles of bicycle facilities that were recommended in the City's Bicycle Master Plan that he authored. Implementation of safety improvements on FDOT contracts has included signalization, lighting, pedestrian crossing, and ADA curb ramp design, as well as system-wide improvements, such as wrong-way signage upgrades and interstate shield pavement markings at all appropriate interstate ramps.



VERONICA A. ALTUVE, P.E.

Senior Project Manager

Ms. Altuve has an extensive experience working with state, local government entities, and private clients participating in public involvement processes and preparation of the transportation component for which analysis overlap in the preparation of Comprehensive Plans. She has a unique blend of technical knowledge, and ability to communicate and coordinate with teams and stakeholders, attributes that are necessary to efficiently manage all the components for a successful project.

EDUCATION

Bachelor of Science in Civil and Environmental Engineering, Florida International University, 1995

PROFESSIONAL REGISTRATIONS

Professional Engineer, Florida (#68194)

Years of Experience: 25

Years with McMahon: <1

Veronica A. Altuve, P.E. has recently joined McMahon Associates after five (5) years of being the Director of Mobility and Campus Planning at the University of Miami. While at the University of Miami, she participated in the overall planning process and managed the transportation component for both the Coral Gables and Medical campuses Master Plans. The Coral Gables and Medical campuses Master Plans consisted of vision, goals and objectives, data and analysis including next generation operational platforms, benchmark and projections, space inventory and utilization, site and facility assessment, mobility and loading zones assessment, parking assessment, concept design and alternatives, phasing and capital budget plan, building and campus design guidelines and standards, and report preparation. The vision, goals, and objectives at the Coral Gables campus consisted of a series of sessions with each of the academic program deans and major stakeholders such as athletics and executive administration. Likewise, the vision, goals, and objectives at the Medical campus consisted of a series of sessions with the clinical, research and educational areas as they all have their own separate unique needs, while interrelated. Throughout the process, there was emphasis on building consensus with the stakeholders, ensuring that key issues are resolved and agreement reached before proceeding to the next stage. The mobility, loading zone and parking assessments were a quantitative and qualitative analysis of existing facilities and operations. This was accomplished by analyzing pedestrian and traffic volumes, pedestrian flow patterns observations, reviewing bicycle facilities, reviewing the loading and unloading volumes as well as operations, reviewing infrastructure for safety and user comfort, on-campus surveys to determine mode split and customer satisfaction with parking facilities, and parking accumulation data. Concept design alternatives were developed that demonstrated the various ways of achieving the vision, goals and objectives including addressing the mobility component.

Prior to her work at the University of Miami, Ms. Altuve prepared and managed small to large scale projects for private and public entities, was the reviewer on behalf of several government municipalities, and managed in-house staff as well as sub-consultants. She developed the Parkland Citywide Mobility Needs Assessment in 2015 to help guide the City's development and update of their Capital Improvement Program. Services included traffic data collection and field reviews, analysis of existing conditions, developing future year traffic forecasts, and assessing the City's mobility needs as it relates to roadways, sidewalks including compliance with American with Disabilities Act, bicycle lanes, shared-use trails, access to transit, and signage as well as presenting to the Planning and Zoning Board. In 2013, Ms. Altuve participated in the overall update process and managed the transportation component for the Monroe County Comprehensive Plan EAR Report, which included a robust county-wide visioning study.

TEAM APPROACH

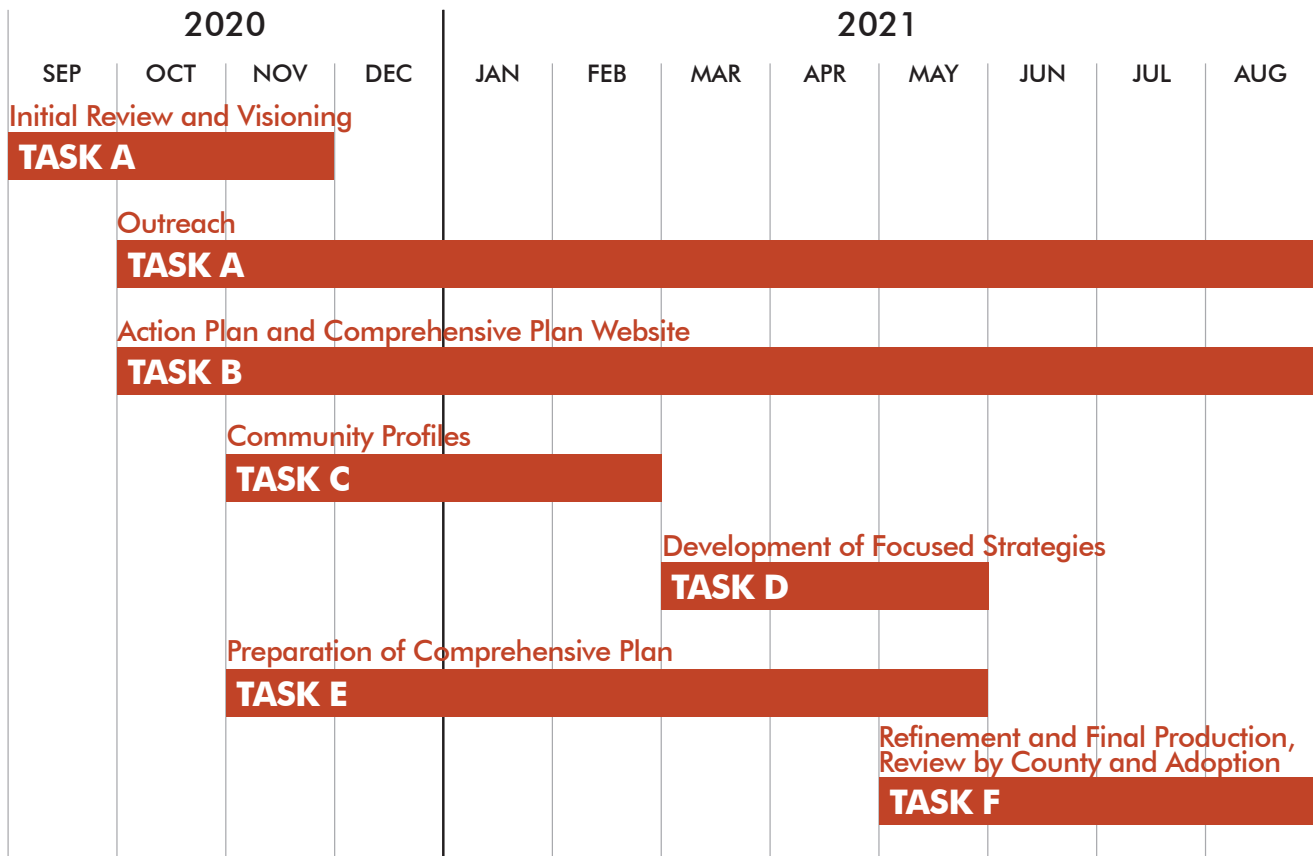
Planning Approach & Schedule
Required Forms & Addendums

PART 2

PLANNING APPROACH

There is, undoubtedly, an ever-present challenge in articulating and aligning aspirations. The pace of change brings relevance and significance of comprehensive planning to the forefront. Through the years of working with communities, our Team has amassed a raft of lessons learned. Moreover, our Team's planning successes are borne from its accomplishments in developing plans that get implemented. We've distilled our approach into **11 Essentials** of comprehensive plan and land development code update effort.

- 1** **Focus on real issues.** While background analysis is important to understand the potential avenues for action, successful planning documents highlight key issues rather than dozens of pages of data.
- 2** **Clear and concise is important.** We know the significance of thinking and presenting ideas in terms of paragraphs not chapters.
- 3** **Commitment is not static.** Building buy-in is challenging; finding champions to assist in getting things done can be even more so. Further, as ideas progress so does the need to invest greater energy in attention to detail.
- 4** **Start before the ink is dry.** The planning process provides time to analyze and aspire; more importantly, it is the time to build momentum and get ideas underway. Plan success becomes evident and forwards momentum to take on bigger tasks.
- 5** **Be engaging.** Public engagement is like marriage. The approach and sequence of engagement and outreach needs customized the way the community is most comfortable or prefers, so that the dialogue is honest and respectful. There's no fear in trying different approaches.
- 6** **Think ahead.** Plans need to take on contemporary issues with reflection of balancing desired character with the community's capacity of enforcement.
- 7** **Address the essential actions.** While there are may be numerous recommendations, realistically, communities typically are able to implement only a dozen or so sizable ones in the life of a plan.
- 8** **Always find and empower champions.** It takes tireless enthusiasm to get people to be part of long-term implementation; the most successful involvement is often built through partnerships or passionate champions.
- 9** **Physical design can't be underestimated.** Community character is not just a physical setting. It's the asset of community identity as well as an enthusiasm to get things done.
- 10** **Build on your assets.** Leveraging what exists can get a community close to their goals; thoughtful, but candid discussions help identify where shortfalls are and how then to capture them as strengths.
- 11** **Position to be competitive.** Every community engaged in planning is competing with another - either to maintain a current level of service, to get to the next level, for jobs or for visitors helping support economic development opportunities. A can-do spirit wins every time.



CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "A"
CONTACT SHEET

Name: Environmental Planning & Design, LLC

Federal Taxpayer ID: 25-1842477

Mailing Address: 100 Ross Street, Suite 500

City, State, & Zip Code: Pittsburgh, PA 15219

Telephone: 412-261-6000 Fax: 412-261-5999

Email: epd@epd-pgh.com

Submitted By: Andrew JG Schwartz

Title: Managing Principal

FIRM Accepts Credit Cards*: Yes ☒ No

Accounting Contact:

Name: Debbie Bocian Title: Office Manager

Email Address: DBocian@epd-pgh.com Phone: 412-261-6000

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for the City of Fernandina, RFQ 2020-02
2. This sworn statement is submitted by (entity) Environmental Planning & Design, LLC whose business address is 100 Ross Street, Suite 500, Pittsburgh, PA 15219 and (if applicable) Federal Employer Identification Number (FEIN) is 25-1842477 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Andrew JG Schwartz and my relationship to the entity named above is Managing Principal.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

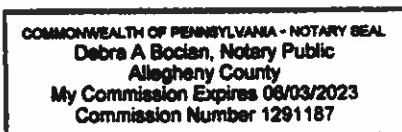
7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- ☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
- ☐ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)
- ☐ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

Date: 7-6-2020

STATE OF PENNSYLVANIA
COUNTY OF ALLEGHENY

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 6 day of July, 2020, and is personally known to me, or has provided _____ as identification.



Debra A. Bocian
Notary Public
My Commission expires: 06/03/2023

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

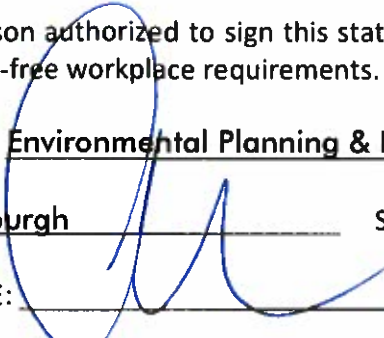
The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Environmental Planning & Design, LLC

CITY: Pittsburgh STATE: PA ZIP CODE: 15219

SIGNATURE:  PHONE: 412-261-6000

NAME (TYPED OR PRINTED): Andrew JG Schwartz TITLE: Managing Principal



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 2020-02

Project Description: Comprehensive Planning and Land Development Code Revision

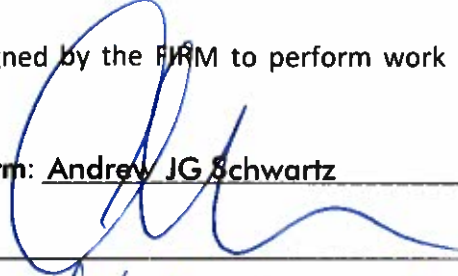
Services for the City of Fernandina Beach, FL.

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Andrew JG Schwartz

Authorized Signature: 

Title: Managing Principal / Studio Director

Date: 7-6-2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

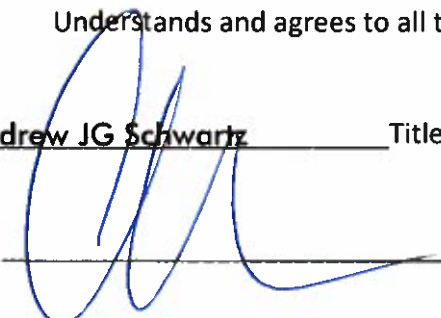
The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER'S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: Andrew JG Schwartz

Title: Managing Principal

/s/ Andrew JG Schwartz

Signature: 

Date: 7-6-2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for the City of Fernandina, RFQ 2020-02

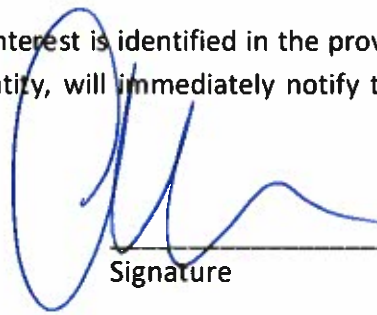
This sworn statement is submitted by (entity) Environmental Planning & Design, LLC whose business address is 100 Ross Street, Suite 500, Pittsburgh, PA 15219 and (if applicable) Federal Employer Identification Number (FEIN) is 25-1842477 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Andrew JG Schwartz and my relationship to the entity named above is Managing Principal

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.



Signature Date: 7-6-2020

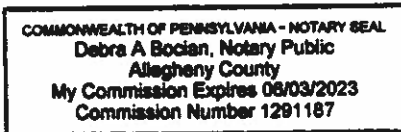
STATE OF PENNSYLVANIA
COUNTY OF ALLEGHENY

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 6 day of July, 2020, and is personally known to me, or has provided _____ as identification.

Debra A Bocian

Notary Signature

My Commission expires: 06/03/2023



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

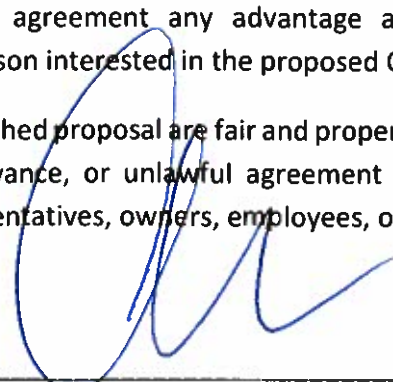
This sworn statement is submitted with Bid, Proposal or Contract for the City of Fernandina, RFQ 2020-02

This sworn statement is submitted by (entity) Environmental Planning & Design, LLC whose business address is 100 Ross Street, Suite 500, Pittsburgh, PA 15219 and (if applicable) Federal Employer Identification Number (FEIN) is 25-1842477 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Andrew JG Schwartz and my relationship to the entity named above is Managing Principal

Studio Director

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



Signature

7-6-2020

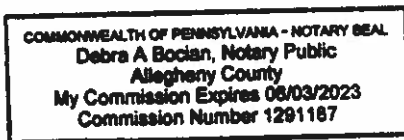
Date:

STATE OF PENNSYLVANIA COUNTY OF ALLEGHENY

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 6 day of July, 2020, and is personally known to me, or has provided _____ as identification.

Debra A Bocian My Commission expires: 06/03/2023
Notary Signature



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES___ NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES___ NO X

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Environmental Planning & Design, LLC

Firm

7-6-2020

Date


Authorized Signature

Andrew JG Schwartz, Managing Principal

Printed or Typed Name and Title


Director

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz TITLE: Managing Principal 

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh STATE: Pennsylvania

AUTHORIZED SIGNATURE:  DATE: 7-6-2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1**

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City has received several questions regarding this Request for Qualifications. The following is the answer to all questions.

The intent of this Request for Qualifications is to determine the most qualified of all respondents. Specific details of the project will be coordinated with the respondent deemed most qualified (at the sole discretion of the City Commission). Please provide the information requested within the parameters of the published Request for Qualifications notice.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal *Studio Director*

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE:  **DATE:** 7-6-2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2**

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The correct deadline for questions should be July 3, 2020.
2. The Indemnification is amended to the short version as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz TITLE: Managing Principal *Studio Director*

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh STATE: Pennsylvania

AUTHORIZED SIGNATURE:  DATE: 7-6-2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3**

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City's solicitation effort for this project is to make a Qualifications-Based Selection. The intent is to receive, and rank interested vendors based upon their qualifications, not cost. Details related to process and cost will be part of later discussions with the vendor determined (at the sole discretion of the City Commission) to be the "most qualified." Interested vendors should highlight their qualifications, especially in regard to the scoring categories, within the parameters provided in the Request for Qualifications.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

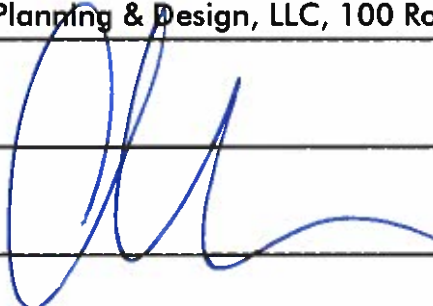
Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz TITLE: Managing Principal

Stodo Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh STATE: Pennsylvania

AUTHORIZED SIGNATURE:  DATE: 7-6-2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4**

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. At this time, the City does not accept electronic proposals.
2. It is acceptable for the notarization to be outside of the State of Florida.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 5

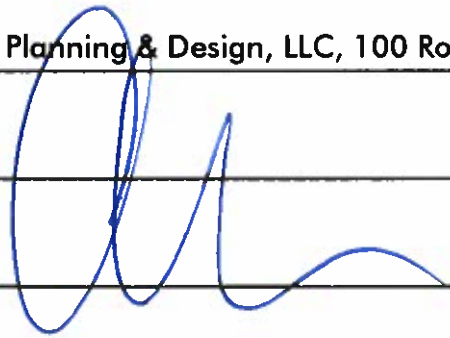
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz TITLE: Managing Principal *Studio Director*

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh STATE: Pennsylvania

AUTHORIZED SIGNATURE:  DATE: 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA

ADDENDUM NO. 5

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The Indemnification amended in addendum no. 2 has been edited as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising from and to the extent of any negligent acts and/or omissions of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 6

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz TITLE: Managing Principal *Studio Director*

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh STATE: Pennsylvania

AUTHORIZED SIGNATURE:  DATE: 7-6-2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6**

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Nassau County Ocean Highway and Port Authority is in the process of modifying its Port Master Plan to comply with Florida Law requirements to prepare a 10-year update. Do you foresee the need to re-address this in the Comprehensive Plan? **No**

2. On page 3 of the RFQ, you have a section that includes the following for the response requirements: *Any other information that may be of interest to the City or relevant to the submittal (not to exceed two pages)*
By the two-page limit, would that allow for 2 pages apiece of any additional information? For example, 2 pages for project understanding, 2 pages for project approach, 2 pages for scope of work, etc.? Or would you consider a longer page limit for the scope of work? **Two pages in total**

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 7

The following changes are applicable to the original RFQ documents and specifications of RFQ 2020-02. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

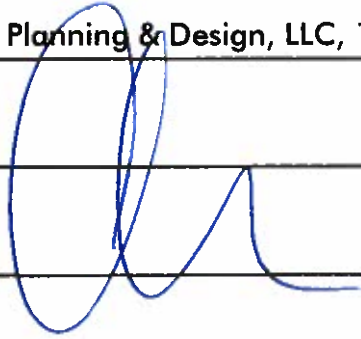
Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz TITLE: Managing Principal

Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh STATE: Pennsylvania

AUTHORIZED SIGNATURE:  DATE: 7-6-2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7**

For

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Are divider images allowed, or will that count toward total page limit? Do not count a divider page in the limit



CITY OF FERNANDINA BEACH



COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

RFQ # 2020-02

July 8, 2020

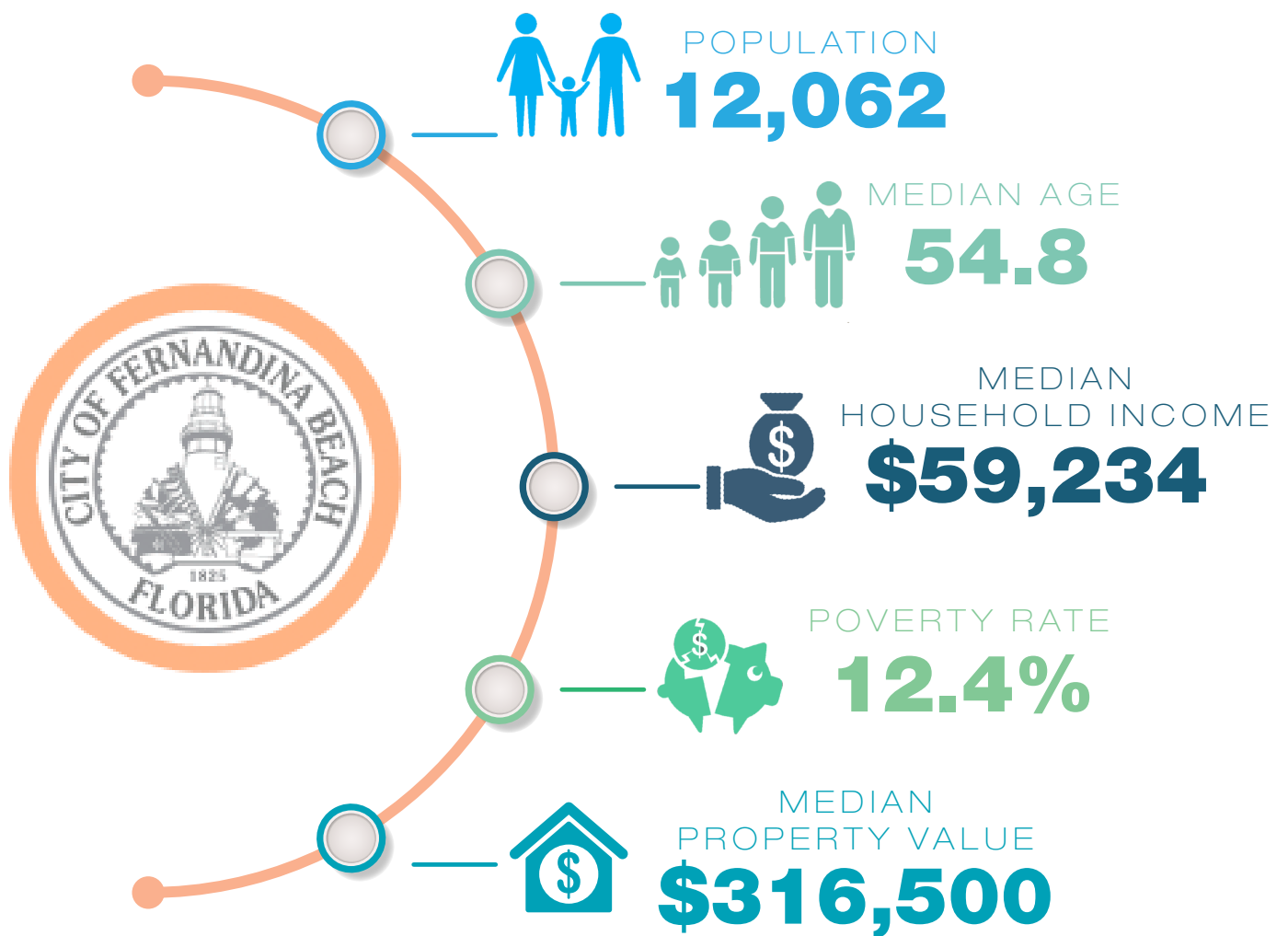
Original





TABLE OF CONTENTS

Cover Letter	1
Tab 1: Team	3
ORGANIZATIONAL CHART	5
KEY STAFF EXPERIENCE MATRIX	6
RESUMES	7
STATEMENT OF AVAILABILITY	23
Tab 2: Approach	24
APPROACH	24
PROJECT COMMUNICATION	30
QUALITY ASSURANCE	30
TIMELINE	31
Tab 3: Project Examples	32
Tab 4: City Exhibits	35
EXHIBIT "A"	36
EXHIBIT "B"	37
EXHIBIT "C"	39
EXHIBIT "D"	40
EXHIBIT "E"	41
EXHIBIT "F"	42
EXHIBIT "G"	44
EXHIBIT "H"	46



Source: 2018: ACS 5-Year Estimates Data Profiles



July 8, 2020

City of Fernandina Beach
Attn: City Clerk's Office – RFQ #2020-02
204 Ash Street
Fernandina Beach, FL 32034



RE: RFQ 2020-02
Comprehensive Plan and Land Development Code Revision

Dear Selection Committee:

With the City of Fernandina Beach's (the City) beautiful beaches, rich history, unique culture, and great access to outdoor recreation, WGI is delighted for the opportunity to design and plan for the next phase of your community's strong and sustainable future. The comprehensive plan, guided by a thoughtful group of consultants, can make the City's future better by addressing long-standing issues with widely-supported solid recommendations. How do we get to a consensus on future growth? It starts with small wins that build trust and results in a process that balances the needs of tourism and local livability.

COVID-19 has revealed the fragility of tourism dependent communities across the country, and the City was not excluded from the disruption. In April, the hotel occupancy dipped to 9%, the shrimp festival was canceled, and golf tournaments were postponed. As communities begin the process of rebounding, many questions are running through city leadership's collective minds. How do we diversify but retain our small beach town feel, protect the lifestyle of residents, and invite tourists to enjoy your beautiful town without completely overrunning it? COVID-19 has provided us with a pause that allows us to reset our thoughts, and step back and evaluate how the tourism industry impacts our community. This pause will provide us with an opportunity to examine how the City's guiding documents weave together this important facet of your economy and local livability. WGI has customized a team of highly experienced professionals to guide you through these questions.

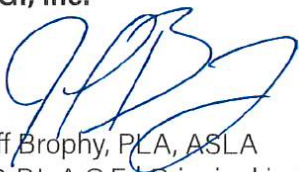
WGI is a multidisciplinary consulting firm with a Florida history dating back nearly 50 years, incorporating in 1991. With nearly 600 employees, today WGI is one of the most successful and fastest growing consulting firms in the nation, demonstrated by our most recent ranking of 187 on ENR's Top 500 Design Firms list. This is a 37 spot jump from our firm's 2019 ranking of 224. Since 2014, we have ranked on Zweig's Best Firms to Work For and Hot Firms lists. WGI is comprised of experienced professionals with a strong reputation for highly innovative, implementable, and sustainable solutions. Our wide breadth of services and extensive resources provide the City a team of highly experienced and dedicated professionals who can deliver the sustainable planning solutions. We have assembled a team uniquely qualified and well positioned to manage and perform the work required under this RFQ for the following reasons:

- **We know comprehensive planning and land development regulations.** We work on a day-to-day basis with comprehensive plans, land development regulations, large scale and small-scale comprehensive plan amendments, rezoning, variances, conditional uses, annexations, platting, and site plan designs, and development review. Our team has the advantage of working with local governments on these types of projects, either as a consultant or as an applicant, spanning the state from Jacksonville to the Florida Keys. We have experience with comprehensive plan updates, text amendments to comprehensive plans and land development code regulations, feasibility studies, and planning reports. Our experience and skill set includes planning and implementation consulting services to over 300 public, private, and community-based clients across the country, up-to-date and reliable community and market information (market analysis for governmental authorities), extensive community outreach coordination, forecasting and modeling, economic development, market and financial feasibility, fiscal analysis, and impact assessment. WGI's teaming partners include **URBANOMICS, Inc.** and **Carras Community Investment Inc.**, who offer exceptional specialized technical expertise, which will enhance the quality of the final document.

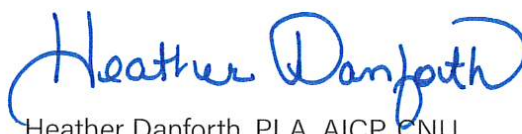
- **We are internationally recognized in urban design, architecture, and innovated zoning techniques.** The WGI team includes **Dover, Kohl & Partners (DK&P)** best known for public design charrettes, detailed master plans, and illustrative codes emphasizing complete neighborhoods as the basis for sound communities. DK&P is trained in the principles of traditional town planning and architecture and have perfected techniques for gathering meaningful community input. Their plans focus on traditional neighborhood design and smart growth, emphasizing that there does not have to be a trade-off between livability and economic prosperity. WGI and DK&P have recently completed a vision plan with the City of Neptune Beach. As a seaside town facing rapidly growing demand due to its proximity to Jacksonville and small beach town feel, our team focused on meeting the existing and potential mobility challenges facing Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This vision plan will be used as the basis of the comprehensive plan update that is to follow.
- **We are skilled in land use law, conservation, and sustainable development needs.** Led by **Erin L. Deady, PA, (ELD)** a full service legal and consulting firm. Firm president, Erin Deady, is a licensed attorney in Florida, certified land planner by the American Institute of Certified Planners (AICP), and LEED AP. Erin's practice includes sustainability environmental restoration initiatives, water, energy, climate, local government, administrative law, and land use issues. Our team has comprehensive plan update experience with Monroe County, Delray Beach, and Hardeeville, NC. Most recently, WGI and Erin worked together in the City of Lighthouse Point to perform a full code revision on a code not comprehensively reviewed since the 1970s. The code recommendations include future trend best practices for pro-active low impact development stormwater standards to face sea level rise, and green building incentives steering future development toward more sustainable models. Resiliency best practices included updating how elevations are measured based-off increased base flood elevation requirements and implementing a series of solutions to reduce flood risk.
- **We specialize in traditional and non-traditional public engagement.** WGI's team outreach methods stress creative problem solving, and we depend on such tools as traditional and online media, unparalleled community relationships, proprietary research, and innovative thinking to get measurable results. With more than 12 years of experience, **Acuity Design Group, Inc. (ADG)**, will lead the City in public outreach efforts. ADG has provided public involvement plans, community outreach, stakeholder engagement, and agency coordination efforts for the Jacksonville Regional Transportation Center, The Brooklyn Neighborhood Road Diet Study, The City of Jacksonville Bicycle and Pedestrian Master Plan, and several of the complete streets corridor projects throughout the City of Jacksonville. WGI's team recently participated in a virtual stakeholder outreach process with the City of Neptune Beach, which saw nearly 35% increase in participation from in-person events.
- **We have strong multi-disciplinary project management experience.** WGI considers project management the most important part of the project. We place great emphasis on team management and communication. All WGI project managers go through an intensive training program before they can lead projects. WGI's **Heather Danforth, PLA, AICP, CNU** will manage this project team and oversee the completion of all outreach, plan elements, and land development code amendments, with a strong quality control effort.

Through our team's focus on quality, communication, facilitation, and prioritization, we will help the City achieve their vision, goals, and objectives. We encourage you to call our references and inquire about our commitment to client satisfaction. You will find we excel in providing innovative solutions, high-quality products, proactive project management, dedication to customer service, as well as delivering effective projects within schedule and budget. We look forward to working with the City of Fernandina Beach and understand the importance of assisting with your planning needs to sustain the vision defining the City now and into the future.

Sincerely,
WGI, Inc.



Jeff Brophy, PLA, ASLA
VP, P.L.A.C.E | Principal in Charge
jeff.brophy@wginc.com | 561.537.4507



Heather Danforth, PLA, AICP, CNU
Project Manager (primary contact)
heather.danforth@wginc.com | 561.713.1687



Tab 1 Team

TEAM



WGI, INC.

Prime Consultant

WGI is a full-service consulting firm founded in 1972 to provide a range of infrastructure services and has since grown to be one of the largest consulting firms in Florida. WGI has a long history of providing services for a variety of projects and we take great pride in our work with an understanding that what we do makes our communities better—better places to live, work, and play. We are financially stable and have the necessary resources to efficiently provide all services required.

Services/Expertise: Land Planning | Landscape Architecture | Civil Engineering | Surveying and Mapping | Transportation Engineering | Structural Engineering | Parking Solutions | Architecture | SUE | Environmental Sciences | Construction Management

Approx. 600 Employees | Operates in Florida, Texas, North Carolina, Illinois, Indiana, and Michigan



ACUITY DESIGN GROUP, INC.

Subconsultant: Public Outreach

With more than 12 years of experience, ADG has been providing community engagement, public relations, planning, project management, marketing communications, and public involvement services for the architecture, engineering, planning, and transportation sectors. Their services are customized to transform any project with great efficiency. ADG delivers fast results on time, within budget, and with high quality. ADG's team consists of a group of talented professionals with a variety of experience that are passionate about what they do. They differentiate themselves by incorporating that same passion into each project. They are committed to developing solutions that help promote our client's products and/or services.

Services/Expertise: Community Engagement | Public Relations | Planning | Project Management | Marketing Communications | Public Involvement

Six Employees | Operates in Florida

*Carras Community
Investment, Inc.*

CARRAS COMMUNITY INVESTMENT INC.

Subconsultant: Housing

Principal Jim Carras has over 45 years of professional experience in community and economic development including consulting, teaching, training, and pro bono assistance. Jim has created or enhanced affordable housing and community development funding/financing initiatives valued at over \$10B. His clients are from all sectors, including public private partnerships, government, private, and alternative sectors.

Services/Expertise: Housing and Community Development Needs | Plans | Strategies

One Employee | Operates in Florida and Massachusetts



Dover Kohl & Partners (DK&P)

Subconsultant: Architecture | Urban Design

DK&P was founded in 1987. Their expertise lies in balancing the visionary 'civic art' of planning with the practical consensus building needed to make projects succeed. They are trained in the principles of sustainable town planning and perfected techniques for documenting and understanding local traditions in building to enhance each community's sense of place. The common thread linking all of their projects is the holistic approach to community building, which includes the formation of complete settlements offering a mix of uses and dwelling types, an interconnected network of walkable streets, special sites reserved for civic buildings and spaces, and building forms that reinforce a place's unique character. They believe that sustainable places are achieved through multi-disciplinary, community-based planning.

Services/Expertise: Designing New Neighborhoods | Planning Cities and Regions | Retrofitting Suburbia | Revitalizing Downtowns and Historic Places | Reinventing Corridors | Shaping Transit-oriented Development | Form-Based Codes

20 Employees | Operates in Florida

Erin L. Deady, P.A. (ELD)

Subconsultant: Land Use Law | Conservation | Sustainable Development Methods

ELD launched in 2011 and is a planning and legal specialty firm concentrating in resiliency, sustainability, climate, environmental, real estate, land use, and water resource issues. Their clients include local governments, special districts, private sector developers, investment firms, engineering and planning firms, academic institutions, agricultural, and tribal entities. Firm projects include climate, energy and sustainability planning and implementation initiatives, Gulf of Mexico and Everglades restoration, Lake Okeechobee water resource issues, comprehensive plan and code development, and projects covering all types of environmental and land use issues.

Services/Expertise: Resiliency | Sustainability | Climate | Environmental | Real Estate | Land Use | Water Resource Issues

Three Employees | Operates in Florida



URBANOMICS, INC.

Subconsultant: Economic Development | Capital Improvement | Intergovernmental Coordination

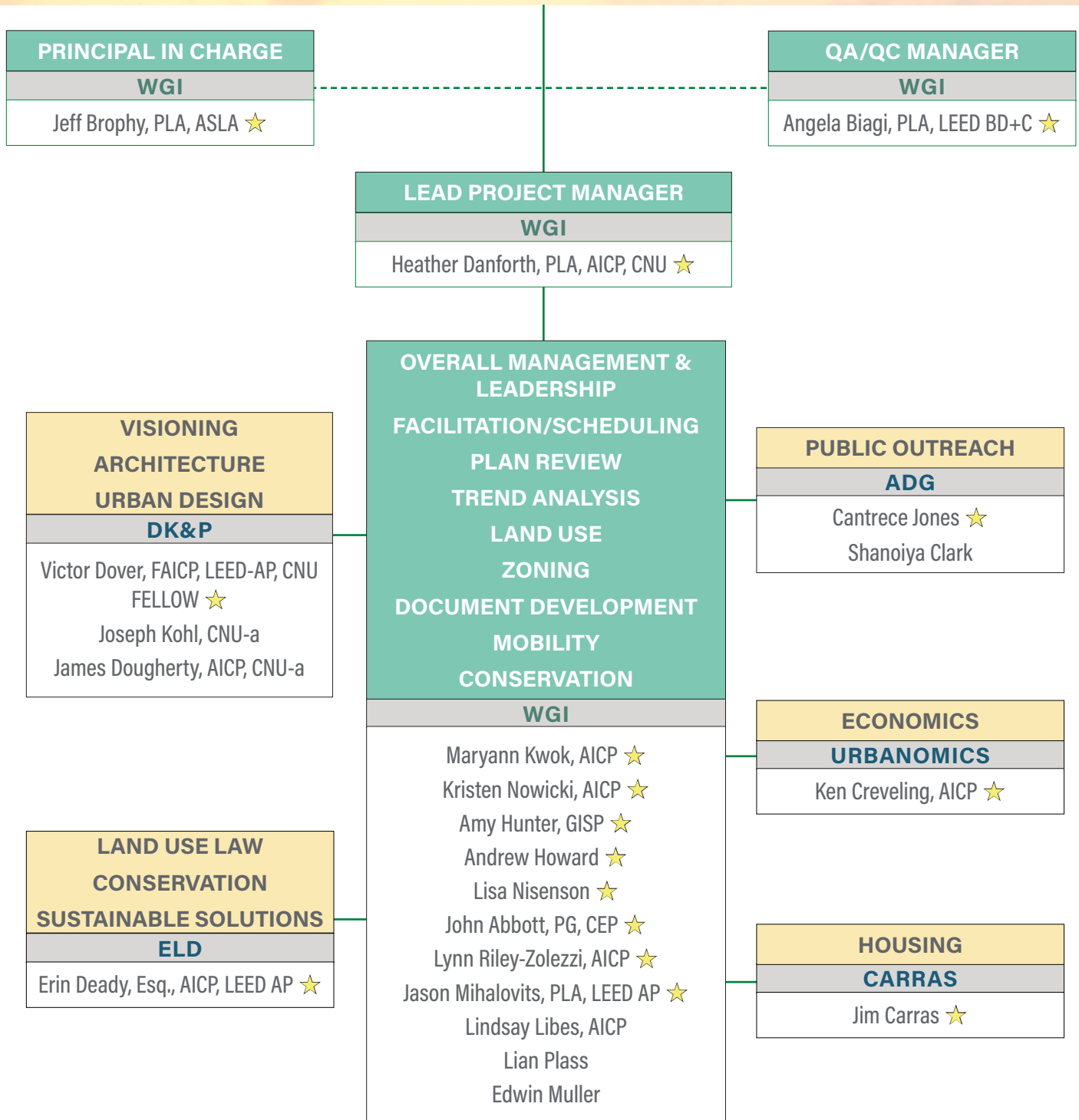
URBANOMICS is an urban and real estate economics consulting firm established in 1991. Based in Ponte Vedra Beach, Florida, the firm provides consulting services to government and business in the areas of economics, public finance, and urban planning. URBANOMICS provided research, advisory, and consulting services to many local governments, public agencies, development organizations, and real estate interests in several states and overseas.

Services/Expertise: Market/Financial Analyses | Land Use/Development Strategies | Market, Economic, and Fiscal Impact Analyses | Economic Development Market Analyses and Strategic Plans | Demand/Needs and Financing Analyses for Public Facilities and Urban Services

Three Employees | Operates in Florida, South Carolina, Maryland, and Virginia



CITY OF FERNANDINA BEACH



★ Resume Included

KEY STAFF EXPERIENCE MATRIX

CONSULTANT	NAME	ROLE	EXPERIENCE	Public Outreach	Master Planning	Comp. Plan Amendment	Code Drafting	Illustrative Graphics
			YEARS	A	B	C	D	E
WGI	Jeff Brophy, PLA, ASLA	Principal in Charge	20	X	X	X	X	X
WGI	Angela Biagi, PLA, LEED BD+C	QA/QC Manager	19	X	X	X	X	X
WGI	Heather Danforth, PLA, AICP, CNU	Project Manager	10	X	X	X	X	X
WGI	Maryann Kwok, AICP	Zoning and Land Development Regulations	41	X	X	X	X	
WGI	Kristen Nowicki, AICP	Future Land Use	19	X	X	X	X	
WGI	Amy Hunter, GISP	Public Outreach and Maps	13	X	X			X
WGI	Andrew Howard	Strategic Implementation	20	X				
WGI	Lisa Nisenson	Multi-Modal Transportation	31	X			X	X
WGI	John Abbott, PG, CEP	Conservation and Coastal Management	24			X		X
WGI	Lynn Riley-Zolezzi, AICP	Intergovernmental Coordination	27	X	X	X	X	
WGI	Jason Mihalovits, PLA, LEED AP	Recreation and Open Space	18	X	X			X
ADG	Cantrece Jones	Public Outreach	20	X	X			X
CAR	Jim Carras	Housing	45			X		
DK&P	Victor Dover, FAICP, LEED-AP, CNU FELLOW	Visioning, Architecture, and Urban Design	32	X	X	X	X	X
ELD	Erin Deady, Esq., AICP, LEED AP	Land Use Law, Conservation, and Sustainable Solutions	32	X		X	X	
URB	Ken Creveling, AICP	Economics	45			X		

We will capture your vision and translate it to a clear set of policies and predicable code, ensuring Fernandina Beach continues to be the best version of itself.

Jeff has focused the majority of his professional tenure towards large-scale residential and commercial site planning, master planning, and landscape architecture. As vice president of WGI's PLACE Division, which includes the planning, landscape architecture, architecture, civil engineering, and environmental departments, he is responsible for the oversight of the many large-scale development and redevelopment projects, including the design and entitlement process involving multi-disciplinary services. He ensures our projects follow the internal firm processes to achieve the highest level of services. Jeff keeps open lines of communication between the client, consultant team, and government agencies to achieve a successful project approval for the client.

RELEVANT EXPERIENCE

City of Palm Beach Gardens—Transit Oriented Development (TOD) Master Plan, Palm Beach County, FL, City of Palm Beach Gardens, Principal. The City of Palm Beach Gardens hired WGI to update the City's comprehensive plan and land development regulations regarding the TOD master plan. The tasks included evaluating and providing recommendations for adding and revising goals, objectives, and policies. WGI also provided recommendations for revising density, design, and development standards.

City of Lake Worth Beach Opportunity Zone Strategic Plan and Assessment, Palm Beach County, FL, City of Lake Worth Beach, Principal. WGI provided urban design and planning services for the development and assessment of a strategic plan for the City's opportunity zone. The City hired WGI to undertake a massing study and conceptual master plan for the study area to help attract opportunity zone funds and direct development. Our team worked closely with the community to assess types of businesses and redevelopment that would most benefit the neighborhood. WGI held two public outreach meetings to ensure consideration of the community's opinions.

West Palm Beach Dixie Highway Landscape Improvements from Albemarle Road to Okeechobee Boulevard, Palm Beach County, FL, City of West Palm Beach, Principal. WGI provided urban design and lead the public outreach efforts for this 1.5-mile road diet project. This corridor is home to many restaurants, retail shops, and adjacent residential neighborhoods. With this in mind, the City and community desired to create a complete and walkable street to improve safety, access to local businesses, and aesthetics along the corridor. The WGI team took special care to ensure that the streetscape design addressed the existing infrastructure constraints of the corridor, access to business entrances, and signage visibility. A unique feature of the design is that the City and business owners wanted the landscape to respond to the nature and brand of the individual businesses rather than a homogeneous streetscape. The plant palette promoted harmony in the overall design while still allowing the landscape to address the distinctive features of each property.

Jefferson Terminal District Parking Use Study, Palm Beach County, FL, City of West Palm Beach, Principal. WGI completed a parking study for the redevelopment of Jefferson Terminal District. The redevelopment options have led to a formal visioning process. Stakeholder meetings identified parking as an important consideration as the planning and development process moves forward. The City of West Palm Beach is interested in understanding the parking dynamics of the District, specifically focusing on the relationship between land use and existing parking supply. WGI parking staff has conducted similar studies in cities across the country. The scope of work included a parking inventory and GIS mapping of current conditions, land use and parking ratio analysis, and a parking capacity analysis.

Kravis Center for the Performing Arts Improvements Design-Build, Palm Beach County, FL, The Weitz Company, LLC, Principal. The Raymond F. Kravis Center for the Performing Arts is located in West Palm Beach, Florida and is one of the premier performing arts centers in the Southeast. WGI provided planning, landscape architecture, environmental, civil engineering, and transportation planning services for the expansion of the Dreyfoos Hall lobby, reconfiguration of both the Dreyfoos Hall and Cohen Pavilion valet and drop off areas, and improved pedestrian access between the Cohen Pavilion and Dreyfoos Hall. WGI prepared hardscape plans for the new plaza, water feature, and signage at the corner of Okeechobee Boulevard and S. Sapodilla Avenue, the new sign plaza at the corner of Okeechobee Boulevard and Tamarind Avenue, and renovated the landscape for the entire campus.



Jeffrey (Jeff)
Brophy, PLA, ASLA

REGISTRATIONS:

Professional Landscape Architect:
Florida #LA6666868, 2007

EDUCATION:

Bachelor of Landscape Architecture,
Landscape Architecture—University
of Guelph, Ontario, 2000

AFFILIATIONS:

American Society of Landscape
Architects

YEARS OF EXPERIENCE

TOTAL: 20 WITH WGI: 20

Heather is a well-versed senior project manager, planner, and landscape architect with experience in the public and private sectors. She has extensive experience in public outreach, entitlements, comprehensive policy planning, zoning code amendments, large-scale master planning, community redevelopment, tactical urbanism, and multi-modal transportation projects. In addition to being trained as a planner and landscape architect, she has taken multiple courses by the International Association for Public Participation for a full toolbox of techniques leading effective public outreach. Her well-rounded experience enables her to successfully handle large projects from inception to completion.

RELEVANT EXPERIENCE

The City of Neptune Beach Comprehensive Plan and Land Development Code Revision, Duval County, FL, City of Neptune Beach, Project Manager. Heather was responsible for project management and coordination. WGI assisted Dover-Kohl & Partners in developing new vision and comprehensive plan documents for Neptune Beach, in northeast Florida. WGI's team was brought on to work with the community to understand what their current mobility challenges are and what types of connectivity they would like to see in the future. Our team primarily focused on the development of the mobility plan, participating in the neighborhood, community, and design charrettes, and overall public engagement. Neptune Beach is a seaside town facing rapidly growing demand due to its proximity downtown Jacksonville and small-town beach feel. The City has taken on the challenge of planning for this growth by investing in the creation of a vision plan and comprehensive plan update. This process allowed the City, Dover Kohl, and WGI to understand the existing conditions and the future wants and needs of the community. As WGI's team focused primarily on the mobility and connectivity of the community we looked specifically at the existing road network as well as current and desired methods of travel used by residents to move around the City. Through exploring these items our team created a vision plan that meets the existing and potential mobility challenges of Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This vision plan will be the basis of the comprehensive plan updated that is to follow.

Jefferson Terminal District Master Plan, Palm Beach County, FL, City of West Palm Beach, Project Manager. Heather led the creation of a 186-acre master plan for the redevelopment of an emerging area just south of the City's downtown. The plan included a thorough existing conditions report with analysis on the future land use, zoning, development regulations, streets, sidewalks, trees, housing stock, land and property values, business tax receipts activity, and a redevelopment analysis. The process included a comprehensive public outreach plan, which included an extensive public visioning meeting, stakeholder groups, intercept surveys, and story map website. During this process, Heather also managed numerous consultants making various recommendations on identity, future land use, zoning, parking, and transportation. The result was a comprehensive set of recommendations for creating a new mixed-use district. These included a unique set of land development regulations, rendered master plans, sections, graphics, and tables.*

Evaluation and Appraisal of the City of West Palm Beach's Comprehensive Plan, Palm Beach County, FL, City of West Palm Beach, Senior Planner. Heather co-led the update of the City of West Palm Beach's Comprehensive Plan to successfully update all 12 elements and obtain initial approvals within one year. The revised update included coordination for each element. The introduction element required numerous updated and new definitions. The future land use element added new objectives and policies for healthy living. The updated transportation element was in coordination with City engineering staff and the 2040 LRTP. The updated housing element based off the five-year consolidated plan. The utilities element updated all the charts with the consumptive use permit and stormwater master plan. The updated coastal management element was based off a change in state statutes. The conservation element was updated to further protect the City's water catchment area. The recreation and open space element was updated in response to the most recent parks master plan, plus adding a provision for the location of parks. The intergovernmental coordination element was updated based off the changes in state statutes for school district coordination; and the capital improvement element was updated with adopted five-year capital improvement schedule. The entire map series was updated, and new ones added to meet state statutes coordinating with the GIS Department. These EAR updates to the comprehensive plan required numerous stakeholder outreach efforts.*



Heather
Danforth, PLA, AICP,
CNU

REGISTRATIONS:

Professional Landscape Architect:
Florida #LA6667437, 2019

American Institute of Certified
Planners: #32187, 2019

EDUCATION:

Master of Science, Planning in Civic
Urbanism—Rollins College, 2013
Bachelor of Science, Landscape
Architecture—University of Florida,
2005

AFFILIATIONS:

American Planning Association
American Society of Landscape
Architects
Congress for New Urbanism

YEARS OF EXPERIENCE

TOTAL: 10 WITH WGI: <1

**Completed prior to joining WGI*

Angela has extensive experience in the management and design of a variety of projects throughout Florida. Her range of work includes mixed-use developments, transportation projects, and residential community design. Serving as a project manager, she is responsible for site and landscape design, manages projects through the local agency approval process, and assists clients from concept through construction to ensure their design intent is maintained.

RELEVANT EXPERIENCE

City of Palm Beach Gardens—TOD Master Plan, Palm Beach County, FL, City of Palm Beach Gardens, QC Manager. Angela provided recommendations for revising density, design, green building, and development standards. WGI updated the City's comprehensive plan and land development regulations regarding the TOD master plan. Tasks included evaluating and providing recommendations for adding and revising goals, objectives, and policies. WGI also provided recommendations for revising density, design, and development standards.

City of Hardeeville, South Carolina Comprehensive Plan, Jasper County, SC, City of Hardeeville, QC Manager. Angela provided project research and quality control. WGI updated four of the nine mandatory elements of the City's comprehensive plan as required by South Carolina's municipal planning and zoning law. The four elements updated included community facilities, land use, transportation, and priority investment. The process included conducting community outreach meetings, reviewing comparable communities' growth management strategies, analyzing South Carolina statutes, reviewing statistics and data related to the City and region, and drafting the final updated elements.

The City of Neptune Beach Comprehensive Plan and Land Development Code Revision, Duval County, FL, City of Neptune Beach, QC Manager. Angela was the quality control manager for the project. WGI assisted Dover-Kohl & Partners in developing new vision and comprehensive plan documents for Neptune Beach, in northeast Florida. WGI's team was brought on to work with the community to understand what their current mobility challenges are and what types of connectivity they would like to see in the future. Our team primarily focused on the development of the mobility plan, participating in the neighborhood, community and design charrettes, and overall public engagement. Neptune Beach is a seaside town facing rapidly growing demand due to its proximity downtown Jacksonville and small-town beach feel. The City has taken on the challenge of planning for this growth by investing in the creation of a vision plan and comprehensive plan update. This process allows the City, Dover Kohl, and WGI to understand the existing conditions and the future wants and needs of the community. As WGI's team focused primarily on the mobility and connectivity of the community we looked specifically at the existing road network as well as current and desired methods of travel used by residents to move around the City. Through exploring these items our team created a vision plan that meets the existing and potential mobility challenges of Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This vision plan will be the basis of the comprehensive plan updated that is to follow.

Alternative Mobility Funding Systems Study, Leon County, FL, City of Tallahassee, QC Manager. Angela provided quality control for the project. WGI evaluated the existing and potential long-term transportation funding options based on financial efficiency and community objectives. The study included extensive stakeholder outreach, the creation of a public involvement plan, and the facilitation of planning charrettes. Additionally, WGI analyzed the comprehensive plan, Florida statutes, GIS development data, land use, transportation, traffic characteristics, funding mechanisms, existing plans, and projected growth. The study ultimately recommended a tiered mobility fee for the City of Tallahassee and Leon County that fulfills transportation funding demands, accomplishes mobility objectives, and is supported by community stakeholders.



Angela
**Biagi, PLA, LEED
BD+C**

REGISTRATIONS:

Professional Landscape Architect:
Florida #6666787, 2005

Professional Landscape Architect:
Illinois #157.001640, 2017

EDUCATION:

Bachelor of Landscape
Architecture—University of Illinois,
2001

CERTIFICATIONS:

LEED BD+C

AFFILIATIONS:

American Society of Landscape
Architects

United States Green Building
Council

YEARS OF EXPERIENCE

TOTAL: 19 WITH WGI: 6

Maryann has extensive work experience in both the public and private sectors. Before joining WGI, she was employed by the Palm Beach County Planning, Zoning and Building Department for over 23 years. She is well versed in different aspects of the planning and zoning fields, from application review, analysis of research and information, code amendments, master planning, consensus building through public meetings, and presentations to government officials. Maryann also had international experience working in the private sectors, as a landscape architect and urban designer in Canada, and in Asia (Hong Kong/China, Malaysia). Maryann served as a project manager responsible for new town planning, landscape design, and assisting clients through the review and approval process.

RELEVANT EXPERIENCE

Amendment and Maintenance of the Unified Land Development Code, Palm Beach County, FL, Palm Beach County, Zoning Assistant. As a best practice, Palm Beach County revises their unified land development code (ULDC) twice a year, the proposed amendments could be generated from either a Board's direction, or requests by the applicants to reflect the latest industry trends. Maryann's role in this code amendment process was to assist the zoning director in the review of the draft amendments prepared by staff, coordinate with other government agencies for input and feedback, and provide a final draft to be presented to the Land Development Regulations Advisory Board for recommendation. Maryann also attended public hearings for the adoption of the ordinance(s) by the Board of County Commissioners. She participated in the explanation for the amendments and responded to questions raised by the Boards or by interested parties. Maryann was also responsible for training of staff on the adopted code amendments.*

Use Regulations, Palm Beach County, FL, Palm Beach County, Regulation Team. Maryann was part of the use regulation team, she reviewed the research and proposed amendments prepared by staff, and examined whether the existing regulations for individual use type under a specific future land use/zoning districts would be sufficient to address impacts and compatibility of the use on its surrounding land use. Maryann and staff would recommend additional requirements, where needed.*

Amendments to Housing Type (Zero Lot Lines) and Established New Ordinances for Cottage Homes, Palm Beach County, FL, Palm Beach County, Zoning Team. As a response to the builders' design modifications on Zero Lot Line (ZLL) homes, zoning staff established design standards pertaining to limitation of floors; ZLL side facade; covered porches, courtyards, and balconies; privacy walls or fences; and access, maintenance, and roof overhang easement. Maryann was in charge of drafting the regulations for Cottage Homes (aka Tiny Homes). Two types of Cottage Homes were established, one as a detached single family with ownership to the unit and the lot; and the second type is a detached single family with ownership on the unit and co-ownership on the land. Issues such as drainage, building separation, parking, and shared amenities were examined during the amendment process.*

Reorganization and Amendments to Landscape Code, Palm Beach County, FL, Palm Beach County, Project Manager. Maryann was the project manager for the updates of the landscape code (Article 7 of the Unified Land Development Code, Palm Beach County). The amendment process included creation of a subcommittee, which consisted of county staff, representative of the landscape industry, environmentalists, and landscape architects/designers to provide their input and comments. The landscape code included: *

- Planting design principles
- Types of required landscape buffers to address compatibility, aesthetic quality, and spatial separation
- Minimum requirements for planting
- Interior landscaping (parking, loading and pedestrian amenities)
- Drainage and utility easement overlaps
- Preservation and protection of native vegetation (coordination with the Department of Environmental Resources Management on the enforcement of the landscape ordinance, and the implementation of the tree preservation efforts)
- Code enforcement
- Tree list (includes palms, pines and shrubs)



Maryann Kwok, AICP

EDUCATION:

Bachelor of Landscape Architecture—University of Toronto, 1979

AFFILIATIONS:

American Institute of Certified Planners
American Society of Landscape Architects

YEARS OF EXPERIENCE

TOTAL: 41 WITH WGI: <1

**Completed prior to joining WGI*

Kristen is a senior project manager specializing in urban planning, community outreach, development services, public speaking, and leadership. Her planning experience includes development review, transportation, writing and revising comprehensive plans, Community Redevelopment Area plans, and land development regulations. She is a relationship builder with an eye for projects from all angles based on her experience in municipal planning and private sector consulting. Kristen has consistent success implementing planning processes that align with projected trends to promote sustainable growth and redevelopment. She is active in professional associations and engaged in multi-disciplinary learning and sharing for continued professional growth.

RELEVANT EXPERIENCE

Comprehensive Plan Update, Miami-Dade County, FL, City of Miami Beach, Senior Planner.

As part of the regular EAR update, Kristen prepared updates to the data and analysis and contributed to the overall update to the City's 2040 comprehensive plan, which focused on resiliency and sustainability.*

Comprehensive Plan Amendments and Data and Analysis Update, Broward County, FL, City of Sunrise, Senior Planner.

In accordance with Florida statutes and BrowardNEXT, Kristen prepared amendments to the comprehensive plan for the City of Sunrise. Tasks included completion of the evaluation appraisal report, data and analysis document update, and comprehensive plan amendments for the local planning agency and city commission, as well as coordination with the Florida Department of Economic Opportunity and Broward County Planning Council. The amendments resulted in the first comprehensive plan in compliance with BrowardNEXT.*

Comprehensive Plan Update, Broward County, FL, City of Lauderdale Lakes, Senior Planner.

To update the future land use and the recreation and open space elements of the City's comprehensive plan, Kristen assisted in the community outreach efforts and conducted surveys of residents. She also prepared BrowardNEXT-compliant revisions to the goals, objectives, and policies, as well as updates to the data and analysis.*

Comprehensive Plan Update, Alachua County, FL, Alachua County, Associate Planner.

Kristen was responsible for the removal of outdated policies and addition of new policies in several of the plan's elements as well as research for the data and analysis. She organized six public forums and workshops featuring experts on various subjects (Randall Arendt, Victor Dover etc.) to involve the citizens in the future of their community.*

Land Development Regulations Update, Miami-Dade County, FL, Town of Cutler Bay, Senior Planner.

Supporting the Town's Planning and Zoning Division, Kristen led a team to revise architecture and form standards in the land development code.*

Development Review Services, Miami-Dade County, FL, Town of Cutler Bay, Senior Planner.

Supporting the Town's Planning and Zoning Division, Kristen reviewed applications for new commercial and residential development, redevelopment, and variance requests. Reviews included preparation of application comments based on the land development code, coordination with engineering, traffic, and landscape disciplines, and presentations to Town council.*

In-House General Planning Services, Palm Beach County, FL, Town of Highland Beach, Senior Planner.

Kristen provided in-house planning services to the Town on a temporary basis while the Town planner position was vacant. She met with applicants, reviewed plans, and prepared staff reports for Town commission.*

General Planning Services, Palm Beach County, FL, Village of North Palm Beach, Senior Planner.

Providing both in-house and remote planning division assistance to the Village on a temporary basis while the Department was short staffed, Kristen prepared staff reports for planning commission and Village council, responded to resident and business owner inquiries, and reviewed business tax receipts and building permit applications.*



**Kristen
Nowicki, AICP**

REGISTRATIONS:

American Institute of Certified Planners: #023382, 2007

EDUCATION:

Master of Arts, Urban and Regional Planning—University of Florida, 2007

Bachelor of Science, Environmental Science—University of Florida, 1998

AFFILIATIONS:

APA Broward Section (Chair)
American Planning Association
American Planning Association
Florida Chapter, Executive
Committee Member

YEARS OF EXPERIENCE

TOTAL: 19 WITH WGI: <1

**Completed prior to joining WGI*

Amy is WGI's GIS manager with experience working as a GIS supervisor, analyst, and environmental scientist. As a certified Geographic Information Systems Professional (GISP), she is responsible for managing GIS systems, field data collection, analyses, and deliverables. Amy has project experience with state, county, municipal, and private clients, including creation of real-time mobile applications for data collection; web mapping and applications for cloud-based solutions; geodatabase design; spatial statistics; GIS reporting for strategic planning and program implementation; coordination with staff, clients, and agencies; and overseeing quality assurance/quality control of all GIS products. She has experience with transportation, geospatial, environmental, planning, and parking studies.

RELEVANT EXPERIENCE

Delray Beach Parking/Mobility Study, Palm Beach County, FL, City of Delray Beach, GIS Manager. Amy manages the GIS phase of the project and oversees staff and quality assurance/quality control of all GIS activities and deliverables, including spatial analyses for planning, and parking ordinances as well as public outreach applications. The City selected WGI to provide a proposal for professional services for parking and curbside management master plan. Work included analysis, public engagement, and planning exercises that will concluded in creation of the master plan, which will update the existing 2010 parking master plan and include a new curbside management element as part of a new plan. The plan updated data elements, provided context to technological advances in transportation and their impacts locally, determined feasible alternatives for the City to consider, and identified policies and projects to implement the plan.

Cedar Falls College Hill Parking Study, Black Hawk County, IA, City of Cedar Falls, GIS Manager. Amy provided the capacity analysis for parking occupancy, mobile data collection applications, and interactive map deliverables. The College Hill Parking Study was a continuation of the citywide review of parking policy across Cedar Falls. The project team conducted extensive stakeholder meetings and public workshops to develop plans for parking policy near Northern Iowa University.

Cedar Falls Downtown Parking Study, Black Hawk County, IA, City of Cedar Falls, GIS Manager. Amy created maps and a mobile data collection application and formulated a spreadsheet to perform occupancy calculations more efficiently. Cedar Falls has a historic downtown with an active dining and entertainment district. This downtown area experienced a high level of new development activity, including mixed-use commercial and residential projects. Key elements of this parking study included assessment of how the current development activity influenced parking in the downtown area, extensive stakeholder outreach and public workshops, and assessment of parking management and organizational policies.

Jefferson Terminal District Parking Use Study, Palm Beach County, FL, City of West Palm Beach, GIS Manager. Amy was responsible for GIS activities, including mobile field data application setup, analysis of future and existing land use, building square footage, and local parking ordinances. She also developed survey applications used to power public engagement. Under the transportation engineering planning consultant continuing services contract, the City authorized WGI to complete a parking study for the Jefferson Terminal District and their redevelopment. The redevelopment options have led to a formal visioning process. Stakeholder meetings identified parking as an important consideration as the planning and development process moves forward. The City was interested in understanding the parking dynamics of the District, specifically focusing on the relationship between land use and existing parking supply. WGI parking staff has conducted similar studies in cities across the country. The scope of work included a parking inventory and GIS mapping of current conditions, land use and parking ratio analysis, and a parking capacity analysis.

MCJC Parking Demand Study, Montgomery County, PA, Montgomery County, PA, GIS Manager. Amy was responsible for GIS activities, including mobile survey application setup and interactive map deliverables. Amy developed parking demand analysis for proposed county courthouse. Montgomery County is consolidating several departments into a new courthouse complex and needed to understand the potential parking demand. WGI conducted GIS enabled parking counts and parking demand projections based on programming for the new courthouse.



Amy
Hunter, GISP

EDUCATION:

Bachelor of Science, Environmental Studies—University of Central Florida, 2015

CERTIFICATIONS:

FWC Authorized Gopher Tortoise Agent

Geographic Information Systems Professional

YEARS OF EXPERIENCE

TOTAL: 13 WITH WGI: 2

Andrew is a nationally recognized placemaking and public space activation expert. He is the co-founder of the internationally recognized Better Block Project, which helps communities develop and organize their economic assets to build productive, resilient relationships across the public, private, and civil sectors. Now being used in over 200 cities and six nations, the Better Block demonstrates how temporary sustainability improvements to a single city block can build momentum for long-term financial, social, and environmental advancements. Andrew is also a contributing author on the Institute of Transportation Engineers Recommended Practice on Context Sensitive Design for Walkable Urban Thoroughfares.

RELEVANT EXPERIENCE

Fruit Belt Better Block, Buffalo, NY, City of Buffalo, Public Space Activation Expert. Andrew led the concept team. Buffalo's project focused on one block in the Fruit Belt neighborhood. The Fruit Belt is largely residential and clearly defined by its borders: to the west is the Buffalo Niagara Medical Campus; to the south the Kensington Expressway; to the east is Jefferson Avenue, the main commercial corridor for Buffalo's African American community; and to the north are City Honors High School and the Masten Avenue Armory. The project site is centrally located within the neighborhood, at the intersection of Carlton and Lemon streets. Randy Hoak, Associate State Director of AARP New York says, "This innovative neighborhood project provides a great opportunity for Fruit Belt residents of all ages to engage and connect with their community in a new and more inclusive way. AARP New York collaborated with Team Better Block, Mayor Brown, and the Buffalo Urban Renewal Agency to make this happen. Having this project here in Buffalo to beautify the Fruit Belt streetscape and the neighborhood will generate valuable insights for communities across New York State and the nation as the AARP Network of Age Friendly Communities continues to expand and work in partnership with localities to make our communities more livable for all generations.*"

Pinellas Park Better Block, Pinellas Park, FL, City of Pinellas Park, Public Space Activation Expert. Andrew led the concept team. The Pinellas Park Better Block Project was a partnership between the community and the City of Pinellas Park to celebrate the emerging creative district in the 5600 Block area of Park Boulevard. The Better Block Event held on October 10-11, 2015 temporarily transformed the area into a fully occupied, walkable district, complete with pop-up businesses, landscaping and outdoor amenities, public art, and transportation options for walking, biking, and golf cart use.*

MPO Workshop, Broward County, FL, Broward County MPO, Public Space Activation Expert. Andrew led the concept team. Broward County was actively making moves to enhance walkability throughout the community and joined forces with Team Better Block to host a community walk and talk, in addition to a group discussion regarding several accessibility trouble areas. One area involved an intersection with bisecting train tracks that created a difficult slope, low driver visibility, and lack any sort of safe pedestrian crossing. Another area involved a wide street with heavy traffic but no dedicated crosswalks. During the walk and talk, Team Better Block walked together with members from AARP Florida, the Broward MPO, the Mass District, and other community members to understand these problem areas firsthand and discuss how they could be addressed using quick design interventions to test possible solutions.*

Spin Space Activation, Salt Lake City, UT, Salt Lake City, Public Space Activation Expert. Andrew led the concept team. As a partnership between Spin Scooters, Salt Lake City, Bike Utah, and Team Better Block, a unique design for an intersection well used by micro-mobility vehicles was transformed into a space that not only enhances the safety of all users, but also adds a source of pride and identity to the surrounding community. Between September 4th and 7th, the intersection was transformed with the help of some paint, plants, and community volunteers helping to shape the future of their neighborhood. An active public plaza popped up in the adjacent park, scooters and bicycles zoomed by in newly redesigned bike lanes, and the Spin Space took off as a new way to combine public and private interest through the design of better community spaces.*



**Andrew
Howard**

EDUCATION:

Bachelor of Science, Geography—
Texas A&M University, 1999

YEARS OF EXPERIENCE

TOTAL: 20 WITH WGI: <1

**Completed prior to joining WGI*

Lisa is a respected urban designer known for combining timeless community design and innovation with focus on fast-tracking advanced planning techniques and emerging technologies. She has federal and local government experience where she developed innovative policies, plans and codes for transportation, land use, and green infrastructure. She has been a new mobility and smart city consultant, researcher on smart mobility, and urban planning start-up founder.

RELEVANT EXPERIENCE

The City of Neptune Beach Comprehensive Plan and Land Development Code Revision, Duval County, FL, City of Neptune Beach, Principal. Neptune Beach is a seaside town facing rapidly growing demand due to its proximity downtown Jacksonville and small-town beach feel. WGI assisted Dover-Kohl & Partners in developing new vision and comprehensive plan documents. WGI's team primarily focused on development of the mobility plan, participating in the neighborhood community design charrettes, and overall public engagement. Lisa was responsible for integrating the community's desire for walkability and bike networks, appropriate transportation technologies, and supportive complete streets design. The complete streets work included consideration of automated vehicles such as shuttles and personal delivery devices. With the onset of COVID-19, the team quickly shifted to virtual engagement techniques using Zoom tools, an interactive website, social media, and personal communications. Lisa also helped prepare mobility and design options for current and future phases of COVID-19 recovery. This vision plan will be the basis of the comprehensive plan updated that is to follow.

TCRP J-11, Task 27, Low-Speed Automated Vehicles and Public Transportation, Transit Cooperative Research Program. This forthcoming research (Fall-2020) report provides guidance for transit agencies and communities on the development and deployment of low-speed automated vehicles (LSAV) pilots. Lisa developed information on urban design and planning topics such as first-last mile connections and integration with multi-modal transportation plans. *

Planning for New Mobility, Writing Effective Regulations, Alta Planning + Development. This White Paper was developed in response to client interviews that revealed the need for practical and easy-to-use information on preparing for new mobility. Since most new mobility, initiatives begin with a resolution, this guide supplies background information, instructions on developing resolutions and copy-and-paste language. The sample phrases were designed to also apply to comprehensive and other plans.*

Consortium for Scenario Planning Impactful Projects Program, Cambridge, MA, Lincoln Institute for Land Policy. The Lincoln Institute for Land Policy's Consortium for Scenario Planning seeks to scale next-generation planning processes to help communities and agencies better incorporate trends and uncertainty into development of plans, policies, and built projects. Lisa was awarded a grant to develop sample scopes of work for various scenario-planning exercises, such as scopes to develop a one-day workshop, exploratory scenario planning for corridor plan updates, and strategic scenario scoping on the future of transportation funding and finance.*

Take AV Shuttles to the Streets, Eno Center for Transportation. In 2017, Eno Center for Transportation convened approximately 100 experts to consider new mobility. This included an afternoon scenario-planning workshop, conducted with Mobility e3, enlisting participant views on necessary steps to launch an autonomous shuttle in Crystal City (now National Landing) within two years. Groups separated into four groups: finance and funding, law and policy, safety and funding, and planning. Through structured prompts, each group explored potential benefits and risks related to AV shuttles, levers (e.g., regulations, pricing), research needed, and questions. *



**Lisa
Nisenson**

EDUCATION:

Master of Arts, Education
Administration—Harvard University,
1988

Bachelor of Arts, Biology—Meredith
College, 1984

EXPERIENCE:

Alta Planning and Design: Lead for
New Mobility and Consultant

Sarasota County: Planning
Consultant

USEPA Office of Policy: Project
Manager

YEARS OF EXPERIENCE

TOTAL: 31 WITH WGI: 1

**Completed prior to joining WGI*

John has diverse experience in environmental consulting, including environmental planning, NEPA, contamination remediation, wetland mitigation, wildlife surveys, and permitting. He has been a project manager on multi-million-dollar environmental projects. John is active in the environmental community; he serves on the Board of Directors of the Florida Association of Environmental Professionals.

RELEVANT EXPERIENCE

Comprehensive Plan and LDRs for Monroe County, Monroe County, FL, Monroe County, Environmental Scientist. John assisted with updating the comprehensive plan for the Florida Keys and mainland part of Monroe County. He assisted with the coastal management element, conservation element, and natural groundwater aquifer recharge element. This included analyses of soils, water quality, floodplains, seagrasses, coral reefs, wetlands, beaches, upland vegetation, protected species, air quality, water uses, hazardous wastes, areas of particular concern, effects of future land use on natural resources, natural disaster planning, climate change, and conservation of energy. John also assisted with updating the associated land development regulations. An example of one of the specific planning issues that arose during the comprehensive plan update was that Monroe County had a policy debate and litigation over their comprehensive plan policies and their land development regulations related to the Coastal Barrier Resources Act. John analyzed lands within each coastal barrier resources unit in the Keys, identified how these areas could be protected from further development, and made recommendations for changes to the land development code. *

South Miami-Dade Watershed Study and Plan, Miami-Dade County, FL, South Florida Regional Planning Council, Environmental Scientist. This project was a \$3M science-based planning effort that provided the framework for making land use decisions for 371 square miles over 50 years. John was responsible for assessing the effect of projected increases in population growth on natural communities, including wetlands and remnant natural forests, and assessing the impacts on Biscayne Bay. The project won the 2007 Award of Excellence from the Florida Chapter of the American Planning Association. *

Sustainability Training, Broward County, FL, Seminole Tribe of Florida, Project Manager. John developed and presented educational seminars on sustainable growth to policy makers and leaders of the Seminole Tribe. Topics focused on how land use affects stormwater, water quality, and wetlands.

Coastal Barrier Resources Act Policy Analysis, Monroe County, FL, Monroe County, Environmental Planner. Based on Monroe County's policy debate and litigation over their comprehensive plan policies and land development regulations related to the Coastal Barrier Resources Act, John analyzed lands within each coastal barrier resources unit in the Keys, identified how these areas could be protected from further development, and made recommendations for changes to the land development code. *

The Groves Master Plan, Broward and Hendry Counties, FL, Seminole Tribe of Florida, Environmental Scientist. The Seminole Tribe of Florida is developing approximately 890 acres on the Big Cypress Reservation. The master planning project consisted of conceptual layout and includes a mixture of 1½-acre home sites and single-family rental homes. The development also provided commercial business sites and Seminole Tribe of Florida public facilities. The conceptual design and environmental assessment included master planning of lot layouts for density calculations, Phase I ESA, wetland delineation, master traffic study and roadway layouts, master utility layout, master drainage layout, NEPA preparation and processing, and development scheduling. WGI prepared a topographic survey of the entire development using a combination of aerial drone-based light detection and ranging (LiDAR) and ground survey techniques. John performed a Phase I and II ESA and prepared a soil management strategy to address arsenic in soil.



**John
Abbott, PG, CEP**

REGISTRATIONS:

Professional Geologist: Florida
#PG2401, 2005

EDUCATION:

Master of Science, Geology—New
Mexico Tech, 1995

Bachelor of Science, Geology—
Virginia Tech, 1992

CERTIFICATIONS:

Certified Environmental
Professional

FDEP Stormwater Management
Inspector

FWC Authorized Gopher Tortoise
Agent

OSHA 30-Hour Construction Safety
and Health

USACE Construction Quality
Management for Contractors

AFFILIATIONS:

Florida Association of
Environmental Professionals, Board
of Directors

YEARS OF EXPERIENCE

TOTAL: 24 WITH WGI: 5

**Completed prior to joining WGI*

Lynn has extensive experience providing professional planning and design services in the public and private sectors. She provided planning support for land acquisition through the eminent domain process and master planning for cities, neighborhoods, and property owners. She also facilitated the adoption of future land use plan amendments, modification to developments of regional impacts, rezonings, site plans, master planning, and plats. Lynn is qualified as an expert in interpreting comprehensive plans and land development regulations throughout Florida. She provided expert witness testimony at trial, pretrial mediations, and order of take hearings.

RELEVANT EXPERIENCE

Land Planning Services for “The Wedge,” Broward County, FL, City of Parkland, Project Planner. Lynn was on the planning and design team providing land planning, master planning, environmental consulting, and traffic engineering services to the City of Parkland for a 2,500-acre site in northern Parkland. Approximately 1,950 acres of the site were formerly in Palm Beach County and had been annexed into Parkland. The team created a comprehensive master plan that ensured consistency and compatibility with the existing community. The final plan addressed livable communities, access and mobility, public safety, public utilities, parks, open space, recreation, education, and environmental considerations.

West Lake Worth Road Corridor Master Plan and Design Guidelines, Palm Beach County, FL, City of West Lake Worth, Project Planner. As part of the planning and design team, Lynn addressed the planning issues of seven residential communities located along the Lake Worth Road corridor, west of the Florida Turnpike. The neighborhood was concerned with the growth issues involving 600 undeveloped acres of land in their communities. The planning team met with the communities through a series of neighborhood meetings and assessed their goals, desires, and vision of the corridor. The team also worked with the seven communities and Palm Beach County Planning Department to develop a master plan and set of design guidelines to ensure future development within the corridor would be managed. The master plan identified land use densities, locations of potential future land use changes, an open space plan, and established a transportation network.

Suncoast Parkway 2 Expansion Project, Citrus County, FL, Florida’s Turnpike Enterprise, Project Manager. Lynn was responsible for land planning analysis, preparation of arials, sketches, and cure plans. WGI provided land planning services in conjunction with right-of-way acquisition for the Suncoast Parkway 2 Expansion project. This 13-mile project connects Toll Road 589 with US 19 (Suncoast Boulevard) and, along with Veteran’s Expressway and the existing Suncoast Parkway, makes up a 70-mile limited access transportation corridor stretching from downtown Tampa into Citrus County. FDOT conducted future corridor evaluation studies to examine multi-modal transportation solutions to connect the Tampa Bay region to Northeast Florida, and also provide much needed relief to northern I-75. WGI prepared detailed planning/engineering reports for each property. The reports included the following items in the property’s analysis: zoning, comprehensive land use requirements, concurrency, impact fees, cost to cure estimate, parcel analysis data summary, environmental regulations, parcel sketch, site inspection, parking lot design, cure plan approvability, site drainage design, site access (egress and ingress) requirements, building floor plans, and on-site traffic analysis.

Heron Estates Phase II, Palm Beach County, FL, HTG Heron Estates Family, LLC, Project Manager. Lynn is responsible for site plan amendments and submittals. This project involves a development in Riviera Beach serving Riviera Beach Housing Authority and Housing Trust Group for the design of eight multifamily buildings, clubhouse, recreational areas, travel aisles, parking lots, and more. This is the second phase of the Heron Estates development.



Lynn
Riley-Zolezzi, AICP

REGISTRATIONS:

American Institute of Certified Planners: Florida #019841, 2002

EDUCATION:

Bachelor of Business Administration, Real Estate—Florida Atlantic University, 1990

AFFILIATIONS:

American Planning Association
Association of Eminent Domain Professionals
Leadership Palm Beach County
Palm Beach County Planning Congress
Women of Commercial Real Estate

YEARS OF EXPERIENCE

TOTAL: 27 WITH WGI: 19

Jason has almost two decades of experience in a range of project types including planning and design for transportation, commercial, and large-scale residential and municipal projects. His experience includes multiple aspects of the design process including concept generation, site inventory, site and master planning, landscape and irrigation design, project specifications, green design and infrastructure, and construction observation.

RELEVANT EXPERIENCE

Gainesville Wild Spaces-Public Places Continuing Services, Alachua County, FL, City of Gainesville, Project Manager. Jason managed the WGI team, which provided continuing park planning and design services for the City of Gainesville under their Wild Spaces—Public Places (WSPP) program. The WSPP program was funded via voter referendum, generating a one-half cent sales tax for eight years, which provided approximately \$50M for park improvements on over 100 park projects throughout the City. Services included landscape architecture and planning, architecture, civil and structural engineering, environmental, and geospatial services.

Sara Sims Park, Palm Beach County, FL, City of Boynton Beach, Project Manager. Jason was the project manager for the park design. WGI provided the conceptual design for the redevelopment of Sara Sims Park in downtown Boynton Beach. Sara Sims Park was a 12-acre, blighted park in one of the City's poorest neighborhoods, named in honor of a well-known community activist from the early 1900s. The park included a number of passive and active recreational activities, including walking trails, basketball courts, and a children's playground, all of which had fallen into disrepair. The park is also part of the City's Cemetery Heritage Trail. WGI's improvements included the development of a new conceptual site plan for the park, as well landscape and irrigation enhancements. Additional improvements included an incremental fitness trail, parking lighting and signage, pavilions, and other site amenities.

Herman Massey Park Rehabilitation, Hillsborough County, FL, City of Tampa, Landscape Architect. WGI designed the revitalization of Herman Massey Park, an urban park in the center of the Downtown River Arts Neighborhood, for the City of Tampa Parks and Recreation Department. After developing and refining design concepts, WGI conducted two public meetings to present the new design developments for the park. WGI further developed the design with public input provided in the community meetings and the refined design was received well by the public. As part of the public outreach, WGI's GIS team developed an online version of the public presentation using a GIS application and provided a QR code and URL so the public could review the project information and provide input at their convenience.

Girl Scout Park Master Plan, Palm Beach County, FL, City of Boynton Beach, Landscape Architect. WGI provided the master plan for this half-acre park in Boynton Beach, Florida. The park is frequently used by the City and the Girl Scout of America Club for events. Park improvements included a kayak launch, pavilions, trails, and site amenities as well as landscape, irrigation, and lighting improvements.

Mounts Botanical Garden, Palm Beach County, FL, Mounts Botanical Garden, Landscape Architect. WGI worked in collaboration with Harries Heder Collaborative to develop a tropical wetland garden that fulfilled a portion of Mounts Master Plan. This included incorporating artist's interactive installation pieces into an intimate garden setting that would provide educational messages that fulfilled Mounts mission statement of encouraging the art, science, and joy of gardening to foster a respect and understanding of south Florida's subtropical environment.



Jason
Mihalovits, PLA,
LEED AP

REGISTRATIONS:

Professional Landscape Architect:
Florida #LA6667128, 2012

Professional Landscape Architect:
Texas #3380, 2018

EDUCATION:

Bachelor of Arts, Landscape
Architecture—University of Florida,
2007

CERTIFICATIONS:

LEED AP

AFFILIATIONS:

American Society of Landscape
Architects

United States Green Building
Council

YEARS OF EXPERIENCE

TOTAL: 18 WITH WGI: 6



EDUCATION

Master of Architecture in Suburb and Town Design

University of Miami
Coral Gables, Florida

Bachelor of Architecture
Virginia Polytechnic Institute
Blacksburg, Virginia

PROFESSIONAL EXPERIENCE

Co-Founder and Principal

1987 to Present Dover,
Kohl & Partners Coral
Gables, Florida

Faculty

2004 - Present
Form-Based Code Institute

Faculty

1995, 1997, 2003
Mayors Institute on City Design

Adjunct Faculty

1988-1997, 2015-2016
University of Miami
School of Architecture
Coral Gables, Florida

PUBLICATIONS

Street Design: The Secret to Great Cities and Towns (2014)

Victor Dover and
John Massengale

VICTOR DOVER FAICP, LEED-AP, CNU FELLOW | VISIONING |

ARCHITECTURE | URBAN DESIGN

In 1987 Victor Dover cofounded the firm that became Dover, Kohl & Partners, and he serves as principal in charge. Along with his partner Joseph Kohl, Victor's practice focuses on the creation and restoration of real neighborhoods as the basis for sound communities. Victor has personally led over 140 charrettes worldwide. Victor lectures widely around the United States and internationally on the topics of livable communities and sustainable development.

Victor was cited by Architecture magazine as being among "the country's best urban designers and architects." Dover-Kohl's projects are profiled in a number of textbooks, including *The New Urbanism* by Peter Katz, *Community by Design* by Kenneth Hall, *Sustainable Urbanism* by Doug Farr, and *Retrofitting Suburbia* by Ellen Dunham-Jones and June Williamson. Victor and John Massengale's book, *Street Design: The Secret to Great Cities and Towns*, is required reading at major universities.

Victor is former Chair of the Congress for the New Urbanism (CNU) and was the Founding Chair of the CNU Florida Chapter, the first of its kind. He was a key player in the creation of the Form-Based Codes Institute and the National Charrette Institute, both leading think tanks for sustainable urbanism and community-based planning. Victor is a Fellow of the American Institute of Certified Planners and the CNU. He served on the core committee setting sustainable urbanism certification standards for the Leadership in Energy and Environmental Design for Neighborhood Development rating system (LEED-ND). Victor successfully completed all portions of the Architectural Registration Exam.

SERVICE

Chair, Congress for the New Urbanism (CNU), 2010 to 2012

Vice Chair, Congress for the New Urbanism, 2008 to 2010

Founding Chair, Florida Chapter, Congress for the New Urbanism, 2004-2006

Charter Member, Congress for the New Urbanism (CNU), 1993 to present

Emeritus and Founding Board Member, National Charrette Institute, 2001 to present

Board Director and Co-Founder, Form-Based Codes Institute, 2004 to present
Paul Harris Fellow, Rotary International, 1996

Assistant District Governor, Rotary Club of South Miami, 1998-1999 President,
Rotary Club of South Miami, 1996-1997

SELECTED LECTURES

Historic Preservation, 2009, Palm Beach, FL

AARP/NAHB Livable Communities Award Ceremony, 2008, Washington, DC

National Association of Home Builders, 2008 (Orlando), and 2004 (Las Vegas)

Australian Council for New Urbanism (ACNU), 2008 and 2005 (Brisbane) Urban

Land Institute (ULI), "Reality Check," 2007, Charleston, South Carolina USGBC

Greenbuild International Conference and Expo, 2006, Denver, CO

Bachelor of Arts, Marine Science Affairs,
 University of Miami

MPA, Florida Atlantic University

JD, Nova Southeastern University

PROFESSIONAL REGISTRATIONS

Florida Bar, American Institute of Certified
 Planners, US Green Building Council

YEARS EXPERIENCE

Total: 22

Summary/Profile

Erin L. Deady, P.A., is a full service legal and consulting firm. Firm President, Erin Deady, is a licensed attorney in Florida, a certified land planner by the American Institute of Certified Planners (“AICP”) and a LEED AP. Erin's practice is primarily focused on public sector government representation but also includes numerous private sector and agricultural clients. Her practice includes sustainability environmental restoration initiatives, water, energy, climate, local government, administrative law and land use issues. Erin's experience includes

litigation, public finance, special purpose governmental representation, and creation and land use planning. She is a frequent lecturer and author on climate change, energy, environmental restoration and public finance issues statewide and nationally.

Project Experience

Sustainability Action Plan Update and Comprehensive Plan, West Palm Beach, FL

Project Manager

The firm was the project manager for the development of the City’s Sustainability Action Plan developed in 2012 and currently works with the City updating its Sustainability Action Plan coordinating with the new LEED for Cities framework. The firm previously achieved a four STAR rating for the City through the Sustainability Tools for Assessing and Rating Communities in late 2016. Companion with the effort, the firm also drafted Comprehensive Plan Amendments to the Coastal Element of the City’s Comprehensive Plan to address the Peril of Flood (SB 1094) legislation passed in 2015. The current scope of work includes the development of a new separate resiliency element of the comprehensive plan. The current update project is projected to be completed by mid-2020 ultimately resulting in an update document for the City’s original Sustainability Action Plan.

Monroe County Roads and Stormwater Vulnerability Assessment

Subconsultant- Policy, Legal Issues and Outreach

The firm is a subconsultant on a two-year in Monroe County developing the legal, policy and technical framework for a short, medium, and long-range roads and stormwater capital planning program specifically to address sea level rise impacts and flooding issues. The firm leads the portion of the planning process including numerous legal and policy deliverables related to level of service for flood resilience, capital programming driven by future growth projections, an overview of the regulatory environment, funding strategies, and legal obligations related to maintenance and upgrades of infrastructure. The firm also leads the public outreach component including numerous stakeholder meetings and internal coordination.

CANTRECE JONES, Public Outreach

ACUITY DESIGN GROUP, INC.



Cantrece's experience with community outreach and public involvement, project management, urban planning, marketing communications, and branding were developed throughout her more than 20 years in the professional services industry. While participating in several design charrettes and workshops, Cantrece has gained extensive experience working on both public and private urban planning projects, including downtown, citywide and corridor masterplans, roadway projects, transit advertising campaigns, and MPO long-range transportation plans. Her dynamic experience building brand and creative strategies that deliver engaging ideas across multiple channels make her a go-to person for project insight.

Her firm, ADG has been identified as a key subconsultant with a variety of national and local professional services firms to perform work for municipalities such as the Jacksonville Transportation Authority (JTA), the Jacksonville

Electric Authority (JEA), the Florida Department of Transportation (FDOT) and the North Florida Transportation Planning Organization (TPO). Her skills include project management, design workshop facilitation, public outreach campaign design and implementation, conflict assessment and resolution, government relations, community planning, and facilitation services, educational outreach in local school districts, multi-media public information campaigns, media relations, organizational management, speeches and presentations, management and team building/development.

She is an active member of several client teams and a large contributor to new business opportunities. She is responsible for challenging conventional thought and providing a neutral point-of-view for communications strategies and planning, offering insight for complex client challenges. She works closely in a highly collaborative environment as a part of our leadership team, with researchers and analysts, the creative team, and the community to develop break-through, insight-driven social cause programs and pro-actively uncovers new opportunities for current clients.

RELEVANT PROJECTS

CITY OF JACKSONVILLE

Consolidated Downtown Development of Regional Impact Consultant

Prime: CHM

ADG role: Public Involvement

HART Bridge Realignment

Prime: GAI Consultants (CEI Services)

ADG role: Public Involvement

Renew Arlington Community Redevelopment Agency Update

Prime: Strategic Planning Group, Inc.

ADG role: Project Management, Government Relations, Creative, Marketing, Stakeholder Engagement & Management, Brand Development, Logo Design, Website Development and Maintenance, Social Media, Surveys, Photography, Surveys (online and in-person), Event Planning and Coordination, Workshops, Community Advisory Committee Meetings

Jacksonville International Airport Community Redevelopment Agency Update

Prime: Genesis Group now HALFF Associates

ADG role: Planning, Communications, Public Meetings, Community Engagement, Stakeholder Engagement, Event Planning and Coordination, Workshops, Government Relations

Mayport Strategic Vision Plan

Prime: HASKELL

ADG role: Planning, Communications, Public Meetings, Community Engagement, Stakeholder Engagement, Event Planning and Coordination, Workshops, Government Relations, Report Design

Years of experience

20

Education

Bachelor of Arts, Communications,
University of North Florida, August 1999

Skills

Community Engagement
Communications Plans
Visioning Plans
Focus Group and Market Research
Government Relations
Product Positioning and Branding
Public Involvement
Public and Media Relations
Marketing Strategies and Campaigns
GeoTargeting
Digital Content Development and
Design Visioning Charrette
Management Pandemic
Communications

Project Role

Public Involvement Lead

Office Address

3109 Spring Glen Rd., #302 Jacksonville,
FL 32207

BACKGROUND AND EXERTISE

Ken has more than 45 years experience in urban and real estate economics and urban planning, providing market and economic analysis and strategic planning services to local governments, public agencies, business and community organizations, and private interests in:

- **Economic Development.** Market analyses and strategic and business plans for the attraction and growth of business, industry, and tourism.
- **Community Development.** Market and financial analyses and strategies for revitalizing downtowns, urban neighborhoods, and commercial and industrial areas, and providing affordable housing.
- **Land Use and Infrastructure Planning.** Land use and growth management analyses and strategies. Demand and needs analyses and financing plans for community infrastructure and services.

PROFESSIONAL HISTORY

- URBANOMICS, Inc., Ponte Vedra Beach, FL
President
- PLANTEC Corporation, Jacksonville, FL
Vice President
- Kenneth Creveling Associates, Fairfax, VA
Principal
- Economics Research Associates, McLean, VA
Senior Associate
- Edwards and Kelcey, Inc., Newark, NJ
Director of Planning
- Maryland State Planning Dept., Baltimore, MD,
Local Planning Advisor

EDUCATION AND KEY AFFILIATIONS

- BS and BA Degrees, Rutgers University
- Graduate Studies, Economics, New York University and George Mason University
- American Institute of Certified Planners (AICP),
Charter Member
- American Planning Association, Charter Member
- Urban Land Institute (ULI)
- ULI Metro Market Profiles – Jacksonville, Naples, Sarasota
- ULI Northeast Florida Reality Check – Regional Visioning Advisor and Facilitator
- Southern Economic Development Council

SIGNIFICANT EXPERIENCE

Economic Development

- Berks County, Pennsylvania (Reading area)
- Cabarrus County, North Carolina (Charlotte area)
- City of Casselberry, Florida
- City of Edgewater, Florida
- City of Fernandina Beach, Florida
- Clay County, Florida
- Horry County, South Carolina (Myrtle Beach area)
- Hagerstown/Washington County, Maryland
- Martin County, Florida
- North Mecklenburg County, North Carolina (Charlotte area)
- Pensacola/Escambia County, Florida
- St. Johns County, Florida
- Tri-County Southern Maryland Region
- Wakulla County, Florida

Community Development

- Bradenton Housing Authority, Florida
- Charlotte Center City Partners, North Carolina
- Charlotte Housing Authority, North Carolina
- City of Clearwater, Florida
- City of Fort Pierce, Florida
- City of Jacksonville, Florida
- Jacksonville Housing Authority, Florida
- City of Key West, Florida
- Miami-Dade Housing Agency, Florida
- City of New Port Richey, Florida
- City of Punta Gorda, Florida
- City of Tampa, Florida
- South Carolina Main Street Program
- City of Winter Haven, Florida
- City of Zephyrhills, Florida

Land Use and Infrastructure Planning

- Charleston County Park and Recreation Comm., South Carolina
- City of Atlantic Beach, Florida
- City of Eustis, Florida
- Clay County, Florida
- Clay County School District, Florida
- Collier County, Florida
- City of Hardeeville, South Carolina
- City of Jacksonville, Florida
- James City County, Virginia
- Monroe County, Florida
- City of Newport News, Virginia
- Polk County, Florida
- Town of Reston, Virginia
- St. Johns County, Florida

For over 25 years as principal of Carras Community Investment, Inc., Jim has concentrated on designing and implementing responses and solutions for community and economic development opportunities. Assignments have ranged from influencing national policy on community investment, affordable housing and community economic development (Fannie Mae's "White Paper on Affordable Housing Context") to creating local financing and funding partnerships (e.g. Massachusetts Housing Investment Corporation, Delaware Community Investment Corporation) across the country. Jim is recognized nationally for the creation and expansion of over fifty development financial institutions and community investment initiatives.



**James (Jim)
Carras**

RELEVANT EXPERIENCE

Carras Community Investment, Inc. | Principal

- Provided community and economic development finance consulting services to over 300 clients nationwide including strategic planning, program development, grant writing, capitalization strategies, market analysis, and research. Client sectors include financial institutions, local government agencies, for profit and non-profit development corporations, and public private partnerships.
- Created and served as Founding President of the National Association of Affordable Housing Lenders, the Haymarket Bank Affordable Housing Corporation, the Broward Housing Partnership, the South Florida Community Land Trust, Inc., and the Himmarshee Village Association
- Designed, planned, and led the capitalization effort for the \$1B Massachusetts Bankers Association Community Investment Plan including the creation of the Massachusetts Housing Investment Corporation, the Massachusetts Community and Banking Council, and the Massachusetts Minority Investment Corporation
- Prepared strategic and capitalization plans for over 25 community development financial institutions (CDFIs) including the Delaware Community Investment Corporation and the Florida Black Business Investment Board
- Researched and prepared "white" papers on housing and community investment for Fannie Mae, Freddie Mac, the National Community Reinvestment Coalition, the Florida Redevelopment Association, and the Urban Land Institute
- Served six times as a Reader for the CDFI Fund for Financial and Technical Assistance Awards
- Conducted over 300 workshops, panel discussions, professional courses across the country on affordable housing, community development, small business development, and economic development
- Prepared community investment needs assessments and plans for over 20 large financial institutions
- Prepared housing studies, consolidated plans, policy recommendations for over 25 cities and counties in Florida, Massachusetts, New Jersey, Georgia
- Prepared community redevelopment plans for Lauderhill, Opa-locka, Dania Beach, Hialeah, and Eagle Lake
- Co-authored report for Miami Dade County: Economic Development Implementation Plan
- Authored, *Fair Housing and Equity Assessment for South Florida Regional Sustainable Plan* – Seven/50 and the East Central Florida Regional Planning Council, Orlando.
- Provided opportunity zone advisory services to eight Florida communities

EDUCATION:

Masters Public Administration—
Harvard University, Kennedy School
of Government, 1980
Graduate Studies, Department of
Urban Policy—Tufts University,
1975
Bachelor of Arts, Urban Sociology—
Suffolk University, 1971

CERTIFICATIONS:

Lincoln Institute for Land Policy,
Certification in Facilitation and
Leadership, 2008
National Development Council,
Economic Development Finance
Professional, Certification, 2011
National Development Council,
Rental Housing Finance,
Certification, 2013

AFFILIATIONS:

Neighborhood Lending Partners,
Advisory Committee
Harvard Schools Committee,
Member
Active in church as Chair of Master
Plan Committee, Education Youth
Culture Committee and Festival
Committee

YEARS OF EXPERIENCE

TOTAL: 45

STATEMENT OF AVAILABILITY

Before responding to your RFQ, our principals reviewed this contract's anticipated scope of work to determine our team's resource allocation to complete the required tasks on time. We determined WGI and our teaming partners have the available personnel and resources to successfully perform the planning work.

WGI's resources allows us to provide flexibility to meet our clients' scheduling needs. The nature of our work requires us to typically schedule our resources in advance. Since most of our workload is assigned with advanced scheduling adhering to municipal public hearing schedules, we are able to balance our clients' needs ahead of time and coordinate the best resources for each task at hand.

WGI's workload capacity is strategically managed to enable us to be available for comprehensive planning projects. Based on prior experience, we believe our present and future workload capacity is more than adequate to conduct these planning services in a prompt and efficient manner.

WGI does not anticipate our current workload to affect our ability to achieve the City's goals for your project. Also, our team foresees no problem meeting the attached schedule. We have a full-time staff of employees plus subconsultants ready to move forward immediately with all tasks.

It is our belief that our team will be an asset to the City and we hope to serve them in the future. We earned respect and recognition for our company's emphasis on providing highly innovative and implementable solutions with our technical expertise, competent project management, and passion for making communities better places to live.

Provided below is a chart that indicates our core team's availability for City's 2050 Comprehensive Plan Update and Land Development Code Revision.

TEAM MEMBER	ROLE	AVAILABILITY (%)
Jeff Brophy, PLA, ASLA	Principal in Charge	10%
Heather Danforth, PLA, AICP, CNU	Project Manager	85%
Angela Biagi, PLA, LEED BD+C	QA/QC Manager	35%
Maryann Kwok, AICP	Zoning and Land Development Regulations	50%
Kristen Nowicki, AICP	Future Land Use	50%
Amy Hunter, GISP	Public Outreach and Maps	45%
Andrew Howard	Strategic Implementation	40%
Lisa Nisenson	Multi-Modal Transportation	35%
John Abbott, PG, CEP	Conservation and Coastal Management	35%
Lynn Riley-Zolezzi, AICP	Intergovernmental Coordination	35%
Jason Mihalovits, PLA, LEED AP	Recreation and Open Space	30%
Cantrece Jones	Public Outreach	85%
Jim Carras	Housing	35%
Victor Dover, FAICP, LEED-AP, CNU FELLOW	Visioning, Architecture, and Urban Design	40%
Ken Creveling, AICP	Economics	30%
Erin Deady, Esq., AICP, LEED AP	Land Use Law, Conservation, and Sustainable Development Methods	40%



Tab 2

Approach



APPROACH

The City of Fernandina Beach, with its stunning natural beauty, energetic and engaged citizens, and well-thought-out guiding documents, is a premier place to live, work, and play. As part of your team, we understand the importance of engaging the citizens and stakeholders of your community, who will ultimately provide us with the framework necessary to prioritize and draft policies and regulations that suit the unique needs of Fernandina Beach.

We have carefully selected a team of seasoned professionals with local, statewide, and national knowledge to listen, document, report, bring extensive best practices experience, and provide key deliverables, all tailored to the City's needs. Our team offers Fernandina Beach with a one-stop-shop of veterans who have the knowledge and experience to quickly answer and address all questions and issues that may arise throughout the process. As part of your team, we will work closely with the City and key stakeholders to analyze and prioritize feedback, contextualize relevant data, draw upon applicable best practices, craft key language and create clear visualizations, all of which are intended to accentuate the local wisdom and vision of Fernandina Beach, as we update the comprehensive plan, zoning, and land development regulations.

Our interdisciplinary team excels in planning, urban design, and land use law. We hand-selected an experienced and highly respected team for your City, offering multiple AICP accredited professionals, as well as registered landscape architects, licensed engineers, Congress for the New Urbanism accredited professionals, and a licensed land use attorney, who also specializes in sustainability and resiliency. In addition, we have teamed with a local public outreach specialist, who will guide outreach through encouragement, innovative engagement tools, and a willingness to listen, in order to create a clear understanding of the long-term goals of all the stakeholders. As part of your team, Fernandina Beach will have access to years of tested experience and lessons from successful projects as it relates to policy, code, land development regulations, resiliency, and implementable outcomes.

APPROACH

1. REVIEW AND LISTEN

Our integrated approach to updating the City's comprehensive plan and land development regulations focuses on providing user-friendly resources to create policy that captures the vision of Fernandina Beach. WGI will work

closely with City staff, residents, and stakeholders to develop an innovative, updated plan, and implementable code. We will begin by reviewing existing plans and policies, gathering and analyzing data, and facilitating and collecting public input.

1.1 - Task 1: Review Existing Documents

In order to create a solid foundational knowledge, WGI will begin the process by conducting a high-level review of the comprehensive plan, land development code, and applicable planning documents that will include other regionally significant planning processes. We will review the comprehensive plan on an element by element basis, focusing on each element's goals, objectives, and policies. We will also review the land development code on a section by section basis. WGI will then evaluate all past studies and plans provided by staff, to create continuity with previous planning efforts and capture such efforts' energy and insights.

1.2 - Task 2: Meet the Team

This task will initiate a series of meetings between WGI, City staff, and administration to gain a specific and detailed understating of essential issues that this project needs to address. We will establish availability and methodology for data collection, communication preferences, project schedules, interim reviews, and deliverables. Communication is cornerstone to our team's management process, and in order to document and track progress, WGI will create meeting minutes for each of these meetings and email them to the City. Such meetings will take place through in person and virtual meeting technologies as appropriate.

1.3 - Task 3: Site Visits

The project team will conduct a city-wide site visit, with a City staff member as a guide. This city-wide tour is critical to the process, as it will allow the team to review the challenges and opportunities that exist in Fernandina Beach. These opportunities and challenges may include identifying redevelopment areas, key transportation networks, vulnerable areas or those requiring a closer look for resiliency opportunities, and places with special cultural and natural meaning. It is also important to identify areas where the policies and code were successfully implemented, as well as areas that need improvement. The results of the city-wide site visit will be documented in a photo tour, with key findings identified, and labeled and submitted to the City.

1.4 - Task 4: Public Participation Plan

Public participation efforts are a crucial component in this effort. WGI will prepare and execute a public participation plan, which includes engaging residents, elected officials, City staff, and other identified stakeholders. WGI will identify and rank the key elements and City needs during the next phase of the planning process.

Involving the community in the planning and decision-making process gives citizens a voice in their community's future. It helps to grow a sense of ownership and community pride. Their input can bring issues to the forefront and lead to measures that would otherwise not be pursued, positively shaping the plan's final recommendations.

WGI will coordinate an extensive public outreach effort, including additional stakeholder interviews and at least two public workshops, adding to the work previously accomplished by City staff. The goal is to ensure the community's ideas and concerns are included in the decision-making process throughout the life of the project. The team includes an experienced and highly skilled public involvement coordinator **Cantrece Jones**, based in Jacksonville. With 20 years' public outreach experience, she is a gifted public speaker and seasoned meeting facilitator. **Heather Danforth, PLA, AICP** the project manager, has taken multiple classes with the International Association for Public Participation and conducted numerous public meetings at various scales.

City staff will review and approve the public participation plan and immediately begin execution for an initial public meeting to identify citizen and business owners' priorities and future visions. Our team will email the meeting minutes to the City, which will include findings from the meeting.

The following serves as a general guide for public outreach, and is completely adjustable and adaptable due to the current COVID-19 health concerns. We envision the following elements for public communication and outreach to ensure broad-based citizen understanding and participation:

a. Public Meetings

The first public meeting occurs early in the process and WGI will design it to gain initial input. This meeting will be workshop style and take attendees through a series of key ideas and define preferences for future implementation. The themes are presented graphically and voted on using interactive polling, mapping activities, or visual preference surveys. Attendees have the opportunity to select preferences or through basic hands-on voting. Attendees must be comfortable participating in-person or on-line. WGI has the capability, talent, and staff to adjust to any scenario.

The second public meeting occurs in the next phase of the process and is more informational in nature, with the draft plan being presented at this time. WGI will use photos and graphics to present the draft plan and request input focused on tying up loose ends and polishing the plan.



Public input is an integral part of the planning process.

One thing the COVID-19 environment has taught us is that virtual meeting opportunities supplemental to public meetings yield great results in terms of increasing public attendance and access to information. This will be incorporated into the public participation plan. We will also explore opportunities for online meetings and Facebook Live events.

b. Stakeholder Meetings

WGI will coordinate a series of key stakeholder meetings with the City's staff including kick-off and follow-up meetings for key representatives in City departments and any identified boards or committees.

c. Interviews

WGI will meet one-on-one, either in person or by telephone, with key stakeholders, including elected officials, City personnel, civic leaders, transportation agencies, developers, property owners, and identified neighborhood groups.

d. Comprehensive Plan Webpage

WGI will work with the City to develop a dedicated webpage connected to the City's existing website to receive input and provide the public with necessary information. The team periodically updates the webpage with content relating to the project schedule, public involvement opportunities, and other necessary project updates.

e. Media Relations

WGI will coordinate with the City to develop press releases for delivery to local newspapers, radio stations, television stations, and local organizations to advertise and promote public meetings related to the update process.

f. Social Media

WGI will coordinate with the City to design social media posts for placement on the City's existing social media accounts to promote public involvement opportunities and project updates.

Our mix of traditional and innovative public involvement strategies result in higher participation rates. This is particularly important because of COVID-19's impact on public engagement.



2. APPROVE THE PLAN

Building on the success of the initial public outreach, WGI envisions a dynamic approach to this next phase. The update to the plan must be done holistically and cohesively, cross coordinating the plan elements to create a unified vision that will translate into implementable and actionable items. During this phase of the project, the intent is to define preferences, build on opportunities, solve challenges, and then translate it all into clear goals, objectives, and policies approved through a consensus-building process.

2.1 - Task 1: Outline the Issues

WGI will create a tiered matrix of items to be addressed, identified from the initial public outreach and statutory review processes. WGI will coordinate with City staff to discuss the an approach for each item. Below are some of the studies that may prove beneficial for the City of Fernandina Beach's comprehensive plan update.

a. Specific Area Design Analysis

Specific areas of the City may be identified for potential redevelopment or which lack investment. WGI will conduct outreach, which will involve visually depicting options for the future of these areas. **DK&P** has over 30 years of experience in town planning and urban design. They are experts in developing livable communities and designing ways to revitalize traditional towns like Fernandina Beach. Their specialty in hand drawn and photorealistic graphics will engage the public and stakeholders in an interactive way to the build vision for a specific area. That vision will be translated into policy and later code recommendations to achieve the vision.

b. Vulnerability Analysis

The City of Fernandina Beach prioritizes protecting and enhancing its environment. Our team of talented professionals includes **ELD**. Erin is detail-oriented attorney and AICP planner with experience all over the state conducting vulnerability analysis. She created new comprehensive plan elements for vulnerability, established adaptation areas, implemented actionable items for capital improvement programs, and assisted with grant funding. She will review the comprehensive plan and create a clear set of actionable items that will be dispersed throughout the plan. This will build upon work that Nassau County is completing in two phases through Florida Department of Environmental Protection Resiliency Planning Grants focusing on the already-completed and in-process vulnerability assessments. Fernandina's Historic District was analyzed in the first phase of that vulnerability assessment process.

c. Port Talks

The port has enormous potential to be an asset to Fernandina Beach's future. WGI will facilitate discussion between the City, port, and operator. These conversations are intended to build trust and create understanding of each entity's point of view. Expanded discussions may include visualizations to garner constructive feedback. Policy can be drafted to help guide changes to the City's comprehensive plan, as well as the port master plan.

d. Housing

Many prosperous cities are experiencing the loss of workforce housing. WGI will work with the City staff and vital housing stakeholders to develop a set of actionable items to create policy related addressing “missing middle housing” and diversifying housing opportunities within the City. We will focus on identifying areas and developing action plans for those specific areas that are ripe for workforce opportunities. Our team will prepare supporting policies to enhance the creation of workforce housing in study areas.

e. Downtown Economic Analysis

According to the American Planning Association May 2020 Planning Magazine, with COVID-19, tourist towns are at a crossroads. In the next six to nine months there is a risk of severe economic hits on tourism related industries. However, current data indicates smaller tourist areas, within driving distance from large cities, may weather the current economic climate better than large conventional type tourist areas. WGI will examine data and future trends and prepare a market analysis for the downtown area. The market analysis will focus on analyzing data and examine scenarios. The team will conduct focused outreach to receive feedback from key stakeholders. Upon feedback and any further development, our team will create actionable goals, objectives, and policies to support the analysis and feedback.

f. Mobility Analysis

WGI specializes in new mobility and can further guide future City’s efforts. Our transportation experts understand widening roads and moving cars faster is not a singular solution. We will work with the City to prioritize ADA accessibility, bike lanes, and pedestrian movement. We also assist with planning for the future, incorporating mobility lanes and hubs, and implementing quick—build opportunities to invoke long term change.

g. Team Better Block Powered by WGI

Many people just cannot imagine a space until they are in it. They do not completely understand site plans and perspectives, they just know what they like when they see it. That is why a small, low cost, short test in areas may just be what people need to make recommendation on long term change. We propose creating a temporary space and gathering input while inside that space. Conversations may be directed at creating a positive dialogue around development, parking, and livability. **Andrew Howard** has been executing these types of temporary interactive spaces for over eight years. Along with community leadership, Andrew can lead up these test areas to build consensus and refine decisions for smoother policy decisions.

2.2 - Task 2: Feedback Loop

Many items will be resolved with small groups, but certain items will need further consideration, input, and decision making. WGI will work with City staff to fully contextualize these items, present them in a public meeting, including virtual forums, and advance public preferences into a decision-making body. We will update the tiered matrix based on all additional analysis and submitted the City for final approval.

2.3 - Task 3: Draft Plan

The draft will include strikethrough and underline updates to all affected elements, as well as any updated or new maps needed to further the City’s vision. Any new goals, objectives, and policies which may be housed in one of the elements will be cross coordinated with the other eleven elements. The maps will be provided in PDF format. Staff will provide comments on the draft.



2.4 - Task 4: Public Meetings

WGI will prepare graphic presentations for two public meetings to present the draft plan updates. Other forums such as online meetings or Facebook Live will also be included. The presentations will outline the process, analysis, input, and significant changes with the expectation that there will be both input from the Board and public. WGI will coordinate with City staff and incorporate any final adjustments.

2.5 - Task 5: Final Plan

WGI will prepare a final strikethrough and underline and update all maps, where applicable, with the option for staff to do one more round of comments. After such, WGI will submit the final package in PDF format, in addition to providing all source files.

2.6 - Task 6: Approval

WGI will provide representation at three meetings for the approval process. As part of the preparation for this deliverable, we will work with City staff to develop presentations and graphics, offering clarity on complicated subjects. The City will prepare all packages to the state and North East Florida Regional Planning Council. If comments are received, WGI will create memo style responses with back-up as needed.

3. AMEND THE CODE

Once WGI submits a draft comprehensive plan to the City and there are no significant remaining policy decisions to be made that may require further rewrite, we will begin reviewing the land development code for consistency with the comprehensive plan changes. Initial discussions of how the code will be updated are a result of the analysis within task 2.1.

3.1 - Task 1: Outline the Changes

WGI will review all chapters of the code at a high level, applying the comprehensive plan changes, addressing statutory review, confirming internal consistency, and ensuring clarity. We will create an outline of innovative changes and a list of suggested visual aids such as tables, graphics, or maps. We may add or update urban design and architectural guidelines. We will and meet with City staff to review the outline and finalize all deliverables.

3.2 - Task 2: Draft the Changes

WGI will bring the project team together to draft an updated land development code. The updated code will include the visual aids as well as strikethrough and underline updates to all affected chapters. We will review each chapter to determine the implementation of the approved policies that coordinate with the current code layout but adds new content. All chapters will be considered individually and then cross coordinated comprehensively. We will list and explain proposed recommended additions in detail, provide graphics in PDF format, and highlight items that need further technical input. Staff will provide comments on the draft.

3.3 - Task 3: Technical Input

WGI will meet with City staff and any other City consultants to obtain technical input as highlighted in the draft changes. This meeting may include members of the development review committee or a particular department, such as public works, for operations review.

3.4 - Task 4: Public Meetings

WGI will prepare graphic presentations for two public meetings to present the draft land development code recommendations with associated visual aids and maps. The presentations will include the process, key changes with explanations. Board and public comment will be welcome for the draft changes. Online meeting technology may also be incorporated. WGI will coordinate with staff and incorporate any final adjustments.

3.5 - Task 5: Final Land Development Regulations

WGI will prepare a final strikethrough and underline and update all graphics, with the option for staff to administer one more set of comments. Afterward, WGI will submit the final package in PDF format and send all original source files.

3.6 - Task 6: Approval

WGI will provide representation at three meetings during the approval process, preparing the presentations and graphics.

PROJECT COMMUNICATION

Communication is the most critical component to a project's successful completion. To provide for consistent communication between the City and WGI, we recommend implementation of a communication protocol that will utilize key points of contact within the City and WGI for the project. Our project manager, **Heather Danforth, PLA, AICP** will serve as the single point of contact for all contract-related aspects and have the responsibility of coordination with the City's project manager. Heather will inform the City's project manager of the project's progress and ensure all issues requiring the City's attention are discussed and resolved in a timely manner to avoid adverse impacts to the overall project schedule. She will remain involved in the day-to-day operations of the contract and is directly responsible to the City for our performance on all project assignments. This direct interface will facilitate communication. However, at any time during a task assignment Heather will be available to assist in the project coordination.

Although email correspondence is an effective tool for communication and documentation, WGI believes video meetings and telephone calls are imperative components for successful project delivery. If action items are discussed in meetings or telephone conversations, they will be transcribed into minutes and distributed to establish project reference documents. WGI will prepare and distribute progress reports, including updates on project budget, schedule, and any outstanding or upcoming technical issues on a pre-determined periodic basis (weekly, bi-weekly, or monthly).

Additionally, formal presentations to the City staff can be scheduled at the City's discretion. Status briefings, formal presentations, and workshops are encouraged as additional mechanisms to facilitate communicating significant technical issues, potential schedule delays, or other significant issues. Our proposed protocol is flexible and can be easily modified to best suit the needs of each project and the City. We fully understand the nuances of municipal government and that projects can change due to stakeholder input. We will work closely with the City to be cognizant of this and flexible in our approach.

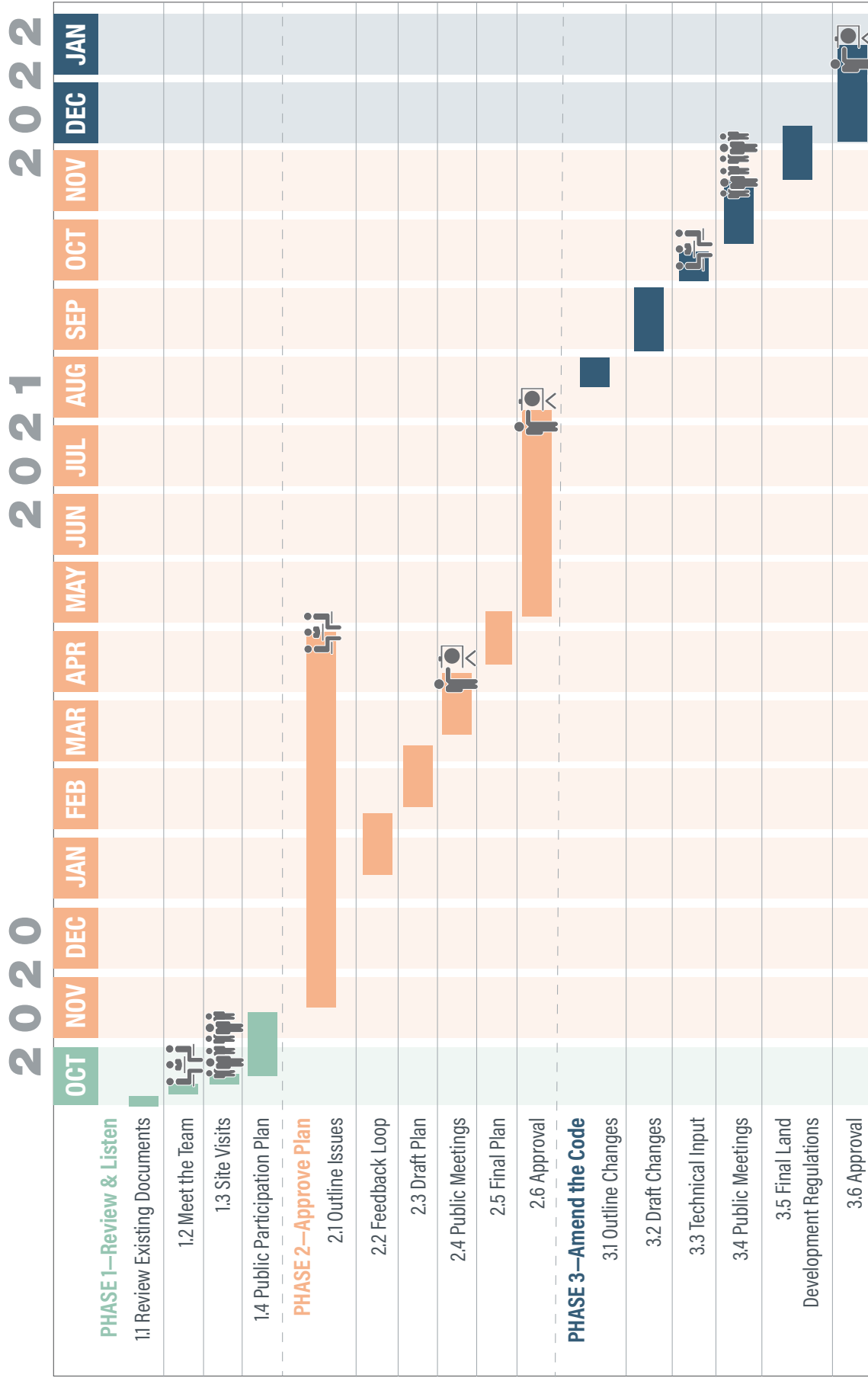
QUALITY ASSURANCE REVIEW

WGI quality control procedures are systematic in nature and require several different professionals to complete the checking and back-checking of work products. These procedures are incorporated into all our planning and design projects. The attention given to this process achieves several objectives, the most important of these includes services meeting and/or exceeding the City's requirements and expectations. These requirements ensure WGI's product and services meet industry standards for technical quality. **Angela Biagi, PLA, LEED BD+C** will be the quality assurance/quality control (QA/QC) manager assigned to this project. Along with Heather, Angela will make certain every deliverable submitted to the City is subject to our quality control procedure, including a review of completeness and accuracy of reports and other documentation. The adjacent graphic depicts our QA/QC review process.



TIMELINE

We are proud of our history of delivering effective projects within schedule and budget. See below for our proposed timeline for the City's comprehensive plan.





Tab 3

Project Examples



CITY OF HARDEEVILLE—COMPREHENSIVE PLAN UPDATE

Jasper County, South Carolina

WGI established and led-up a team to update the City of Hardeeville's Comprehensive Plan consistent with the South Carolina Comprehensive Planning Enabling Act. After the full review, four of the nine elements were updated: Community Facilities, Future Land Use, Transportation, and Priority Investment (Capital Improvements). Throughout the process, a series of outreach efforts and prioritization exercises were conducted. The City was additionally provided with a set of financially feasible implementation plans to plan for its future growth.

The project included analysis of development trends; evaluation of existing conditions; and formulation of goals, objectives, and policies. Plan highlights included a future land use-zoning matrix; transformation of small downtown into walkable town center; development of municipal complex; greenway and trails system; annexation strategy; parks master plan; and infill workforce housing program.

We addressed utilities; public safety and municipal services; and county, state, and private services. The utility systems and capacity analysis evaluated water, electric, service, natural gas, solid waste and recycling, and communications.

We analyzed the freight network including rail, passenger rail, local and regional transit, hurricane evacuation routes, existing and future road capacity. New goals, objectives, and policies were provided with emphasis on alternative mobility modes and complete streets.

We prioritized capital improvements-based population and nonresidential growth projections; a detailed financial analysis; long-range forecasts for tax and user-fee revenues; goals, objectives, and policies; and a short-, medium-, and long-term capital investment program. Projects were prioritized based on City and citizen input.

PROJECT HIGHLIGHTS

- Public Outreach
- Transportation Element
- Community Facilities Element
- Priority Investment Element
- Land Use Element

PROJECT MANAGER:
Thad Crowe, AICP

COMPLETION DATE:
February 2019

COST:
Design \$100,000

REFERENCE:
City of Hardeeville
Michael Czymbor, City Manager
205 Main Street
Hardeeville, SC 29927
843.784.2231
mczymbor@hardeevillesc.gov

ROLE:
Prime Consultant

KEY PERSONNEL:
Angela Biagi, PLA, LEED BD+C
Lindsay Libes, AICP



NEPTUNE BEACH VISION PLAN

Neptune Beach, Florida

WGI is assisting Dover-Kohl & Partners in developing new vision and comprehensive plan documents for Neptune Beach, in northeast Florida. The WGI team was brought on to develop a mobility plan that incorporates multi-modal transportation and trends such as micro-transit and automated vehicles. The mobility plan feeds into plans for a network of complete streets and improved parking. The far-reaching engagement program consisted of in-person workshops, a virtual engagement hub, and creative use of online design charrette tools during the COVID-19 pandemic.

Neptune Beach is a seaside town facing rapidly growing demand due to its proximity to downtown Jacksonville and small-town beach feel. The City has taken on the challenge of planning for this growth by investing in the creation of a vision plan and comprehensive plan update. This process allows the City, Dover Kohl, and WGI to better understand the existing conditions and the future wants and needs of the community. WGI's team is primarily focused on the mobility and connectivity of the community. We looked specifically at the existing road network, as well as current and desired methods of travel used by residents to move around the City. Through exploring these items our team developed a mobility vision plan that clearly visualizes the existing conditions and addresses the challenges with solutions for existing and potential mobility challenges of Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This mobility vision plan will then be used as the basis of the forthcoming comprehensive plan update.

PROJECT HIGHLIGHTS

- Micromobility
- Public Outreach
- Virtual Charettes
- Mobility Plan
- Transportation Element

PROJECT MANAGER:

Heather Danforth, PLA, AICP, CNU

COMPLETION DATE:

Ongoing

COST:

Design \$69,000

REFERENCE:

Dover, Kohl & Partners
Victor Dover, FAICP, LEED-AP,
CNU-Accredited, Founding
Principal
1571 Sunset Drive
Coral Gables, FL 33143
305.666.0446
vdover@doverkohl.com

ROLE:

Subconsultant

KEY PERSONNEL:

Thad Crowe, AICP
Lisa Nisenon



CITY OF LIGHTHOUSE POINT CODE REWRITE

Broward County, Florida

WGI worked with the City of Lighthouse Point, Florida to undertake a complete review, and where applicable, rewrite of the City's Municipal Code. The team executed a full strike-and-underline of numerous Chapters in the City Code. Also, WGI created a broad set of graphics to depict many proposed changes for public hearing visuals and to implement into the Code for easy understanding for contractors and residents.

The project approach emphasized a thorough and careful examination of the Code with thoughtful coordination with the City's staff, citizens, key stakeholders, and the governing body. Inconsistencies, conflicts, and obsolete provisions were identified. Confusing verbiage and technical jargon in the Code was replaced with clear and concise language. To further assist the reader in interpreting the City's Code, new tables and visual illustrations were supplemented throughout. WGI created a set of additions and revisions focusing on best practices and reviewed them with key stakeholders to review and refine. Best practices included language to address future trends, resiliency, and performance-based zoning.

Future trends best practices included pro-active low impact development stormwater standards to face future challenges of sea level rise. Plus, Green Building incentives steering future development toward more sustainable models. Resiliency best practices included updating how elevations are measured based-off increased base flood elevation requirements and implementing a series of solutions to reduce flood risk. Performance-based zoning best practices included introducing mixed-use planned developments that protected natural areas and provided maximum imperious surfaces.

The WGI team also worked with the City staff to organize their development application process by creating a hierarchy of applications and explaining of the process from the initial submittal to final approval. The team updated all administrative procedures in the Code for efficiency. Plus, produced step-by-step workflow charts to depict the common processes.

PROJECT MANAGER:
Thad Crowe, AICP

COMPLETION DATE:
Ongoing

COST:
Design \$149,500

REFERENCE:
City of Lighthouse Point
John Lavisky, City Administrator
2200 NE 38th Street
Lighthouse Point, Florida 33064
954.943.6500
jlavisky@lighthousepoint.com

ROLE:
Prime Consultant

KEY PERSONNEL:
Thad Crowe, AICP
Lindsay Libes, AICP
Angela Biagi, PLA, LEED BD+C
Edwin Muller, CS, CNU-A

ADDITIONAL PROJECTS

We offer a diverse group of professionals integral to the comprehensive planning process, including planners, landscape architects, urban designers, transportation planners and engineers, civil engineers, marketing and graphic designers, environmental scientists, and surveyors. Our team's combined experience demonstrates our capabilities and comprehensive expertise to ensure a successful update to the City's comprehensive plan.

Our additional relevant experience includes:

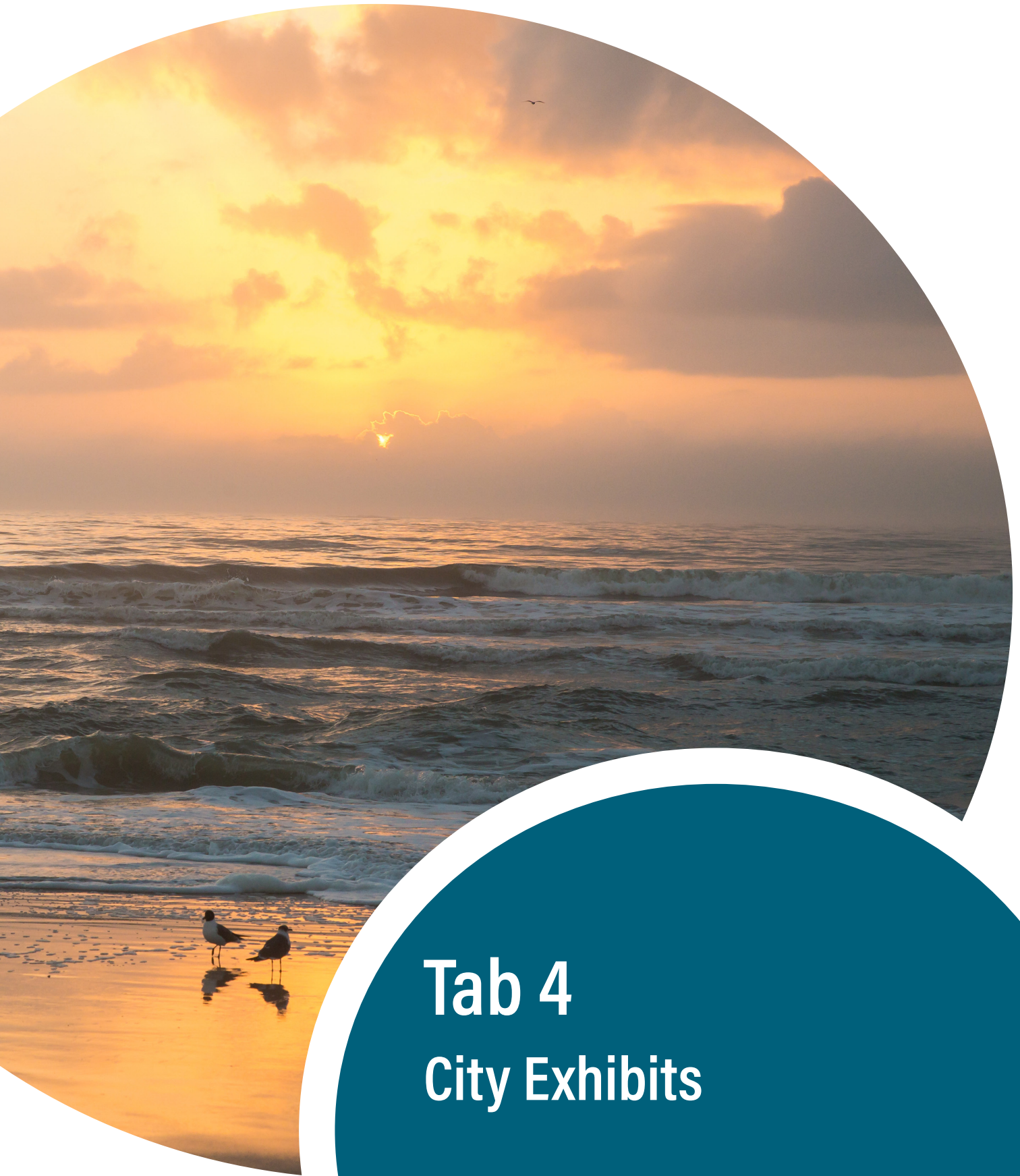
- **Jefferson Terminal District Master Plan**
West Palm Beach, FL
Key Personnel: Heather Danforth, PLA, AICP, CNU | Angela Biagi, PLA, LEED BD+C | Amy Hunter, GISP
- **Evaluation and Appraisal of the City of West Palm Beach's Comprehensive Plan**
West Palm Beach, FL
Key Personnel: Heather Danforth, PLA, AICP, CNU
- **City of West Palm Beach—Interlocal Agreement City and School District**
West Palm Beach, FL
Key Personnel: Heather Danforth, PLA, AICP, CNU
- **Lauderdale Lakes Comprehensive Plan Update**
Lauderdale Lakes, Florida
Key Personal: Kristen Nowicki, AICP
- **Monroe County Comprehensive Plan Update**
Monroe County, Florida
Key Personal: John Abbott, PG, CEP
- **The Wedge Comprehensive Master Plan**
Parkland, Florida
Key personal: Lynn Riley-Zolezzi, AICP
- **Community Redevelopment Agency Plan**
Ormond Beach, Florida
Key Personnel: Cantrece Jones
- **Town of Orange Park Vision Master Plan**
Orange Park, Florida
Key Personnel: Cantrece Jones
- **West Ashley Neighborhood Plan**
Charleston, SC
Key Personnel: Victor Dover, FAICP, LEED-AP, CNU FELLOW
- **Land Development Code Rewrite**
Lighthouse Point, FL
Key Personnel: Erin Deady PA | Angela Biagi, PLA, LEED BD+C



- **Visioning for Neptune Beach's Comprehensive Plan update**
Neptune Beach, FL
Key Personal: Victor Dover, FAICP, LEED-AP, CNU FELLOW | Angela Biagi, PLA, LEED BD+C | Heather Danforth, PLA, AICP, CNU | Lisa Nisenson

LEGEND

- WGI, Inc. Personnel
- Acuity Design Group, Inc. Personnel
- Erin L. Deadly Personnel
- Dover Kohl & Partners Personnel



Tab 4

City Exhibits

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "A"
CONTACT SHEET

Name: WGI, Inc.

Federal Taxpayer ID: 65-0271367

Mailing Address: 2035 Vista Parkway

City, State, & Zip Code: West Palm Beach, Florida 33411

Telephone: 561.687.2220 Fax: _____

Email: heather.danforth@wginc.com

Submitted By: Heather Danforth

Title: Senior Project Manager

FIRM Accepts Credit Cards*: Yes ☒ No

Accounting Contact:

Name: Indalia Adams Title: Accounting Manager

Email Address: indalia.adams@wginc.com Phone: 561.713.1727

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

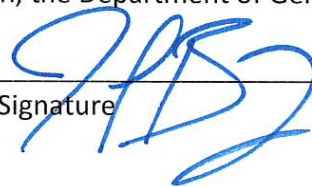
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for **RFQ 2020-20**.
2. This sworn statement is submitted by (entity) **WGI, Inc.** whose business address is **2035 Vista Parkway, West Palm Beach, FL 33411** and (if applicable) Federal Employer Identification Number (FEIN) is **65-0271367** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is **Jeff Brophy, PLA** and my relationship to the entity named above is **VP, P.L.A.C.E**
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)
- The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature  Date: 7.01.20

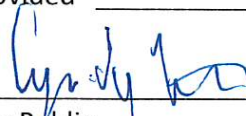
STATE OF FLORIDA

COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1 day of JULY, 2020, and is personally known to me, or has provided _____ as identification.



Cyndy Little
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG189612
Expires 3/31/2022


Notary Public
My Commission expires: 3/31/22

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: **WGI, Inc.**

CITY: **West Palm Beach** STATE: **FL** ZIP CODE: **33411**

SIGNATURE:  PHONE: **561.687.2220**

NAME (TYPED OR PRINTED): **Jeff Brophy, PLA** TITLE: **VP, P.L.A.C.E**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: 2020-02

Project Description: Comprehensive Plan and Land Development

Code Revision

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: WGI, Inc.

Authorized Signature: _____



Title: VP, P.L.A.C.E

Date: 7.01.20

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER'S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: Jeff Brophy, PLA Title: VP, P.L.A.C.E

Signature:  Date: 07.01.20

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for 2020-02.

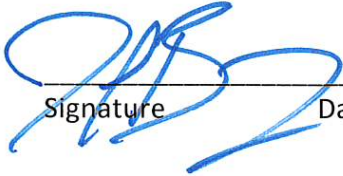
This sworn statement is submitted by (entity) WGI, Inc. whose business address is 2035 Vista Parkway, West Palm Beach, FL 33411 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0271367 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Jeff Brophy and my relationship to the entity named above is VP, P.L.A.C.E.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

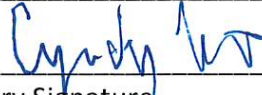
CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

 07.01.20
Signature Date:

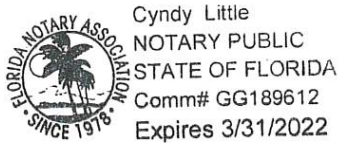
STATE OF FLORIDA
COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1 day of JULY, 2020, and is personally known to me, or has provided _____ as identification.



Notary Signature

My Commission expires: 3/31/22



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

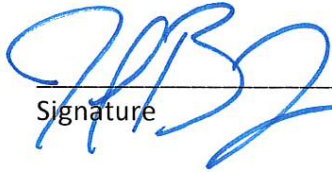
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for 2020-02.

This sworn statement is submitted by (entity) WGI, Inc. whose business address is 2035 Vista Parkway, West Palm Beach, FL 33411 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0271367 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Jeff Brophy and my relationship to the entity named above is VP, P.L.A.C.E.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.


Signature

07.01.20
Date:

STATE OF FLORIDA _____ COUNTY OF PALM BEACH

CITY OF FERNANDINA BEACH, FLORIDA

RFQ 2020-02

COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1 day of JULY, 2020, and is personally known to me, or has provided _____ as identification.

Cyndy Little My Commission expires: 3/31/22
Notary Signature



Cyndy Little
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG189612
Expires 3/31/2022

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES_____ NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES_____ NO X

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

WGI, Inc.

Firm

07.01.20

Date



Authorized Signature

Jeff Brophy, PLA | VP, P.L.A.C.E

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Heather Danforth, PLA, AICP

heather.danforth@wginc.com

2035 Vista Parkway

West Palm Beach, FL 33411

561.687.2220

WGInc.com



A photograph of a street scene in Fernandina Beach, Florida. The image shows a row of historic buildings. On the left is a white building with arched windows. Next to it is a brick building with a sign that reads "PALACE SALOON WINES & SPIRITS". To the right of that is a red brick building with a sign that reads "PALACE". Further right is a larger, ornate building with a sign that reads "YACHTS". A large, leafy tree is in the foreground on the right, casting a shadow over the street. Several cars are parked along the street. The sky is blue with some clouds.

FERNANDINA BEACH COMPREHENSIVE PLAN & LAND DEVELOPMENT CODE REVISION

RFP #2020-02
JULY 8, 2020

DESIGNWORKSHOP



Contents

Cover Letter	4
Project Team	8
Project Experience	22
Additional Information	30
Exhibits	34



Design Workshop, Inc.
Landscape Architecture
Planning
Urban Design
Strategic Services

301 N West Street
Suite 109
Raleigh, North Carolina
27603
919-973-6254

designworkshop.com

July 8, 2020
Wanda Weaks
Purchasing Agent
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Re: RFQ 2020-02 City of Fernandina Beach Comprehensive Plan & Land Development Code Revision

Dear Wanda Weaks and members of the selection committee,

This is a challenging moment to embark on an ambitious planning process, but if there is anything driving our hope and optimism for the future, it is the rapid pace at which land use is being reconsidered right now as it impacts quality of life in communities across the country. We are seeing this in the creation of temporary slow streets that privilege non-vehicular mobility, in the unprecedented demand for parks, trails, and recreational resources of all kinds, in the changing needs of retail and commercial space, in residents depending heavily on neighborhood amenities, and in the enduring value of social infrastructure. The Comprehensive Plan and Land Development Code Revision has the potential to address all these issues and it is exciting to see the level of ambition and vision already in place. Our team is thrilled to submit this proposal to help the City of Fernandina Beach meet the high standard for this plan as envisioned.

As a community looking to expand its commercial land uses, ensure housing attainability, and leverage your natural resources, it is an exciting time to be planning for the future of Fernandina Beach. With changing economics in the world, it is an important time to embark on a planning effort that establishes a clear vision for the future, while effectively mitigating for changing economics. We are attracted to this opportunity to create a clear, implementable and actionable Comprehensive Plan and Land Development Code Revision, including in the key areas of architecture and urban design, land use planning and law, conservation and sustainability, economic development, housing, and transportation and mobility.

We are passionate about how "green infrastructure" can inform all aspects of community development and create a strong image, quality, and sense of place for a community. We are placemakers and have written design standards, guidelines and zoning codes for places that are trying to define and retain the character of their built environment. We have created and implemented many commercial corridor plans that have brought higher levels of multimodal connectivity, safer roadways and more mixing of economically viable uses. We have written codes that ensure the built environment meets with community expectations.

Design Workshop recognizes the need for this to be "your plan" and commit to engaging your staff and residents to capture, communicate and reflect your values, vision and culture within it. Our job will be to listen and guide the process while offering perspective gained from working across the country in places that are wrestling with similar challenges. This will be accomplished with community engagement tools that are engaging, comprehensive and lead to direct input into the plan. We have developed virtual engagement techniques particularly tailored to this time of Covid 19.

We recently completed a Comprehensive Plan in Dorchester County, South Carolina, a similar coastal community, that engaged all the areas of the county through robust outreach and workshops that allowed many voices to be heard. By doing so, we were able to understand how best to craft the plan based on current expectations for land use controls, while also creating the opportunity for the appropriate level of protections going forward to protect Dorchester County's cherished small town way of life, unique landscape and sense of place.

The firm is currently working on a Comprehensive Plan for Beaufort County and Port Royal, South Carolina, that is focused on coastal resiliency. As part of that, we created a "Green Print" plan that will define an environmental framework for new development to appropriately position itself

next to more compatibly, and will define those environmental systems that need to be preserved so that the native landscape and natural stormwater systems enable stormwater resiliency.

Paramount to the success of this project will be selecting a planning team that brings a sensitivity to the issues and needs of Fernandina Beach, an exceptional track record of success in advising other cities facing similar challenges to Fernandina Beach, and an integrated approach to engagement that positions stakeholder participation at the center of the process. We are that team. Further, we have assembled the right team of specialists to support this process.

Toole Design is a leading planning and engineering firm specializing in multimodal transportation planning and design, focusing on cost-effective and implementable solutions that respond to the needs in the communities they work. Their transportation professionals in the planning and design of multimodal complete streets, pedestrian improvements, transit, and active transportation facilities will help facilitate the community discussion on mobility with a practiced eye on how mobility influences the larger goals of the comprehensive plan.

Ethos Presentation is a planning and historic preservation firm based in Savannah, Georgia. Together, their principles have over two-decades of experience specializing in municipal preservation planning. Historic research, preservation tax credits, and community engagement. Ethos believes that communities are shaped and enhanced by historic buildings, that integrity and honesty should be at the core of business practice, and that no job is done without the work of a team.

Ralf Brookes, Esq is a Florida Land Use Attorney specializing in land development regulations, comprehensive plan amendments, and ordinance drafting. Ralf will assist Design Workshop in ensuring the Comprehensive Plan and associated Land Use Code amendments comply with Florida law.

Our leadership and participation with you to update Fernandina Beach 's Comprehensive Plan and Land Use Code will involve the following commitments:

Strong Project Management. We believe in delivering projects on time and on budget. We have developed a Project Management toolkit to assist in this effort, and we pride ourselves on consistent communication to ensure we are meeting our client's needs. Our Project Management approach is rooted in ensuring our public sector clients have a well-run process and the ability to go back to a list of deliverables.

Expertise with all Methods of Public Engagement. As the Design Workshop name implies, our firm is built on a foundational belief in the importance of collaboration. We are industry leaders in methods for engaging stakeholders and using their input to shape a community vision statement and goals. We propose a robust community engagement plan that blends online and in-person opportunities throughout the process. Should social distancing continue to be required, we are also prepared to move to more online and mail-based focus for this project.

Candid Assessment Based on a Fresh Perspective. While we come prepared from a wide-variety of experiences from throughout the county, we do not come into Fernandina Beach with preconceived notions of the future vision. This allows us to truly listen and create an open dialog.

A Focus on Implementation. We have developed a number of techniques to avoid the pitfalls many Community Plans encounter such as lack of consensus, extended plan adoption schedules, lack of clarity for action steps, a vision that is incompatible with economics, and low levels of buy-in from partners and staff responsible for implementation. As a team, we understand and believe in the power of implementation.

We hope that our proposal materials express both our abilities to bring great value to this effort and our excitement to work with the Fernandina Beach community. Please feel free to contact me at 970-315-3993 or kculbertson@DesignWorkshop.com, or our Project Manager, Jessica Garrow at 303.913.3586 or jgarrow@designworkshop.com, with questions or to request additional information.

Respectfully,



Kurt Culbertson, FASLA, AICP, LEED®AP
Chairman/CEO
Principal in Charge





PROJECT
TEAM



Design Workshop

Education

PhD, Edinburgh College of Art

Master of Business Administration
in Real Estate, Southern Methodist
University

Bachelor of Landscape Architecture,
Louisiana State University

Licensure and Certifications

Licensed Landscape Architect:
Alabama, Colorado, Louisiana,
Nebraska, New Mexico, South
Carolina, Virginia

American Institute of Certified
Planners

CDT Certification

LEED®AP

Professional Affiliations

American Society of Landscape
Architects

Fellow American Planning Association

Fellow National Trust for Historic
Preservation

Urban Land Institute

University Development & Innovation
Council

Forum for Urban Design

Kurt Culbertson

FASLA, AICP, LEED®AP

PRINCIPAL-IN-CHARGE

Kurt is a recognized leader in the field of evidence-based design and the application of metrics and performance measures to planning and design projects. This cutting edge approach which addresses not only environmental performance but the community, economic and cultural performance of the built environment, has earned notable recognition and accolades from the American Planning Association, Urban Land Institute and the American Society of Landscape Architects. He is a Fellow of the American Society of Landscape Architects, the American Institute of Certified Planners, and the Forum for Urban Design. In 2016, he was awarded the ASLA Medal, the society's highest honor, for lifetime achievements in the profession.

Select Project Experience

Beaufort County Comprehensive Plan - Beaufort County, SC

Design Workshop is helping the county and its residents establish a long-term vision for growth and adaptation that is environmentally smart, place-based, and context-sensitive.

Dorchester County Comprehensive Plan - Dorchester, SC

The major issues facing the county include the impact of unprecedented growth and the loss of rural character and quality of life. Glenn conducted a community engagement process that seeks to find balance and a vision that land owners and stakeholders can agree to.

Hilton Head Circle to Circle Master Plan - Hilton Head Island, SC

Vision Plan for the downtown Hilton Head area that includes Sea Pines Circle, Pope Avenue and Coligny Plaza. The project included determining transportation improvements, providing multipurpose trails, creating a vision for how new development will be organized along the corridor, creating opportunities for transit and parking options.

Hot Springs Comprehensive Plan - Hot Springs, AR

The nine-month process to create the Comprehensive Plan update includes a robust civic engagement process, in which Design Workshop is gathering insights from citizens on what makes Hot Springs such a special place. The plan, once completed, will guide investment across a wide range of areas, including transportation, parks, utilities, public services, historic preservation and land use guidelines.



Design Workshop

Education

Master of City & Regional Planning;
Ohio State University

Bachelor of Political Science;
University of Colorado

Professional Associations

American Planning Association (APA)
Legislative and Policy Committee

APA Divisions Council

Small Town & Rural Division Chair

YEP! Youth Engagement Planning
Board Member

Recent Awards and Honors

2017 Creation of Updated Commercial
Design, Colorado APA Honor Award

2015 New Transportation Mitigation,
Colorado APA Honor Award

2010 Aspen Area Community Plan
Outstanding Planning Initiative,
APA Small Town & Rural Division

2010 Aspen Area Community Plan
Colorado ASLA Merit Award

2009 Aspen Area Community
Plan Colorado APA Community
Engagement Award

Jessica Garrow AICP

PROJECT MANAGER

Jessica is a community development professional with fifteen years of experience and a proven track record of successful planning implementation and community engagement. She has effectively managed significant and complex projects and budgets, worked to craft innovative planning policies, and promoted sustainable comprehensive planning. Prior to Design Workshop, Jessica worked as a land use planner and Community Development Director for the City of Aspen, Colorado. During that time she worked on economic development plans, as well as working on award winning and broad community engagement strategies, including on the Comprehensive Plan and a number of overhauls to the Land Use Code. Jessica enjoys collaborating with others to create solutions that respect diverse opinions, promote community values, and protect the characteristics that make communities unique.

Select Project Experience

City of Fruita Land Use Code Update, Fruita, CO

Jessica is currently leading an effort with the City of Fruita to update their land use code to ensure it reflects the recently adopted Comprehensive Plan. This work includes tracking Comprehensive Plan vision statements into code language, implementing best practices, and managing the adoption process.

Arapahoe County Open Space, Trails, and Recreation Master Plan - Arapahoe County, CO

Design Workshop is working on the master plan that prioritizes acquisitions for open space and recommends partnerships and recreation programming. Design Workshop is studying trail and open space connectivity and identify potential impacts to views, water quality, wildlife, and natural and agricultural lands.

Aspen Area Community Plan - Aspen, CO *

Managing multiple consultants, tracking a \$250,000 project budget for both the City of Aspen and Pitkin County, completing extensive data analysis, and managing public outreach efforts.

Transportation Impact Analysis – Aspen, CO *

Creation of the first comprehensive transportation mitigation system in a rural Colorado community, implementing a consolidated multi-modal level of service (MMLOS) and transportation demand management (TDM) toolkit.

**denotes work done prior to Design Workshop*



Design Workshop

Education

Masters of Science, Planning,
Distinction, Florida State University

Bachelors of International Studies
and Spanish, Magna Cum Laude,
University of Mississippi

Licensure and Certifications

American Institute of Certified
Planners (AICP-C)

Professional Affiliations

Santa Fe Arts District Board

APA CO Board Member: Denver
Metro Representative

APA Urban Design and Preservation
Division: Board Member, Marketing
Coordinator

Downtown Denver Partnership

ULI Subcommittee for High Line
Canal's Access Campaign

Recent Awards and Honors

Mill Street Neighborhood Plan, Merit
Award, APA CO

El Paso County Water Master Plan,
Merit Award, APA CO

Florida Planning and Zoning
Association "Infrastructure Project of
the Year" 2018

Publications

"Planning Family-Friendly
Communities," Colorado Municipal
League Magazine

"Stakeholder Perceptions of the
Design Regulatory Process,"

Hadley Peterson AICP-C

PROJECT PLANNER

Hadley is a planning and design professional with community engagement experience. Situating her work with a foundation in research, she aims to engage stakeholders in community-driven planning and design efforts that address their built environments through innovative, thoughtful, and sustainable solutions. Her passion is giving a voice to those that are not usually heard. She aids the team with bilingual Spanish speaking and writing services.

Select Project Experience.

Vancouver Parks & Recreation Master Plan – Vancouver, BC

The Master Plan will envision parks and recreation services that offer equity, reduce barriers, and provide excellent experiences for the public within the constraints of population growth, changing demographics and increasing land/development costs.

Vineyard General Plan Update – Vineyard, UT

Design Workshop was selected to help develop an update to the city's General Plan. By engaging with residents the team was able to integrate the community voice into recommendations for the plan, ultimately creating a strong and innovative vision and guidebook for the future of Vineyard.

Mill Street Neighborhood Plan- Colorado Springs, CO

This historic neighborhood required a resilient and thoughtful plan for the future as the resident population teetered on the edge of mass displacement. Hadley authentically and meaningfully engaged populations who had dealt with decades of environmental injustice while also assisting in building the community's capacity to deal with future catalytic development.

Alton Great Streets – Alton, IL

Design Workshop is currently leading a team in a Great Streets Initiative in Alton. The team's goal is to improve walkability, safety and connectivity downtown while strengthening the identity of the area and helping reinvigorate local businesses.



Design Workshop

Education

Bachelor of Science, Finance,
Louisiana State University

E.J. Ourso Finance Academy Member
Golden Oaks Scholar

Licensure and Certifications

LEED® Green Associate

Professional Affiliations

Urban Land Institute (ULI)

ULI Discovery Committee

Environmental Justice PPN

Commercial Real Estate Development
Association (NAIOP)

Brooks Cowles LEED® GA

ECONOMIC DEVELOPMENT PLANNER

Brooks has a diverse background ranging from institutional banking to real estate development. At Design Workshop, Brooks works with developers, governing entities, resorts, and other land owners in both public and private sectors to identify strategic land use and development opportunities that optimize existing opportunities, and promotes smart growth without compromising community vision. Brooks supports both economic development and financial efforts with thorough market research, financial modeling, datadriven storytelling and growth forecasting. With a background in finance, hospitality, branding, marketing, sales, and writing, Brooks brings a versatile skill set, entrepreneurial mindset, and an affinity for unconventional solutions to all tasks.

Select Project Experience

Vineyard General Plan Update – Vineyard, UT

Brooks evaluated provided critical market and economic assessment for the City of Vineyard and was responsible for significant General Plan content including, land use, economic development, moderate income housing and technology. Thorough analysis of existing conditions, trends and growth projections were integral to providing a flexible framework for long-term success.

Erie Parkway/ I-25 Market Study & Vision Plan – Erie, CO

Brooks led the effort to conduct a comprehensive market study to inform the conceptual plan for a catalytic mixed-use area in the town of Erie that will drive economic development and complement the town's values.

Sugar Bowl Facilities Master Plan – Norden, CA

Brook supported the long-range planning effort of improvements of ski area facilities including financial modeling and funding projections for development scenarios.

Main Street Management Plan – Tahoe, CA

Brooks is managing the effort define the design, configuration and management of the newly converted Main Street corridor including improvements, ownership and funding of the bi-state area after transition.



Design Workshop

Education

Master of Landscape Architecture,
North Carolina State University

Bachelor of Ecology, Evolution &
Environmental Biology, Appalachian
State University, Boone, NC

Licensure and Certifications

Professional Landscape Architect:
NC, SC, VA, MD, PA
Certified Associate Ecologist,
Ecological Society of America

Professional Affiliations

Landscape Architecture Foundation
NCSU Alumni Advisory Board
Penn State Stuckeman School
Advisory Board

Recent Awards and Honors

US GSA Site Commissioning White
Paper, ASLA Award of Excellence
Shield Ranch Master Plan, National
ASLA Honor Award
Bartram's Mile, Rouse Award of
Excellence from the Urban Land
Institute Philadelphia
United States Coast Guard
Headquarters, GSA Design Award
Shoemaker Green, National ASLA
Honor Award

Emily McCoy

ASLA, SITES® AP
ECOLOGIST

As a landscape architect, educator and ecologist, Emily approaches every project as an opportunity to celebrate the intersection of natural and cultural narratives of place through design. Her professional practice and research spans internationally, leading conversations within the design and planning communities on maximizing landscapes to perform social and environmental services. Throughout her career, she has worked on a wide range of award-winning projects across the world that are models for integrating environmental, social and economic sustainability.

Select Project Experience

Port Royal Comprehensive Plan – Port Royal, SC

Design Workshop is working with the Town of Port Royal, South Carolina on its Comprehensive Plan Update. A big focus of the plan will be how land uses, transportation and open space preservation can best enhance the traditional small town sense of place and character that it is known for, particularly those parts of the town that have not been as adequately planned as the older historical part of this deep water port.

Beaufort County Comprehensive Plan – Beaufort, SC

The Low Country lifestyle of Beaufort County — intertwined with its landscape and natural systems and defined by the character of its history and culture — faces real challenges in the form of population growth, transportation delays, rising flood waters, aging infrastructure, and the loss of cultural diversity and the rural way of life. In order to preserve and leverage the county's strong natural and cultural assets, Design Workshop is helping the county and its residents establish a long-term vision for growth and adaptation that is environmentally smart, place-based, and context-sensitive.

Green Print Plan – Beaufort, SC

The Beaufort County Green Print Plan serves as a tool to guide future open space acquisitions, enhancements, restorations, conservation, preservation and connectivity opportunities. The plan incorporates characteristics of the county which will include ownership patterns, existing land uses and zoning, geology and soils, vegetation characteristics, fish and wildlife resources, habitats of significance, water resources, aesthetic resources, cultural, historical and archaeological resources, transportation amenities, and recreation amenities.



Design Workshop

Education

Master of Architecture, Northeastern University

Bachelor of Science, Architecture and Political Science, Northeastern University

Licensure and Certifications

American Institute of Certified Planners (AICP)

Professional Affiliations

American Planning Association (APA)

Publications/Speaking Engagements

Transforming Local Government in an Innovation Era – Brisbane, Sydney, Canberra, Melbourne

Recent Honors and Award

Mayor's Office of New Urban Mechanics Public Space Invitational

Chris Freda AICP

PLANNER & URBAN DESIGNER

Chris is a planner, urban designer, and project manager with experience working in urban contexts throughout the country and around the world. Trained as an architect and planner, he has a passion for solving problems with a combination of great design and smart public policy. He is inspired by bringing communities together to tackle challenges related to health, civic engagement, environmental stewardship, economic opportunity, and access to public spaces and resources. Chris has helped craft several award-winning master plans and conceptual designs that aim to advance the possibility of places. He is focused on working with clients to solve their unique needs with a collaborative design process, novel ideas in planning and urban design inspired by cities across the world, and practical implementation guidance. With experience in directing planning and design efforts and project management, Chris works to bring design leadership, collaboration, and efficiency to every stage of the design process.

Select Project Experience

Alton Great Streets – Alton, IL

Design Workshop is currently leading a team in a Great Streets Initiative in Alton. The team's goal is to improve walkability, safety and connectivity downtown while strengthening the identity of the area and helping reinvigorate local businesses.

Detroit Greektown Neighborhood Framework – Detroit, MI*

Once a vibrant mixed-use neighborhood, Greektown transformed into a parking and nightlife district throughout the decades of Detroit's decline. Working closely with local stakeholders, the design team developed a master plan vision that re-established Greektown as a cultural experience, a neighborhood, and a regional destination.

Houston Energy Corridor District Master Plan – Houston, TX*

Houston's Energy Corridor—a suburban-style cluster of energy business headquarters—aimed to establish a new, urban, walkable, and vibrant vision that would make living and working within the district a more compelling prospect for a younger workforce.



Ethos Preservation

Education

Bachelor of Arts Medieval Studies,
University of Birmingham

Master of Fine Arts Historic
Preservation, Savannah College of Art
and Design

Licensure and Certifications

Certificate of Recognition AIA
Savannah

Ellen Harris AICP, LEED®AP

PRESERVATION PLANNER

A certified planner and former Director of Urban Planning and Historic Preservation for the Metropolitan Planning Commission, Ellen is an expert in municipal preservation planning, specializing in developer guidance and representation for projects in historic districts. Other specialties include historic tax credit projects and ordinance development.

Select Project Experience

City of Savannah New Zoning Ordinance Historic Preservation Section - Savannah, GA

Harris served as the author and facilitator of the historic preservation-related sections of the New Zoning Ordinance. Key changes authored by Harris incorporated into the document included the establishment of a new Historic Preservation Commission, the creation of a process for the designation of historic properties and districts, and establishment of a Proactive Preservation process.

Chatham County-Savannah Comprehensive Plan Update - Savannah, GA

The ten year update of the Comprehensive Plan was a multi-year process involving a wide range of stakeholders and extensive public input. Harris supervised the updates to the historic preservation section of the Comprehensive Plan.

Pin Point Historic District Ordinance - Chatham County, GA

Working directly with the residents over several months, Harris created the Pin Point Historic District Designation Ordinance and Design Standards which ultimately had the full support of the community and was unanimously adopted by the Chatham County Board of Commissioners in 2009.



Ethos Preservation

Education

Bachelor of Arts Historic Preservation,
University of Mary Washington

Master of Arts Historic Preservation,
University of Kentucky

Rebecca Fenwick

COMMUNITY ENGAGEMENT

An experienced manager of architectural and preservation projects, Rebecca specializes in community engagement, historical research, and documentation, serving as principal investigator and author of a wide range of projects and texts to include historic structure reports, resources surveys, and restoration plans.

Select Project Experience

Richmond Hill Historic Preservation Ordinance & Resource Survey - Richmond Hill, GA

Fenwick co-authored the ordinance, which was adopted by the Richmond Hill City Council on March 6, 2018, allowing the City to appoint a historic preservation commission. Overseen by Fenwick, the historic resource survey provided the Richmond Hill Preservation Commission with the data needed to better understand what historic resources exist citywide and how best to preserve them.

McIntosh County Historic Resources Survey - McIntosh County, GA

McIntosh County Historic Resources Survey was completed in four phases with matching grants provided by the Historic Preservation Division (HPD) of the Georgia Department of Natural Resources. Noteworthy sites surveyed in McIntosh County include the St. Cyprian's Episcopal Church, built by freedmen for the local African-American community, and the ca. 1815 Adam Strain Building. As part of the survey report, recommendations were provided for each phase to assist in future planning efforts.

Chatham County-Savannah Comprehensive Plan Update - Savannah, GA

The ten year update of the Comprehensive Plan was a multi-year process involving a wide range of stakeholders and extensive public input.



Toole Design

Education

Bachelor of Science Advertising,
University of Florida

Master of City and Regional Planning,
Georgia Institute of Technology

Meghan McMullen

DESIGNER & ENGAGEMENT SPECIALIST

Meghan is a planner, designer, and engagement specialist with a passion for creating healthy, vibrant, and equitable places that are built to last. She has worked on comprehensive plans, small area plans, corridor studies, development ordinances, and parks and recreation master plans, including projects like the update to the City of Snellville's Towne Center Livable Centers Initiative, and the City of Alpharetta's Recreation and Parks Master Plan and Wills Park Master Plan. Meghan takes a people-centered approach and has a knack for integrating community and stakeholder input with qualitative and quantitative analyses to create meaningful and implementable plans. She uses graphics and clear language to make complex ideas accessible to everyone with user-friendly, dynamic deliverables.

Select Project Experience

Summerville Comprehensive Plan - Summerville, SC

Toole Design created an issues and opportunities memorandum to highlight key concerns for the town's transportation system. Existing plans were also reviewed to confirm their current validity and identify gaps.

Lawrenceville Comprehensive Plan - Lawrenceville, GA

Meghan supported the development of the Lawrenceville 2040 Comprehensive Plan. She led community engagement, existing conditions analysis, and document design and helped draft city policies, the future development map, and the five-year work program.

Snellville 2040 Comprehensive Plan - Snellville, GA

Meghan served as a planner for the update to a community-driven strategy for the city's future growth. She supported with stakeholder interviews, mapping, existing conditions analysis, community engagement, visioning, policy development, implementation strategies, and document design.

Norcross Comprehensive Plan - Norcross, GA

Meghan supported community engagement. The approach included pop-up booths at local events, open houses, stakeholder interviews, a steering committee, and online surveys. All materials and activities were bilingual to encourage engagement from the city's significant Spanish-speaking population.



Toole Design

Education

Bachelor of Arts History and Environmental Studies, Emory University

Master of Urban and Regional Planning, University of North Carolina at Chapel Hill

Andrea Ostrodka

AICP, LEED®AP
TRANSIT PLANNER

Andrea is a collaborative and solutions-oriented urban planner and Toole Design's transit practice leader. She has a unique collection of experience with transit and land use planning in both the public and private sectors, having served as the Director of Planning and Engineering for LYNX, the project manager for a wide variety of Bus Rapid Transit and commuter rail efforts, and a local government liaison for transportation issues. Andrea has seen a broad range of transportation initiatives through to implementation, proving her value on both project- and enterprise-level planning efforts. Notable recent projects include the SunRail Transition Analysis, LYMMO expansion, final design for the Central Avenue BRT in St. Petersburg, multimodal design standards for Massachusetts Bay Transportation Authority rail stations, City of Inverness Bicycle Master Plan, and LYNX Transit Development Plan (TDP) and TBARTA RTDP, Florida's first Regional Transit Development Plan.

Select Project Experience

Lake County Transit Comprehensive Operational Analysis - Tavares, FL

Andrea performed an operational efficiency evaluation for Lake County's rural transit system. The evaluation included bus performance at the route level based on a set of quantitative criteria, as well as a financial analysis of route alternatives.

City of Inverness Bicycle Master Plan Update - Inverness, FL

The plan was designed to guide infrastructure investments appealing to both novice and expert cyclists by closing the gaps between trails, sidewalks and bike lanes; connecting to existing transit routes; and prioritizing amenities such as secure bike storage, water fountains, and wayfinding signage.

SunRail Transition Analysis, Central Florida Commuter Rail Commission - Orlando, FL

Andrea provided local leaders with fundamental information relevant to the creation of a framework for the transition of SunRail operations from FDOT to local governments. Information needed for the transition included a baseline analysis of interlocal agreements and vendor contracts, capital plans, and budgeted and actual expenditures.



Ralf Brookes Attorney at Law

Education

Bachelor of Arts Historic Preservation,
University of Mary Washington

Master of Arts Historic Preservation,
University of Kentucky

Ralf Brookes

LAND USE & GROWTH MANAGEMENT ATTORNEY

Local government law practice - Representing local governments, public and private sector clients, public interest groups and not-for-profit organizations. Prepare and present to local government councils, commissions and boards, review and file applications, litigate approvals and denials, prepare and defend ordinances, land development regulations, comprehensive plan amendments, settlements, development agreements, administrative proceedings on local, state and federal agency permits, approvals, challenges and appeals in state and federal courts, state agencies, counties and municipalities.

Select Project Experience

Town of Yankeetown Natural Resource Adaption Action Area Plan - Yankeetown, FL

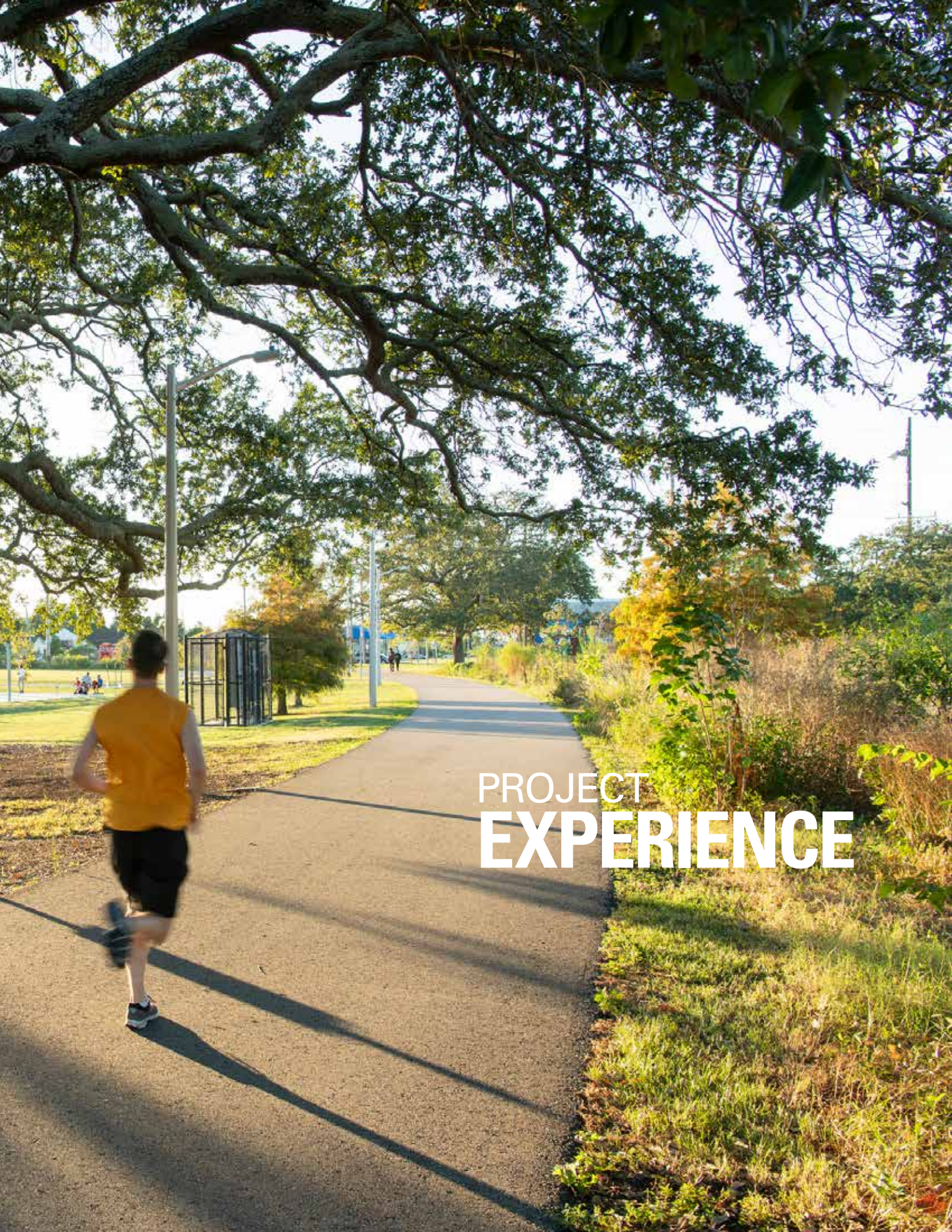
Effort to develop and further comprehensive planning goals related to the establishment of a natural resource-based "adaptation action area" overlay district within the Town. It addressed sea level rise adaptation in the context of natural resources, it promoted the integration of science into the local government's comprehensive planning process through the creation of a community-driven, locally-adopted Science Plan, and fostered economic development by promoting the Town as a science and education based tourism destination.

Marineland Unified Development Code - St. Augustine, FL

Town of Marineland's official land development regulations in compliance and consistent with the Town of Marineland's Comprehensive Plan. Mr. Brookes reviewed and made recommendations on applications for development permits, local development orders, and amendments to this ULDC and to development permits and orders.

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A photograph of a person running on a paved path in a park. The person is wearing a yellow shirt and black shorts, running away from the camera. The path is lined with large, leafy trees on the left and tall grass and shrubs on the right. In the background, a playground with blue equipment is visible. The text "PROJECT EXPERIENCE" is overlaid in white on the right side of the image.

PROJECT EXPERIENCE

Hot Springs Comprehensive Plan

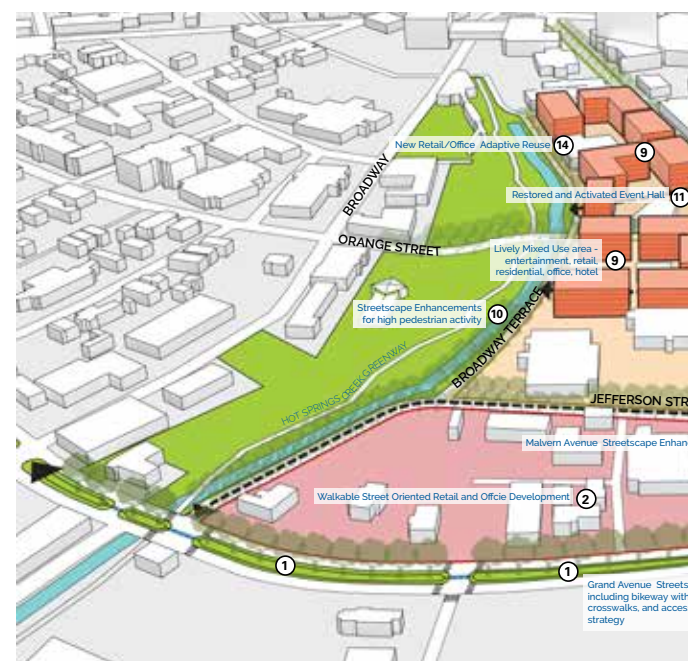
Hot Springs, Arkansas

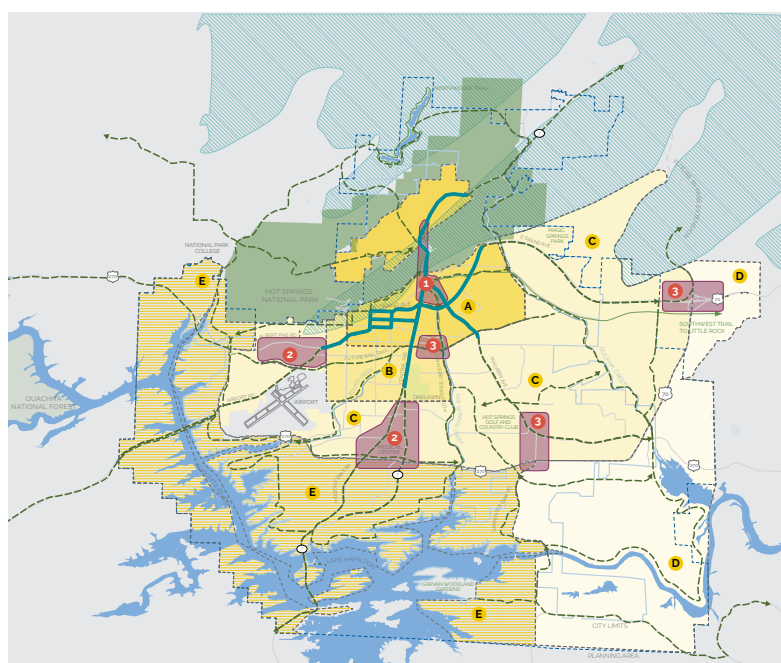
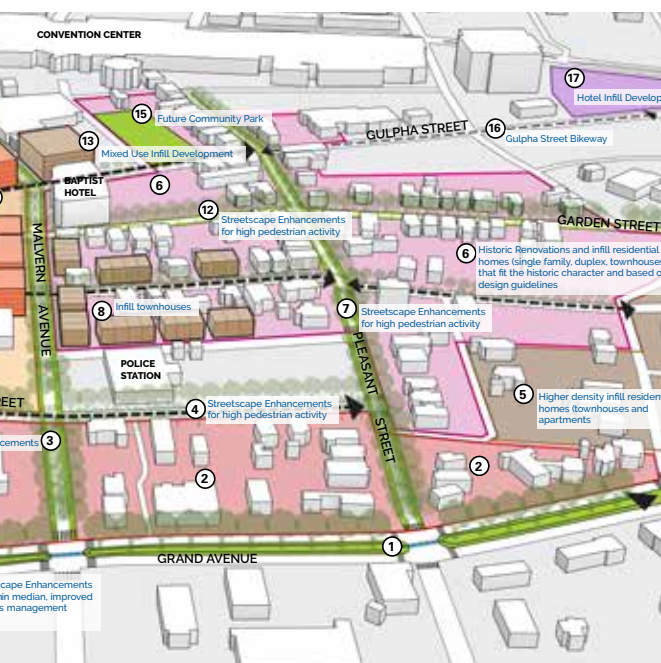
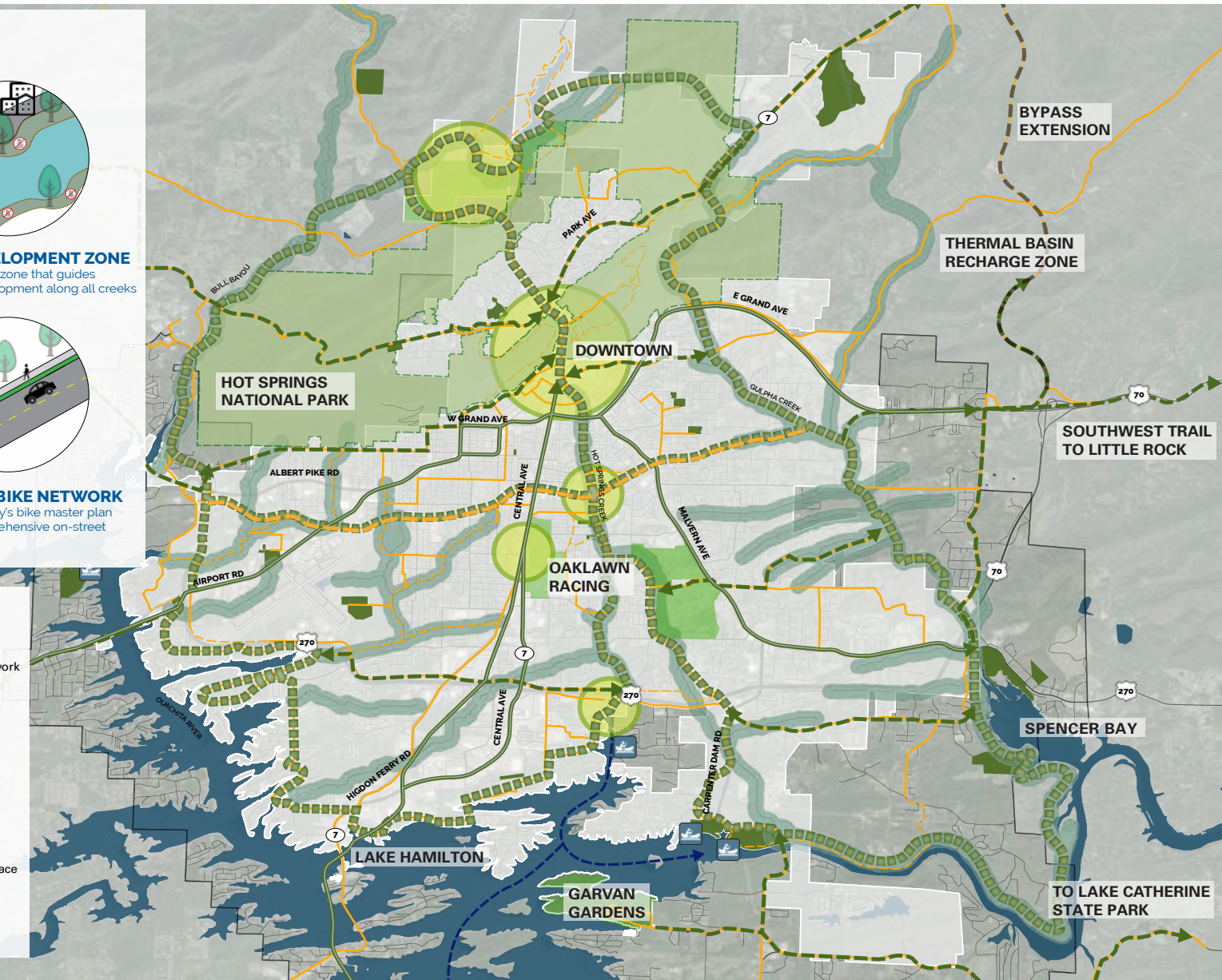
Design Workshop

Considered America's first resort town and home to the oldest National Park in the country, Hot Springs is a remarkably unique place that welcomes over six million visitors annually. Yet the city is looking to evolve by diversifying its economy and population, and Design Workshop is currently working with City of Hot Springs staff, leaders, and residents to create Envision Hot Springs, an update to the City's Comprehensive Plan. The project will integrate all previous and ongoing plans with new features, policy recommendations, and development strategies for generations ahead.

The nine-month process to create the Comprehensive Plan update includes a robust civic engagement process, in which Design Workshop is gathering insights from citizens on what makes Hot Springs such a special place. The plan, once completed, will guide investment across a wide range of areas, including transportation, parks, utilities, public services, historic preservation and land use guidelines. Prioritized for near-term, mid-term and long-term actions, the plan's recommendations will help the City elevate the quality of life and potential for its citizens, while protecting and nurturing the many things that make Hot Springs unique.

When complete, the comprehensive plan will provide a vision for the future of Hot Springs that is both pragmatic and aspirational. It will include a set of highly implementable policy and project directives aimed at catalyzing the economic, social, and environmental change desired by residents, City staff, and elected officials.





Beaufort County Comprehensive Plan and Green Print Plan

Beaufort County, South Carolina

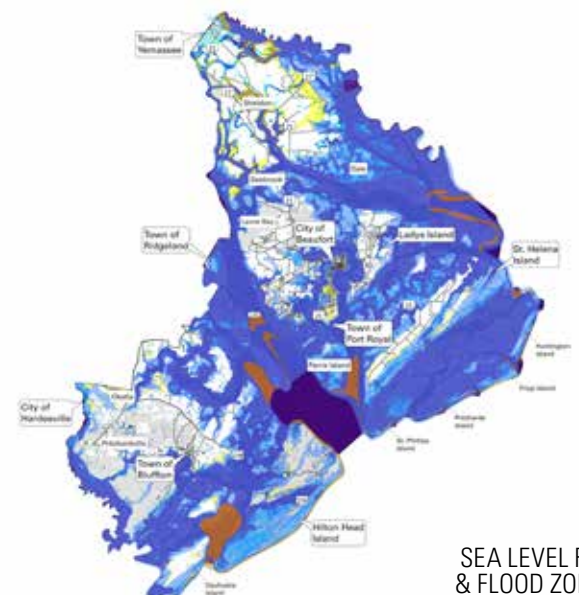
Design Workshop

The Lowcountry lifestyle of Beaufort County — intertwined with its landscape and natural systems and defined by the character of its history and culture — faces real challenges in the form of population growth, transportation delays, rising flood waters, aging infrastructure, and the loss of cultural diversity and the rural way of life.

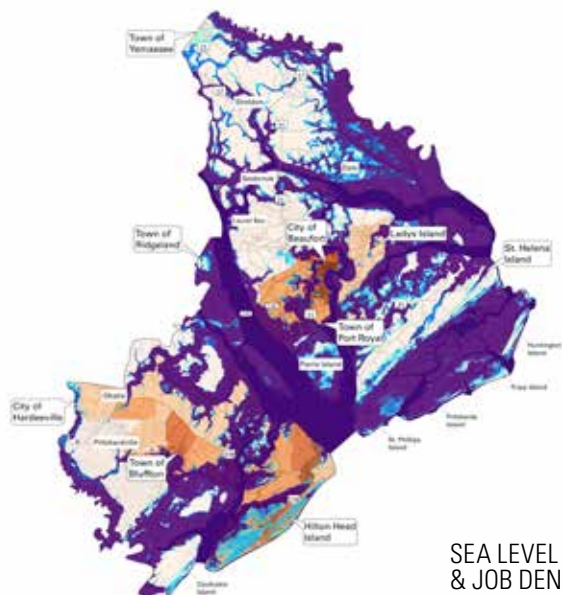
The focus of the Comprehensive Plan and the Green Print Plan is to marry environmental system planning with growth management planning to ensure that development is focused into areas that are out of harm's way from flooding and storm surge and to preserve those areas that are prone to flooding and sea level rise as protected open space.

In order to preserve and leverage the county's strong natural and cultural assets, Design Workshop is helping the county and its residents establish a long-term vision for growth and adaptation that is environmentally smart, place-based, and context-sensitive.

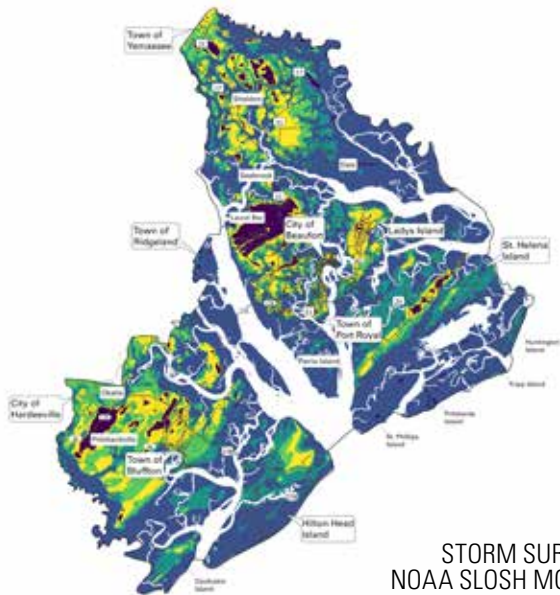
When that vision is articulated, the team will create organizing frameworks based on Beaufort County's cultural, economic, social, political and physical characteristics, along with market and transportation studies. The frameworks will plot a path forward in which each part of the county can nurture economic health, promote equity, provide ongoing access to nature, establish regional cooperation, and guarantee a future in which residents are healthy, happy and secure.



SEA LEVEL RISE
& FLOOD ZONES



SEA LEVEL RISE
& JOB DENSITY



STORM SURGE /
NOAA SLOSH MODEL

Dorchester County Comprehensive Plan

Dorchester County, South Carolina

Design Workshop

Dorchester County, South Carolina is a highly desirable place – access to nature, historic small towns, historic neighborhoods, a strong regional economy, and a great education system. The location of new industries, such as Volvo, along with the ever-expanding Charleston regional economy provide the potential for Dorchester County to continue grow in population far into the future as people seek high quality places to live with a favorable cost of living. However, Dorchester County is beginning to feel the effects of its success and struggling to provide the infrastructure and services needed to support its growing population. Its rural character is threatened by opportunistic development sprawl.

In 2017, the County engaged Design Workshop to lead a community planning process and update the County's Comprehensive Plan. The objectives behind the plan were selected based on community input and address specific goals and strategies with respect to land use, transportation, education, infrastructure, housing, community design, economic development, tourism, community services, natural resources, parks and recreation, arts and culture, and energy.

Community aspirations required an innovative approach to the standard comprehensive planning process. The final document is more than a "plan"; it is the County's playbook for success, outlining achievable strategies and action items to guide County Leaders as they make the decisions that impact the residents of Dorchester County over the next 30 years.

RURAL CROSSROADS

SETTLEMENT VISION

Rural Crossroads are small scaled settlements that take advantage of roadways. They promote a rural character and express low country life as homes along tree-lined streets. In essence, these are little hamlets where goods conveniently.



SETTLEMENT CHARACTER

- Small Traditional Neighborhoods
- Neighborhood scaled retail
- Rural retail / food stands
- Small office
- Gridded walkable streets
- Parking in rear of buildings
- Parks, services, institutions
- Greenways and trails



26 | Future Vision for Growth Management



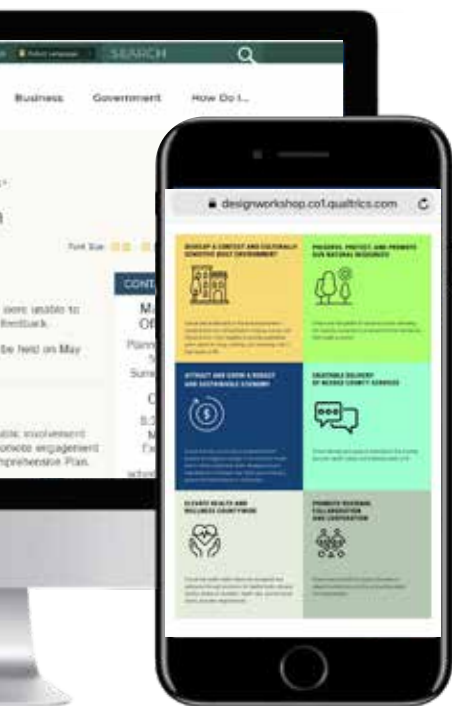
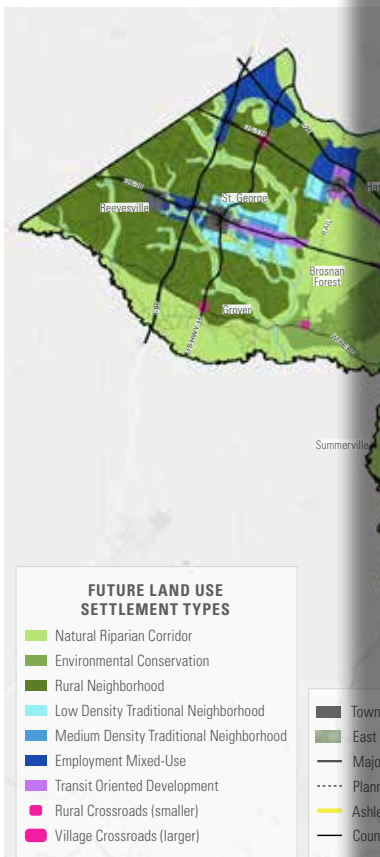
lakes, rivers, streams, wetlands and swamps define the Lowcountry. The Lowcountry encompasses swamps, streams, flood plains and natural wetlands. Settlements in these areas conservation-based, conservation techniques to preserve and protect sensitive riparian and natural resources.



- least impact development
- highest density, smallest footprint possible
- clustered upland to protect fragile ecosystems
- highest quality stormwater best management practices
- preserved trees, vegetation and soils
- preservation easements
- riparian buffers
- connected blueways and greenways
- along environmental corridors
- sports accessible open space and outdoor recreation
- streets with bike lanes connect to other settlement types



The Future Land Use Plan will help preserve the character and quality the County can manage anticipated population growth over the next promoting different types of living, anticipating a transit ready future reduce traffic congestion and commuting times. It directs development environmental systems. Finally, it preserves the rural and low country





Fernandina Beach Site Image



ADDITIONAL
INFORMATION

Project Understanding

Fernandina Beach, home to about 12,500 residents, white sandy beaches, and a variety of local restaurants and shops is a community with distinctive character and exceptional livability with the opportunity to craft a vision for their comprehensive plan for the next decade. The heritage on this island and strong sense of community identity are worthy of preserving for future generations and need an implementable plan to do so.

Design Workshop knows that Fernandina Beach has a high quality of life to preserve—it also has numerous historic assets to preserve. Placemaking within Fernandina Beach relies on historic assets as much as it does on more recent development, such as Amelia Park, that has reached buildout and matured into a wonderful place. This comprehensive plan will need to address the balance of developing a growing city and conserving undeveloped land. A variety of strategies will need to be explored such as the need to focus on infill and redevelopment at some point as the city reaches build out, to identifying strategic locations for key developments such as parking or mixed-use developments. By undertaking the comprehensive plan and the land development code at the same time there is some opportunity to rethink how Fernandina Beach is doing development while bringing a variety of stakeholders cooperatively to the table.

We will provide an approach to the Comprehensive Plan and Land Development Code that addresses critical issues in Fernandina Beach from economic development, historic preservation, sea level rise, and managed growth. Our team includes experts in housing and economics, tourism, code development, parks and open spaces, mobility, and historic preservation.

Stakeholder engagement will be key throughout this process as intergovernmental cooperation

is paramount to the successful implementation of the plan. Whether it is county residents using city recreational facilities and needing to account for that in level of service and funding, or port facility agreements that need to be better understood with the Ocean Highway and Port Authority, or even joint use agreements and development regulations with the Nassau County School Board, this process is a chance to get that right. While any management or operations issues cannot be resolved within the context of a comprehensive plan, the plan provides the opportunity to describe how they can be addressed in a highly focused way to make sure that meaningful actions, shared across departments and leadership, are initiated and prioritized. The city's updated Comprehensive Plan and Land Development Code will not only engage residents, stakeholders like PAB, City Commission, and other city boards, but will also engage the seasonal population address the concept of second-home occupancy and short-term rentals that significantly impact Fernandina Beach.

Beyond those that call Fernandina Beach home, are the visitors and the tourists. Design Workshop has closely studied the attributes of successful tourism-focused communities and regions for more than 50 years. We follow best practices for tourism destinations and study the current issues relating to such elements as increasing tourism for the purpose of economic development. We completed an Independent Tourism Study for Joplin, Missouri, that helped them understand investment in tourism-related facilities that would provide the largest return. We have successfully created a National APA Award-Winning Tourism Strategic Plan for Los Alamos County, New Mexico, to help them diversify their economic base. Our regional Tourism Development Master Plan for North Lake Tahoe was so effective that it was followed a few years later with a Tourism and Community Investment

Master Plan. Our work in these communities and others have resulted in planning that supports community preservation and economic development true to their character. We will provide the same services and forward-thinking progress to Fernandina Beach's Comprehensive Plan and Land Use Code Revision.

Project Approach

Design Workshop has created comprehensive plans across the country. Our work has helped communities envision goals and strategies that fit with their culture, economy, and landscape. We are at the forefront of creating innovative community engagement processes that reach all sectors of the community, both in person and remotely. We are also leading in the pursuit to become more resilient to environmental changes, more economically sustainable and more equitable in the delivery of services, quality of life and opportunity for all.

Our work provides a framework for building communities by considering how people live, economies operate and environments function at a regional scale. Optimizing these systems requires large-scale thinking. Since we are a multidisciplinary firm, we approach all scales of planning with an eye toward implementation and action. Even when planning at large "policy scale," we consider recommendations that are realistic and implementable through the lenses of environmental planning, infrastructure planning, urban design, multimodal design, and community development. Plans and policies are not helpful if they cannot be implemented to support a community's aspiration and vision.

Part of the solution, we are finding, is to integrate growth management planning, economic planning, and social planning with environmental planning so that each supports the other as we are doing in comprehensive plans we have created for Hot Springs, Arkansas

and Beaufort County, South Carolina. We will take a systematic approach to the plan and document in one place the environmental systems that exist and may be threatened and define areas where smart and context sensitive growth can occur. It is within the relationship of the natural environment, the built environment, and the ability to live learn and prosper together as a community where long-term resiliency and sustainability can be accomplished. We also believe that resiliency extends beyond the environment and are driven to ensure that fairness is brought to land use decisions, housing, the provisions of public services, transportation and mobility options, access to parks and open space and the ability to have a high quality of life regardless of social or economic status.

Our team's approach to completing this plan is comprised of three main tenets:

Harness Momentum to Craft the Framework. We will provide a refreshed, modern framework and outlook for this plan. We will synthesize existing plans and hold conversations with stakeholders on current needs and challenges to establish a shared foundation for the future plan. Our firm is built on a belief that collaboration results in the best plans and are rigorous in our pursuit of developing best practices and fostering a "workshop" environment. We successfully lead large teams of multiple disciplines as well as diverse groupings of private and public sector stakeholders.

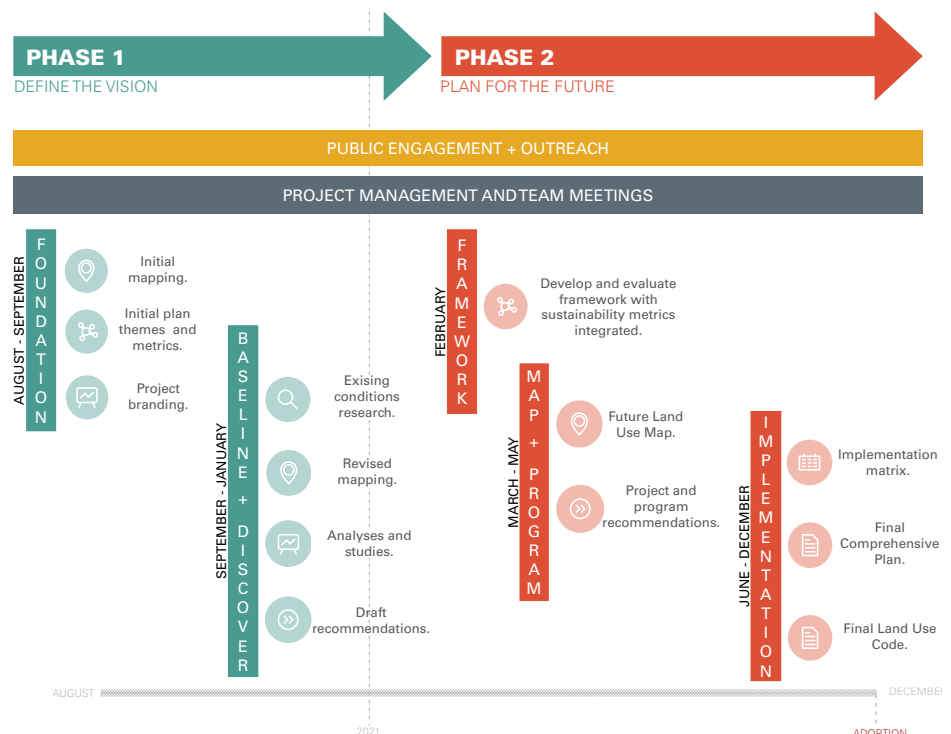
Engage Transparently, Inclusively and Flexibly. Design Workshop was borne out of a design-school approach to planning and design that is geared toward finding solutions that educate and improve the lives of the communities we serve. Productive community engagement relies on a transparent process that encourages participation across a variety of platforms.

We have produced our own Stakeholder Engagement Guidebook

and have created templates we can share including engagement worksheets to help identify objectives, tactics, schedules, and metrics to design a meaningful engagement effort. The result of the cumulative efforts of engagement and outreach will be consensus-driven, community reflective regional vision. Design Workshop will leverage its planning expertise to provide timely, relevant, and strategic guidance that can be implemented by local government as well as community stakeholders. Our collective experiences with creatively crafting engagement techniques will help us achieve your goals of being transparent, inclusive, and flexible.

Inform with Data to Implement the Vision. We are prepared to constantly work at different scales, zooming into a problem and back out again to test it against the larger framework. We are skilled at guiding staff and the public through a process to chart the overall course, develop specific strategies and priorities, and then return to the vision to analyze the effectiveness of proposed actions.

We create Comprehensive Plans that are highly integrative. Rather than considering goals and strategies individually within traditional elements, we believe organizing around holistic themes that speak to the communities we are working with promotes and solidifies the idea that all of the elements are linked and must be considered together if they are to create complete and lasting impact. In addition to creating comprehensive plans, we have deep experience in creating regulations, codes, and ordinances. This allows us to have an intimate understanding of the role of various land use controls and guiding documents and how to organize and structure them so that they are inspiring, create action, and fit appropriately within the suite of documents at the city and regional levels. At the end of the planning process, the objective is to not only have a broadly supported vision but also a clear framework for future actions and decision-making.



Guided by robust and inclusive community engagement, a solid understanding of existing data and future trends, and the community's goals, we propose an approximately 18 month planning process.



Fernandina Beach Site Image

A wide-angle photograph of a beach at sunset. The sky is filled with vibrant orange and yellow clouds, with the sun low on the horizon. The foreground is a sandy beach with numerous footprints and tracks in the sand. A line of beach grass is visible in the distance.

SIGNED EXHIBITS

Original copies of the notarized forms can be provided upon request, if awarded contract with City of Fernandina Beach.

**CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION**

EXHIBIT "A"
CONTACT SHEET

Name: Kurt Culbertson **Federal Taxpayer ID:** 84-0819969

Mailing Address: 301 N West Street, Suite 109

City, State, & Zip Code: Raleigh, NC 27603

Telephone: 970-315-3993 **Fax:** N/A **Email:**
kculbertson@designworkshop.com

Submitted By: Kurt Culbertson

Title: CEO

FIRM Accepts Credit Cards*: Yes No

Accounting Contact:

Name: Lisa Umbach **Title:** Accountant

Email Address: lumbach@designworkshop.com **Phone:** 720-907-9351

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02
2. This sworn statement is submitted by (entity) Design Workshop, Inc. whose business address is 1390 Lawrence, Ste. 100, Denver CO 80204 and (if applicable) Federal Employer Identification Number (FEIN) is 84-0819969 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Kurt Culbertson and my relationship to the entity named above is Chairman/CEO.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

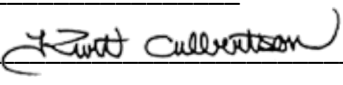
The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Design Workshop Inc.

CITY: __Raleigh__ STATE: __NC__ ZIP CODE: __27603__

SIGNATURE:  PHONE: 970-315-3993

NAME (TYPED OR PRINTED): Kurt Culbertson TITLE: CEO

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 2020-02

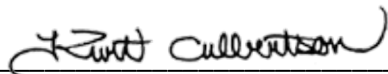
Project Description: City of Fernandina Beach Comprehensive Plan and Development
Code Revision

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Design Workshop

Authorized Signature: 

Title: CEO

Date: 6/19/2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

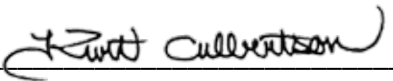
**CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION**

**EXHIBIT “E”
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS**

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER’S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER’S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER’S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: Kurt Culbertson Title: CEO

Signature:  Date: 6/19/2020

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02.

This sworn statement is submitted by (entity) Design Workshop, Inc. whose business address is 1390 Lawrence Ste 100, Denver CO 80204 and (if applicable) Federal Employer Identification Number (FEIN) is 84-0819969 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____)

My name is Kurt Culbertson and my relationship to the entity named above is Chairman/CEO

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

**CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION**

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

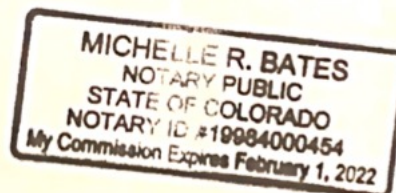
Kurt Culbertson June 22, 2021
Signature Date:

STATE OF Colorado
COUNTY OF Adams

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 22 day of June, 2020 and is personally known to me, or has provided Drivers License as identification.

Michelle R. Bates
Notary Signature

My Commission expires: 02/01/2022



CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ-2020-02.

This sworn statement is submitted by (entity) Design Workshop, Inc. whose business address is 1390 Lawrence, Ste. 100, Denver CO 80204 and (if applicable) Federal Employer Identification Number (FEIN) is 84-0819969 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Kurt Culbertson and my relationship to the entity named above is Chairman/CEO.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Kurt Culbertson JUNE 22, 2020
 Signature Date:

STATE OF Colorado COUNTY OF Pitkin

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 32 day of June, 2020 and is personally known to me, or has provided Drivers License as identification.

Michelle R. Bates
Notary Signature

My Commission expires: 02/01/2022



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION**

EXHIBIT "H"**DISPUTES DISCLOSURE FORM**

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES_____ NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES_____ NO X

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

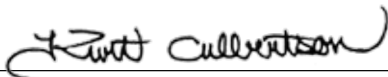
I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Design Workshop

6/19/2020

Firm

Date



Kurt Culbertson, CEO

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

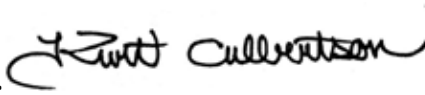
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 6/23/2020

Contract Provisions

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION**

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

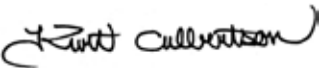
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** Chairman/CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 7/2/20

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION**

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 6/23/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

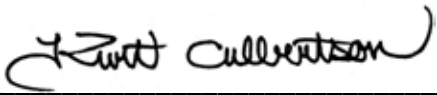
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 6/23/2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION**

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 5

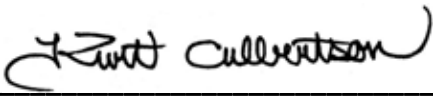
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 6/26/2020

**CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION**

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 6

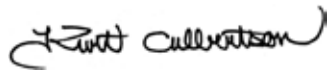
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** Chairman/CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 7/2/20

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

City of Fernandina Beach
 204 Ash Street
 Fernandina Beach, FL 32034

ADDENDUM No. 7

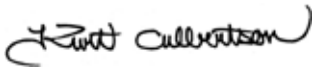
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

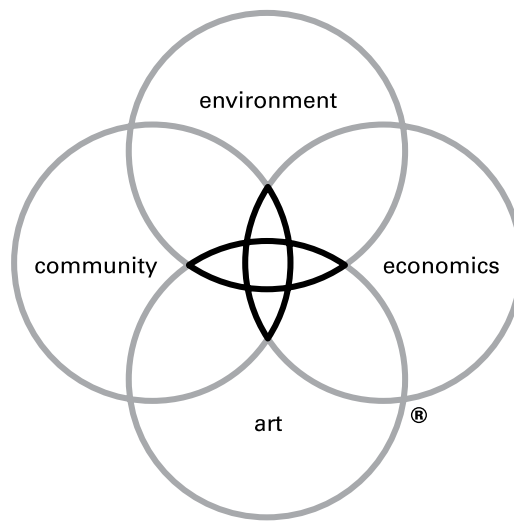
Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** Chairman/CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE:  **DATE:** 7/2/20



DW LEGACY DESIGN®

Legacy Design is the defining element of our practice. It is our commitment to an elevated level of design inquiry to arrive at the optimal solutions for clients. The process ensures that our projects reflect the critical issues facing the built environment and that they deliver measurable benefit to clients and communities.

It is the foundation of the firm's workshop culture and guides all projects.