DESTIN CITY COUNCIL MEETING
JANUARY 6, 2025
ANNEX COUNCIL CHAMBERS
6:00 PM

*****Core Value of the Month - Integrity*****

CALL TO ORDER

*** INVOCATION**

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL *(Matters not specifically listed on the agenda may be added and acted upon with a super-majority vote of the Council members present and eligible to vote on the matter)*

1. **PROCLAMATIONS / RECOGNITIONS / SPECIAL / **PUBLIC PRESENTATIONS / ANNOUNCEMENTS**
2. **PUBLIC COMMENTS (Section 5 - Public Hearings has separate public comments time for these items)** (Note: Individual speakers will be limited to 3 minutes. At the discretion of the mayor, this 3 minute allowance may be adjusted depending on the level of business coming before the City Council)
3. ***** CONSENT AGENDA**
   A. Approval of minutes of December 3, 2024 City Council Workshop - LDC Rewrite
   B. Approval of minutes of December 2, 2024 Regular City Council Meeting
   C. Approval of minutes of November 18, 2024 Regular City Council Meeting
4. **CITY MANAGER REPORTS**
   A. Heffley & Associates, Lobbyist Kelly Horton - Presentation
   B. FY25 Resurfacing Projects, authorization to issue Purchase Orders, batch 2
   C. RFB 24-14-REC, Morgan Sports Center Lighting Project
   D. RFQ 24-12-CD Professional Planning & Grant Consulting
   E. Volunteer Boards and Committees Recommendations
   F. Minutes of standing Board & Committees - **Informational Only**
   G. Announcements
5. **PUBLIC HEARINGS**
   A. Second Reading of Ordinance 24-20-LC – Amending Article 2 "Administration" and Article 20 "Building Regulations" of the Land Development Code (LDC) to remove provisions related to construction permits, building permits, inspections, certificates of occupancy, and Fire District reviews from the LDC.
   B. Second reading of Ordinance 24-21-CC – Amending Chapter 6 of the Code of Ordinances "Buildings and Building Regulations" to address construction permits, building permits, inspections, certificates of occupancy, and Fire District reviews within the Code of Ordinances.
6. **COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, AND CITY ATTORNEY**

A. Councilmember Braden
B. Councilmember Trammell
C. Councilmember Destin
D. Councilmember Bagby
E. Councilmember Hebert
F. Councilmember Geile
    1) Projects Status / Updates
G. Councilmember Schmidt
    1) TDC December Meeting Update
H. Mayor Wagner
I. City Attorney
    1. City Manager Contract
    2. Proposed Settlement Agreement with Destin Fishing Fleet
    3) Resolution 25-01 Financial Institution Signature Authority

7. PUBLIC COMMENTS (Comments from the public on any matters considered at the meeting, or on any matters not on the agenda)

8. ADJOURN

****** Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council, or the City staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.***

Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 837-4242 in advance. Hearing Impaired: TTY: 711. Assistance also available through Human Resources, Title VI Coordinator, at (850) 837-4242.
Personas con discapacidades que necesitan asistencia o personas que necesiten ayuda con un idioma para participar en las reuniones de la ciudad, deberán notificar la oficina de la Secretaria Municipal al (850) 837-4242 antes de la reunión. Discapacidad auditiva: TTY: 711 (Solicitar Espanol CA). La ayuda tambien está disponible por Recursos Humanos, Coordinador del Título VI, al (850) 837-4242.

MINUTES
WORKSHOP
DESTIN CITY COUNCIL
DECEMBER 3, 2024
ANNEX COUNCIL CHAMBERS
5:30 PM

The Council of the City of Destin met in special session with the following members and staff present:

Destin City Council

Mayor Pro Tem Dewey Destin
Councilmember Kevin Schmidt
Councilmember Sandy Trammell
Councilmember Jim Bagby
Councilmember Terésa Hebert
Councilmember Torey Geile

City of Destin Staff

Interim City Manager Larry Jones
Deputy Comm Dev Director Steve O'Connor
Principal Planner Daniel Butler
Planner Jesse Hernandez
City Attorney Kimberly Kopp
City Clerk Rey Bailey
Deputy Public Works Director Joe Bodi
Planner Sherry Burney
Planner Ashley Dominguez

WORKSHOP

Steve O'Connor, Deputy Director of Community Development, delivered the following presentation:

A. Draft Article 8 – Sign Regulations

Language

- **The current LDC is cumbersome to read**
- **Current language has allowed inconsistent interpretations and challenges in enforcement**
- **Written in a more readable manner (reduced "legalese")**
- **Easier for users (residents, developers, Staff) to read and understand the regulations**

Format, organization, and Consolidation

- **Significant deviation from the current LDC format**
- **An easier to read and better flowing document**
- **Reduced multi-sentence run-on paragraphs**
- **The sections are bookmarked and hyperlinked**
- **Chart with graphic used rather than paragraphs for max. dock lengths**

Supreme Court Case

- **The Supreme Court Case Reed v. Town of Gilbert, AZ (2015) changed the way municipalities need to think about and develop their sign regulations. Since this ruling, the American Planning Association (APA) has provided guidance on how to be compliant post the Supreme court ruling. The guidance is as follows:**
  - **Focus on type not message (Permanent/Temporary or Attached/Detached)**
  - **Craft a compelling purpose statement**
  - **Review and update definitions of signs to remove any reference to content/message**
  - **Exemptions need to avoid content-based exemptions**

  The Reed v. Gilbert ruling does allow municipalities to identify signs as commercial or non-commercial speech to be able to distinguish and allow differing regulations for both types of speech. However, the regulations for non-commercial speech should be narrowed and focused. The regulations for commercial speech can be more stringent but still consistent.

DISCUSSION/SUMMARY:

The meeting revisited the implications of the *Reed v. Town of Gilbert* (2015) Supreme Court decision, which mandates that sign regulations must be content-neutral. Cities can differentiate between commercial and non-commercial speech but cannot regulate signs based on their content, except for identifying whether speech is commercial or non-commercial. This necessitated significant changes to ensure compliance with federal law.

The draft Article 8 introduces classifications for signs based on:

- Zoning districts (residential, mixed-use, commercial, etc.)
- Sign types (permanent, temporary, freestanding, attached)
- Distinctions between commercial and non-commercial speech.

- **Permanent & Temporary Signs:**
  - **Establishing clear regulations for the differentiation of permanent and temporary regulations is critical. The current code does a good job of differentiating; however, the regulations are based on content and are not consistent throughout.**
  - **Sign Classification & Type Charts:**
    - **The Charts are a "one-stop shop" to determine how much sign square footage is allowed, the allowed number of signs, and where they can be located broken out by the zoning district. This method was reviewed by several outside parties, which included sign companies. Staff received positive feedback on the chart's ease of use.**
    - ***The numbers provided within the Charts are generally what is currently allowed. However, due to the change in how the City must review signs, we created several sign types or classifications that don't have existing allowances. Therefore, Staff used existing allowances to propose a starting allowance to begin the discussion based on the closest existing sign type.***

- **Permanent Commercial Signage in Residential Zones:**
  - **Current regulations allow permanent signage whether attached or detached in residential districts.**
    - **50 square feet for any lot that has 50 linear feet of street frontage, or 1 square foot per 1 foot of linear street frontage, up to 150 square feet for properties with 50 to 350 linear feet of street frontage.**
    - **The LPA recommended not to allow any attached permanent commercial signage in residential districts. Specific regulations were developed in Section 8.03.04. Special Signs that allow permanent free-standing signs in specific instances.**

DISCUSSION/SUMMARY:

Concerns were raised about existing commercial signs in residential districts, such as those advertising businesses operating from homes.

Clarifications were made regarding the prohibition of off-premises commercial signs and restrictions on home occupation signage.

The definition of flags as signs was debated, with a focus on whether flags should be regulated as commercial or non-commercial speech.

Wind devices, such as banners and feather flags, remained prohibited under the draft, but council members considered allowing temporary use during special events or grand openings.

The council discussed potential allowances for increased signage during special events, such as permitting 10–12 temporary signs. However, it was noted that the Reed v. Gilbert ruling restricts differentiating rules by event type.

String lights were discussed, particularly their use in commercial and residential settings. Current codes classify them as signage when visible from public rights-of-way. Suggestions were made to clarify these rules, exempting lighting being used for ambiance or safety.

The council discussed allowing subdivision signs while ensuring compliance with residential district regulations.

Issues of vegetation obstructing public signage were noted as an enforcement priority.

Setback allowances were reviewed. A prior regulation permitting signs to encroach into a 10-foot setback in certain corridors was removed for consistency with Reed v. Gilbert. Adjustments must now be tied to zoning districts, not specific corridors like the Harbor District.

- **Sign Height:**
    - **With the undergrounding effort, some discussions have centered around signage cluttering our roadways.**
    - **Currently, all freestanding signs are allowed up to 25'.**
    - **The examples provided in the charts show how we can limit sign height in mixed-use districts to 8' while allowing commercial and industrial zones to be 25'.**
    - **Though the sign height in the mixed-use districts was placed by staff as an example to show how signage can be regulated differently by district, the LPA recommended keeping the sign height limitation in the mixed-use districts.**

DISCUSSION/SUMMARY:

Current regulations allow for ground signs up to 26 feet in commercial zones. Mixed-use districts were limited to a recommended height of 8 feet in the draft. Suggestions were made to introduce variations in sign height for aesthetic appeal while maintaining enforcement simplicity.

Concerns were raised about the size of temporary signs, especially large signs such as 4x6 feet. Some felt these sizes were unnecessary for a small town. A consensus was reached that maximum sizes for signs should be reduced for practicality and aesthetics. There was a proposal to cap temporary signs at 15 square feet.

The current draft allows a total of 75 square feet of signage for a property, which many felt might contribute to visual clutter.

Freestanding signs were debated, particularly in mixed-use districts, with a proposed limit of 150 square feet and a maximum height of 8 feet. Some argued that vehicular perspectives might make larger signs acceptable, while others again raised concerns about visual clutter.

- **Vehicle Signs:**
    - **In the past, the City has had issues with enforcing the prohibition of Vehicle Signs. This is partly due to the way the current prohibition reads, where it has exceptions and lists what is not a vehicle sign, which leaves the door open to interpretation.**
    - **Prohibition 16.03.02.T.:**
    - **Vehicle signs with a total sign area on any vehicle in excess of ten square feet when the vehicle is not regularly used in the conduct of the business advertised on the vehicle. A vehicle used primarily for advertising, or for the purpose of providing transportation for owners or employees of the occupancy advertised on the vehicle, shall not be considered a vehicle used in the conduct of the business.**

- **Current Definition:**
    - **Vehicle sign: Any sign affixed to a vehicle.**

- **The proposed definition is:**

- **Any sign on a vehicle more than four (4) square feet that is not either painted or affixed and flush with the vehicle's body in wrap form. Any form of signage that protrudes from or in which the vehicle body, shell, bed, trunk, fascia, windows, doors, or other integral part of the vehicle is altered by welding, bolting, or similar fastening is prohibited. Any sign that is attached to any vehicle in these manners is considered a portable sign.**

DISCUSSION/SUMMARY:

Discussions focused on ensuring compliance with vehicle-mounted signs, emphasizing size limit (e.g., 4 square feet) and attachments methods (e.g. painted or flush-mounted signs). Portable signs and temporary mounts, like A-frames in truck beds, were prohibited.

❖ **Digital Signs:**

- **The LPA recommended making digital signage a prohibited sign type and medium.**
- **Their comments centered around beautifying the corridor of US 98/Harbor (Blvd. and Emerald Coast Parkway).**
- **Regulations were drafted on their recommendation to amortize existing digital signage and require all existing signs to be removed after 72 months (six years). These regulations have been updated and can be seen in Section 8.07.02 of the draft article.**

DISCUSSION/SUMMARY:

Recommendations included prohibiting new digital signs, with existing ones becoming non-conforming and subject to removal within six years.

Concerns were raised about the impact on businesses, schools, and churches, suggesting possible exemptions for institutional uses or extended amortization periods.

Differentiations between digital billboards and business-specific digital signs were also discussed.

Anticipating public resistance to stricter digital sign regulations and prohibitions on wind devices, the council emphasized finding middle ground.

Staff underscored the challenges of balancing enforcement clarity with flexibility, especially for non-conforming uses during amortization periods.

It was noted that the LPA recommended banning digital signs with full-motion video due to their potential to distract drivers. For static digital signs, the council discussed maintaining a 10-second interval for message changes, exceeding the state's 6-second minimum.

The City Attorney stressed the importance of content neutrality, noting past litigation risks when attempting to regulate based on sign content.

A council member highlighted a local digital sign (American Legion) as an example of community interest and potential contention. While the member supported the public interest, he foresaw significant feedback

B. Draft Article 11 – Glossary

Changes

Proposed Modified Definition → **Abutting/Adjacent property:** Any property, land, or use that immediately borders, is contiguous to, or immediately across any road or public right-of-way from the lot in question.

Current Definition **(proposed to be removed)** → *Any property that is immediately adjacent or contiguous to, or immediately across any road or public right-of-way from the lot in question.*

Proposed New Definition → **Access/Accessway:** The means of vehicular, bicycle, and pedestrian ingress and egress to a parcel of land from a public or private right-of-way or to an adjoining parcel of land.

Unmodified Definition → **Access aisle:** An unobstructed stabilized area that provides access for vehicles and bicycles from an accessway to parking, loading, or maneuvering areas, dwellings, or other structures.

Definition proposed to be removed → **Accessory:** ~~The principal or secondary means of vehicular or bicycle ingress and egress to a parcel of land from a public or private right-of-way or to an adjoining parcel of land.~~

Beach

- **The zone of unconsolidated material that extends landward from the mean low water line to the place where there is marked change in material or physiographic form, or to the line of permanent vegetation, usually the effective limit of storm waves. "Beach," as used in the coastal management element requirements, is limited to Gulf of Mexico, East Pass, and estuarine shorelines.**

Charter Fishing & Fare Carrying Vessel

- **Charter fishing boat: See Fare carrying vessel. ~~A vessel that charges a fixed fee for the entire boat, schedules around a small set of customers typically no more than six passengers but occasionally seven or more passengers and provides the customers the chance to experience either in-shore or off-shore fishing.~~**

- **Fare carrying vessels: Vessels used for the following activities that are available to the public for hire: charter for hire, party fishing, sightseeing (e.g., dolphin, sunset, dinner cruises, etc.), sailing, parasailing and diving/snorkeling. Fare**

carrying vessels shall not include pontoon, runabout boats, or personal watercraft.

Open Space

- **Open space: That portion of a site that is not occupied by any building coverage, vehicular-use area(s), or impervious surface(s). For the purposes of this definition paver systems or similar development is not considered open space.**
  - ***A vegetative pervious surface at ground level that is unobstructed from ground level to the sky and is not occupied by any building coverage or impervious surfaces. Subterranean parking structures that have a minimum amount of soil to support the trees, shrubs, and groundcover planted on top of structure, as certified by a Florida-registered landscape architect, and are constructed in such a manner that the open/green space is level with the grade of the adjoining properties and the adjacent right-of-way (if applicable) may be counted as 100 percent open space. Above-grade parking structures that have a minimum amount of soil to support the trees, shrubs, and groundcover planted on top of structure, as certified by a Florida-registered landscape architect, may be counted as 75 percent open space. If however, the previously mentioned open space located on top of a subterranean or above-grade parking structure contains impervious surfaces, such as sidewalks or patios, then those areas will not be counted as open space.***

DISCUSSIONS/SUMMARY:

Abutting vs. Adjacent: Definitions were clarified to ensure consistency. While these terms are used interchangeably, council members noted potential confusion, particularly in stormwater runoff scenarios.

Beach Definition: Minor modifications were proposed, including specifying "Gulf of Mexico" and "East Pass." Ultimately, the council decided to maintain alignment with Florida Statutes.

Open Space Definition: Updated to exclude impervious surfaces like pools and hardscaped areas. Pervious materials (e.g., pavers) were debated, with concerns about long-term maintenance reducing permeability.

C. Draft Article 3 – Nonconformities

Consolidated standards for non-conforming uses, structures, and site elements. Introduced clear requirements for site updates during use changes or development orders.

D. Draft Article 5 – Subdivision Regulations

Unified subdivision regulations, including neighborhood-level stormwater solutions to prevent individual lot constraints.

The council revisited maintenance issues for stormwater systems. Responsibilities were clarified:

- Homeowners must manage runoff on their property and maintain adjacent swales or vegetation.
- The city handles stormwater maintenance, including roadside swales.
- A citywide initiative to address swale maintenance issues is underway.

E. Draft Article 9 – Transportation Corridor Management

Merged the pathways master plan, mobility plan, and transportation management plan into one article. The article emphasizes right-of-way protection and clarifies variance processes.

F. Draft Article 10 – Impact Fees

Streamlined redundant language, clarified criteria, and discussed transitioning to a mobility fee to replace the transportation impact fee.

PUBLIC COMMENTS:

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 8:07 PM.

_____

Bobby Wagner, Mayor

ATTEST:

_____

Rey Bailey, City Clerk

REGULAR MEETING
DESTIN CITY COUNCIL
DECEMBER 2, 2024
CITY HALL ANNEX COUNCIL CHAMBERS
6:00 PM

The Council of the City of Destin met in regular session with the following members and staff present:

Destin City Council

Mayor Bobby Wagner
Councilmember Sandy Trammell
Councilmember Kevin Schmidt
Councilmember Torey Geile
Councilmember Rodney Braden
Councilmember Dewey Destin
Councilmember Jim Bagby
Councilmember Terésa Hebert

Destin City Staff

Interim City Manager Larry Jones
Public Information Director Tamara Young
Projects/Grants/Contract Manager Jeffrey Cozadd
Deputy Comm Dev Director Steve O'Connor
City Attorney Kimberly Kopp
City Clerk Rey Bailey
IT Director Andy Peters
HR Director Jamie Haynes
Deputy Public Works Director Joe Bodi
Finance Director Krystal Strickland

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Bobby Wagner called the meeting to order at 6:00 PM. Pastor Steve Farris of the First Baptist Church of Destin gave the invocation, which was then followed by the recitation of the Pledge of Allegiance.

INAUGURATION OF NEWLY ELECTED CITY COUNCIL MEMBER

Councilmember Kevin Schmidt was formally sworn into office by taking the Oath of Office.

AGENDA APPROVAL

Motion by Councilmember Hebert, seconded by Councilmember Trammell, to approve the agenda passed 7-0 (Council members Schmidt, Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes").

1. **PROCLAMATIONS / RECOGNITIONS / SPECIAL / PUBLIC PRESENTATIONS / ANNOUNCEMENTS**
2. **PUBLIC COMMENTS**

Ms. Berri Scalione, a resident of Crystal Beach, sought to address a permitting issue for a garage apartment she intended to use for short-term rentals. The property was constructed with a local architect and contractor but was mistakenly registered as long-term occupancy due to a misunderstanding with the general contractor. She requested a revision of the comprehensive plan or an update to zoning definitions to allow homeowners to rent parts of their property short-term while residing onsite.

Staff clarified that the property exceeds density requirements outlined in the comprehensive plan, preventing short-term rental approval. Any changes would require either adjustment to density maximums in the land use map or a redefinition of single-room occupancy standards.

The council and City Attorney proposed reviewing the issue holistically, ensuring no unintended consequences for other properties. The matter will be further studied by city staff.

Mr. Don Dulles, a Destin resident, shared complaints about disruptive renters in his neighborhood, noting ongoing noise violations that disturb the peace. He emphasized ineffective enforcement of the city's noise ordinances and called for amendments to city codes.

The council's discussion highlighted a lack of effective communication and enforcement between the Sheriff's Department and the city's code compliance. The council requested a review of procedures for better enforcement, including the possible use of decibel meters and improved coordination between agencies.

3. CONSENT AGENDA

A. Resolution 24-14 - Cyber Security Policy
B. Microsoft licensing approvals for 2025
C. Declaration of Depreciated and Non-Functioning IT Equipment as Surplus for Disposal
D. Miscellaneous Concrete Continuing Services Contract, authorization for the City to execute a 1-year extension
E. Miscellaneous Asphalt Continuing Services, authorization for the City Manager to execute a 1-year extension
F. Miscellaneous Road Striping Continuing Services Contract, authorization to renew For one year
G. Reimbursement to Mayor Bobby Wagner for expenses incurred while attending the 2024 National League of Cities Summit in Tampa, Florida, from November 12-17, 2024.
H. Empire Builders Group LLC contract for RFP 24-05-REC Clement Taylor Park Renovations
I. Interlocal with the County - Crosstown Connector funding
J. Resolution 24-15 - Publishing the dates of the regular city council meetings in Calendar year 2025

Councilmember Hebert made a motion to approve Consent Agenda items 3A through 3J, seconded by Councilmember Trammell. Motion passed 7-0 (Council members Schmidt, Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes").

4. CITY MANAGER REPORTS

A. Appointment / Reappointment of Members to the City of Destin Volunteer Committees and Boards

Some council members expressed frustration with the inefficiency and redundancy of existing committees. Some advocated for immediate action to fill vacancies, arguing that proactive engagement could revitalize the committees and better connect residents to local government. Suggestions included:

- Revising committee missions and reducing the number of meetings.
- Empowering committees with limited budgets for small projects to enhance engagement.
- Ensuring appointments align with the broader goals of the council and city staff efficiency.

The holiday season was identified as a challenging period for committees to convene or finalize plans, leading to a recommendation that any major committee decisions be deferred until January.

It was also recommended that all committee appointments be deferred until January 2025 to allow for a comprehensive review of all committees and boards. This review will focus on assessing their relevance, efficiency, and effectiveness. As part of the process, the review will include an evaluation of each committee's original purpose, its legislative foundation—whether established by ordinance, resolution, or statute—and a determination of whether these purposes remain applicable.

Councilmember Trammell moved to combine the Harbor Capacity Study Steering Committee and the Harbor and Waterways Board; seconded by Councilmember Hebert. Motion passed 5-2 (Council members Geile, Hebert, Bagby, Destin, and Trammell voted "yes"; Council members Schmidt and Braden voted "no").

Councilmember Destin made a motion to appoint members to the Harbor CRA Advisory Committee during tonight's meeting. The motion was seconded by Councilmember Trammell. Motion <u>failed</u> 3-4 (Council members Bagby, Destin, and Trammell voted yes"; Council members Schmidt, Geile, Hebert, and Braden voted "no").

Councilmember Hebert moved to instruct the City Manager to take a comprehensive or holistic approach by incorporating the broader goals and viewpoints of each of the city's volunteer committees and boards, and then providing recommendations to the city council by January 2025. Councilmember Trammell provided a second to the motion, which passes 7-0 (Council members Schmidt, Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes").

Councilmember Trammell offered to serve as the legislative sponsor for this item and will collaborate with the City Manager and staff to develop their recommendations.

B. Appointment of Council Representatives to Various Local and Regional Committees and Boards

The City of Destin is represented on several area-wide committees by members of the city council. The results of the appointments are as follows:

Committee	Council Representative
Economic Development Council (EDC) Policy Board	Primary: Schmidt Alternate: Hebert
Northwest Florida League of Cities	Primary: Hebert Alternate: Trammell
Okaloosa – Walton TPO	Primary: Wagner Alternate: Hebert
Okaloosa County League of Cities (OCLOC)	Primary: Wagner Alternate: Hebert
Okaloosa County Public Library Cooperative	Primary: Braden Alternate: Trammell
Okaloosa County Public Transit Cooperative	Primary: Wagner
Tourist Development Council (TDC)	Primary: Hebert Alternate: Schmidt
Walton/Okaloosa/Santa Rosa Regional Utility Authority (RUA)	Primary: Destin
Emerald Coast Regional Council (ECRC)	Primary: Bagby

C. City Manager Contract

According to report provided by the Human Resources Director, Mr. Louis Zunguze last worked as the Destin City Manager on July 19, 2024. His Family and Medical Leave Act (FMLA) was exhausted on October 11, 2024. His accrued leave runs out on December 20, 2024, but he has medical clearance to return to work on January 1, 2025.

Councilmember Geile moved to terminate Mr. Louis Zunguze's contract as Destin City Manager effective December 20, 2024, seconded by Councilmember Hebert. Motion passed 5-2 (Council members Geile, Hebert, Bagby, Trammell, and Braden voted "yes"; Council members Destin and Schmidt voted "no").

Debate arose about using consulting funds to engage Mr. Zunguze in a new capacity. Several council members emphasized the importance of clarity on funding sources and aligning decisions with the city's Request for Qualifications (RFQ) process.

Councilmember Geile moved to instruct the Interim City Manager and City Attorney to explore the feasibility of creating a consulting position within the city for Mr. Zunguze, potentially funded by the salary allocated for the Assistant City Manager role.

Councilmember Bagby proposed a substitute motion to provide six months of COBRA coverage for Mr. Zunguze, at an estimated cost of approximately $13,000, to ensure his medical expenses are covered through the end of June 2025; seconded by Councilmember Destin. Motion failed 3-4 (Council members Schmidt, Bagby, and Destin voted "yes"; Council members Geile, Hebert, Trammell, and Braden voted "no").

Councilmember Schmidt proposed directing the Interim City Manager and the City Attorney to engage with Mr. Zunguze to assess his interest in a potential consulting role with the city; seconded by Councilmember Geile. Motion passed 5-2 (Council members Schmidt, Geile, Hebert, Destin, and Braden voted "yes"; Council members Bagby and Trammell voted "no").

D. All Employee Satisfaction Survey- Informational Only

E. Operations Financial Report - Informational Only

F. Announcements

1. The city's Christmas Tree Lighting will take place at the Destin Community Center on Thursday, December 5th, at 6:00 PM.
2. Brunch with Santa will be held on Saturday, December 7th, from 10:30 to 11:30 at the Destin Library.
3. The annual Destin Christmas Parade is scheduled for Saturday, December 14th, at 10:00 AM.
4. Before the Boat Parade, the Holly Jolly Harbor event will be held on Sunday, December 15th, from 3:00 PM to 5:00 PM at Captain Royal Melvin Heritage Park.
5. City Council workshop – LDC Rewrite is scheduled for tomorrow, December 3rd, at 5:30 PM.
6. The Meet and Greet with Utility Consultant of Northwest Florida scheduled for Wednesday, December 4th, has been cancelled.

5. PUBLIC HEARINGS

A. Second reading of Ordinance 24-22-CN - Amending appropriations for certain expenditures, expenses, capital improvements, and certain indebtedness for the city for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

The City Attorney read Ordinance 24-22-CN by title, and then presented it to the city council on second reading.

> AN ORDINANCE OF THE CITY OF DESTIN AMENDING APPROPRIATIONS FOR CERTAIN EXPENDITURES, EXPENSES, CAPITAL IMPROVEMENTS AND CERTAIN INDEBTEDNESS FOR THE CITY OF DESTIN, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened a public hearing to receive comments for or against the proposed ordinance. Having none, the mayor closed the public hearing and turned the matter over to the city council for their discussion and consideration.

Motion by Councilmember Bagby, seconded by Councilmember Hebert, to approve Ordinance 24-22-CN on second reading passed 7-0 (Council members Schmidt, Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes").

6. COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, AND CITY ATTORNEY

A. Councilmember Braden

Councilmember Braden requested that the topic "Noise Ordinance" be added under his name to the agenda for the next council meeting. Additionally, he asked staff to prepare a comprehensive report on the 25% Harbor NPEB fee, including the following information:

- The origin and rationale for the implementation of the fee.
- Details on how the collected funds are allocated and utilized.
- The current balance in the account associated with this fee.
- A complete historical overview of the fee, highlighting any changes or significant developments over time.

B. Councilmember Trammell
C. Councilmember Destin
D. Councilmember Bagby
E. Councilmember Hebert
F. Councilmember Geile

G. Councilmember Schmidt
1) Destin Recreational Facility Rentals
2) City Purchasing Manual Policy

Councilmember Schmidt made a motion to direct the Interim City Manager to work with city staff and bring back recommended updates to Resolution 23-21, Sections 347-220 and 347-520, with price comparisons to the City of Fort Walton Beach, City of Niceville, and Publix Sports Park and Frank Brown Park at Panama City Beach, by the end of January 2025. Motion seconded by Councilmember Bagby which passes 7-0 (Council members Schmidt, Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes").

Councilmember Schmidt moved to instruct the Interim City Manager to collaborate with city staff to develop and present recommended updates to Resolution 22-10 and its related policies, aiming to enhance clarity, efficiency, and alignment with current best practices. Councilmember Hebert provided the second to the motion, which passes 7-0 (Council members Schmidt, Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes").

H. Mayor Wagner

I. City Attorney

Destin Fishing Fleet, Inc., v. City of Destin; 2019-CA-002599-F: Engagement of Expert Witness

Councilmember Hebert moved to engage Fisher Planning and Development Services for use as an expert witness in the above referenced litigation, seconded by Councilmember Trammell. Motion passed 6-0 (Council members Schmidt, Geile, Hebert, Bagby, Trammell, and Braden voted "yes"; Councilmember Destin abstained from voting).

7. PUBLIC COMMENTS

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 8:30 PM.

_____

Bobby Wagner, Mayor

ATTEST:

_____

Rey Bailey, City Clerk

REGULAR MEETING
DESTIN CITY COUNCIL
NOVEMBER 18, 2024
CITY HALL ANNEX COUNCIL CHAMBERS
6:00 PM

The Council of the City of Destin met in regular session with the following members and staff present:

Destin City Council

Mayor Bobby Wagner
Councilmember Torey Geile
Councilmember Dewey Destin
Councilmember Sandy Trammell
Councilmember John Stephens
Councilmember Jim Bagby
Councilmember Terésa Hebert
Councilmember Rodney Braden
Councilmember Johnny King

Destin City Staff

Interim City Manager Larry Jones
Public Information Director Tamara Young
Projects/Grants/Contract Manager Jeffrey Cozadd
Community Development Director Tina Deater
Public Works Director Michael Burgess
City Attorney Kimberly Kopp
City Clerk Rey Bailey
IT Director Andy Peters
HR Director Jamie Haynes
Building Official Noell Bell
Parks & Recreation Director Lisa Firth

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Bobby Wagner called the meeting to order at 6:00 PM. Pastor David J. Butler of the Faith Assembly Christian Church gave the invocation, which was then followed by the recitation of the Pledge of Allegiance.

APPRECIATION TO OUTGOING CITY COUNCIL MEMBERS

Farewell and presentation of gifts to outgoing City Council members John Stephens and Johnny King

INAUGURATION OF NEWLY ELECTED CITY COUNCIL MEMBERS

The following elected officials took the Oath of Office:

- **Councilmember Rodney Braden**
- **Councilmember Dewey Destin**
- **Councilmember Terésa Hebert**
- **Councilmember Sandy Trammell**

ELECTION OF MAYOR PRO TEM

Councilmember Hebert made a motion to elect Councilmember Destin as the Mayor Pro Tem; seconded by Councilmember Bagby. Motion passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

AGENDA APPROVAL

Add the appointment of members to the Board of Adjustment as Agenda Item 4J.

Councilmember Hebert moved to approve the agenda, as amended, and seconded by Councilmember Geile. Motion passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

1. PROCLAMATIONS / RECOGNITIONS / SPECIAL / PUBLIC PRESENTATIONS / ANNOUNCEMENTS

A. Destin Dolphins Football Team - Recognition

The 2024 Destin Dolphin Juniors Tackle Football Team and coaches were recognized for their outstanding achievements this season. Comprised of talented 9- and 10-year-old athletes, the team competes in the Panhandle Youth Football Association (PYFA). The Junior Dolphins showcased exceptional skill and determination throughout the season, achieving an undefeated regular season record. They concluded their impressive run with an overall record of 11-1 and were the PYFA Super Bowl Runner-Up.

2. PUBLIC COMMENTS

3. CONSENT AGENDA

A. Utility Undergrounding Coordination Agreement
B. Boardwalk Under the Bridge/PD&E/Stahlman Intersection - scope of work change
C. Park Master Plan - Bid Committee recommendation
D. Design and Permitting for Morgan Sports Center projects
E. Approval of minutes of October 28, 2024, City Council Workshop - LDC Rewrite

Motion by Councilmember Hebert, seconded by Councilmember Trammell, to approve Consent Agenda items 3A through 3E passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

4. CITY MANAGER REPORTS

A. Undergrounding Project Update from Utility Consultants of Florida

The City Council received an update from Mr. Mark Porter of Utility Consultant of Florida regarding the ongoing Undergrounding Utility Project, addressing questions from the previous meeting and providing progress details.

Key Points Discussed:

1. Project Background:
    - Initial designs were completed by FPL, identifying critical equipment locations and necessary easements.
    - A qualification-based contractor procurement approach was recommended due to the project's unique requirements, including work in a tight corridor with businesses and residents.
    - Selected contractors demonstrated experience with FPL projects, beach community dynamics, and existing utility navigation.
2. Project Scope and Area:
    - Focus area: US-98 corridor from Airport Road to the West End Bridge.
    - Includes additional extension points and easement acquisitions, with some locations determined during construction.
3. Street Lighting and Landscaping**:**
    - Existing streetlights on poles will be replaced with new streetlights along the corridor.
    - Landscaping options and potential wraps for equipment will be explored as the project progresses.
4. Progress Update**:**
    - Construction commenced last week.
    - 1,800 feet of utility work completed on the north side of US-98 from Beach Drive to Benning Drive in the first week.
    - 18-month schedule anticipated, with a possibility of early completion.
5. Utility Coordination and Safety:
    - Emphasis on identifying and avoiding existing utilities during construction, using detailed designs provided by FPL and other carriers (CenturyLink, Cox Communications).
    - Adjustments will be made as necessary in the field.
    - Success on similar projects (e.g., Gulf Breeze) cited as a reference for minimal utility disruptions.

6. Meetings and Communication:

   - Bi-weekly meetings to involve contractors and utility companies for progress updates.
   - Open communication channels for the public and city officials to address concerns.

7. Commitment to Excellence:

   - The project team is dedicated to delivering a successful project with minimal impact on businesses and residents.
   - Team members are available to address concerns 24/7.

The consultant reaffirmed the team's commitment to ensuring a successful project, maintaining transparency, and addressing community concerns.

Councilmember Hebert raised concerns about ensuring utility companies, particularly the Destin Water Users (DWU), are actively involved in the project.

The project team assured ongoing efforts to involve all utilities, including bi-weekly meetings now expanded to include utility representatives. The team highlighted their reliance on field surveys verify the exact location of underground utilities, acknowledging limitations in as-built records.

Councilmember Bagby focused on the design process and survey data accuracy, seeking clarity on how FPL's design was cross verified with existing utility information to avoid conflicts, prevent project delays or safety risks.

The project team explained that the survey data provided horizontal utility information but limited vertical data. Adjustments are made in the field to avoid utilities, with ongoing communication between the project team and FPL during construction.

Councilmember Destin addressed issues related to easement acquisition, particularly the timeline and process. He expressed frustration over delays in formalizing easements, noting that some property owners had not yet received written agreements despite being approached over a year ago. He questioned how the project could proceed without finalized easements and sought clarity on whether adjustments to FPL's designs would impact the timeline.

The project team explained that easement agreements are finalized later in construction to account for potential adjustments in utility placements. They reported 17 easements recorded so far, with others in process. Specific issues, like a floating easement on the Destin property, require further evaluation before finalization.

B. State Appropriation Request

The Interim City Manager addressed the city's state appropriation request. Following up on the last meeting, where the council had requested additional significant projects for consideration, the manager presented a revised list. The proposed projects included:

- Mattie Kelly Outfall Construction
- Clement Taylor Park Renovations
- Crosstown Connector
- Stahlman Intersection Improvements
- Morgan Sports Center Safety Net
- Pickleball Phase One Construction

The manager emphasized that while the council's approval was sought to proceed with these projects, they would need to be vetted by a potential state lobbyist later in the meeting. This vetting would ensure the city focuses its efforts on high-priority projects that have a strong likelihood of obtaining funding. The Manager requested that any motion include authorization to consult with the lobbyist.

Councilmember Bagby highlighted two resiliency-focused projects that he suggested should be added to the list:

- Undergrounding Utilities Project: He underscored this as a critical resiliency measure, addressing storm prevention and damage mitigation. While some view undergrounding as aesthetic, Councilmember Bagby stressed its role in storm readiness and suggested pursuing state and federal funding to advance the project.

- Councilmember Bagby pointed out that there is specific resiliency funding available and suggested leveraging these resources to support storm-related projects, freeing up other city funds for additional needs.

Councilmember Bagby also noted that while the city has historically excelled in securing funds from the TDD, it has underperformed in obtaining half-cent sales tax revenue. He urged better strategic planning to prioritize projects and pursue these funds effectively.

Councilmember Destin focused on the Stahlman Intersection Improvement Project, raising concerns about the current funding request. He observed that the Stahlman project's budget primarily allocated funds for design. He expressed a preference for securing funds for actual construction work rather than additional design efforts, questioning whether focusing on design would yield meaningful progress. He suggested exploring interlocal agreements with the county to leverage tax dollars for the Stahlman project. He highlighted this as a potential funding source at the local level that could complement the city's efforts.

The council also discussed the importance of involving the lobbyist in prioritizing projects to maximize funding success, with an understanding that future prioritization discussions would occur.

Councilmember Bagby moved to direct staff to prepare and submit appropriation requests for the recommended projects to the house and senate offices when requested, seconded by Councilmember Hebert. Motion passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

C. Trash Cans Enforcement Update and Request for Future Code of Ordinances Amendments

The Community Development Director provided an update on proactive code enforcement procedures related to short-term rental trash cans. A new system was introduced using stickers to issue warnings and track compliance, making it easier for code officers to enforce regulations and issue citations when necessary. The director also proposed expanding these regulations to all residential properties and sought authorization to amend the city ordinance, citing frequent citizen complaints about improperly placed trash bins.

Councilmember Destin expressed concerns about applying the regulations to all residential properties, emphasizing the strain on already overburdened code enforcement staff. He argued against ticketing residents in areas where homeowner associations could manage compliance independently, stating that this approach might be unpopular and challenging to enforce.

Councilmember Torey Geile supported limiting enforcement to non-homesteaded properties, emphasizing that violations by homesteaded residents are often unintentional. He also suggested leveraging GIS technology to help code officers identify property status efficiently while patrolling.

Councilmember Hebert addressed the issue of renters' compliance, noting that many renters are unaware of existing rules. He highlighted the importance of better communication with renters, especially in high-density areas, to improve adherence to trash bin regulations.

Councilmember Destin raised concerns about potential exemptions for older or disabled residents, noting that the city's waste management contract includes provisions for individuals with ADA or other special needs. The City Attorney confirmed that ADA-related exemptions exist and could be incorporated into the enforcement process.

Councilmember Jim Bagby proposed a compromise to focus enforcement on non-homesteaded properties, which would address issues with short-term rentals and other rental properties while exempting most owner-occupied homes.

Councilmember Hebert reiterated the importance of excluding homesteaded properties from strict enforcement due to minimal noncompliance.

Councilmember Hebert moved to direct the City Manager to proceed with bringing forward amendments to the Code of Ordinances addressing allowed time periods for all non-homesteaded properties to have trash bins at the curb, was seconded by Councilmember Bagby and passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

Councilmember Hebert offered to serve as the Legislative Sponsor for this item.

D. Pickleball - Bid Committee recommendation

The Interim City Manager noted that the request for proposals (RFP) attracted significant interest, but only two bids were received. Both bids exceeded the project's budget, with one being double the budgeted amount and the other lacking costs for restroom facilities due to communication errors during the bidding process. He recommended rejecting both bids and rebidding the project with a scaled-down scope. Suggested cost-saving measures included eliminating lights and exploring state funding opportunities. Additionally, he proposed reviewing a neighboring community's pickleball court contract for potential insights.

Mayor Wagner expressed optimism about involving local pickleball expertise to attract more bidders in the next round.

The Council emphasized the importance of exploring all avenues for cost savings and funding while moving forward with the project.

Councilmember Braden moved to adopt the city's bid committee's recommendation to reject all bids and to readvertise the RFB with the changes discussed; seconded by Councilmember Destin. Motion passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

E. Building Permit Fees Update

Mr. Alan Steinbeck, a consultant for the city, presented recommendations on updating building fees. He explained that the proposed changes would address a forecasted negative balance in the building fund by FY2025, citing increased costs due to inflation, insurance, and staffing. He outlined a revenue-neutral fee structure developed to align fees with the actual cost of services, reflecting a 48% average increase. He highlighted the importance of building a reserve fund for future capital needs and recommended scheduling a hearing for fee adoption.

Councilmember Braden expressed frustration over the permitting process, noting that residents find it easier to bypass obtaining permits and pay fines afterward. He shared anecdotes of completed projects without proper permits and criticized enforcement as ineffective. He stated that he could not support the proposed fee increase, stating that higher fees would further discourage compliance.

The city's Building Official explained the permitting process, highlighting its dependency on complete and accurate submissions. She noted that simple permits, such as for roofing, can be issued in 24 hours if properly prepared. More complex projects involving planning and engineering reviews typically take longer. She acknowledged that delays are often caused by incomplete applications.

Councilmember Destin voiced opposition to the proposed 48% fee increase, calling it excessive following a 10% increase two years prior. He also advocated for improvements in efficiency and a faster permitting process, arguing that simplification would likely generate more revenue through compliance.

As a building contractor, Councilmember Geile supported the increase but emphasized the importance of contractor education on properly filling out applications. He highlighted his own positive experience with quick turnaround times when permits were correctly submitted. He

also mentioned conducting investigations into complaints and found that delays were often due to applicant errors, not the city's processes.

Councilmember Bagby discussed the "forgiveness" penalty, which doubles the permit fee for unpermitted work. He expressed general support for fee increases but called for re-evaluation of proposed changes that exceeded 100% and a focus on improved efficiency. He requested data comparing current permitting timelines to past performance as evidence of progress.

Councilmember Hebert noted significant improvements in permitting turnaround times over the years, crediting streamlined processes and better training. She supported the fee increase as necessary to maintain departmental operations and ensure adequate staffing.

Councilmember Bagby moved to table this item to the next city council meeting or to a future meeting when staff can provide process improvement metrics demonstrating how the process has improved since the previous fee increases. Additionally, staff reassess the currently proposed increases. Motion was seconded by Councilmember Destin and passed 5-1 (Council members Geile, Hebert, Bagby, Destin, and Trammell, voted "yes"; Councilmember Braden voted "no"; Councilmember Schmidt was absent from the meeting).

F. Mobility Fee Study

Mr. Steinbeck presented the finalized mobility fee study, a legal document required to implement compliant mobility or impact fees. He explained the methodology, which calculates fees based on projected growth over 15 years to fund $30 million in transportation projects. The fees are structured by dividing the total cost among the anticipated number of equivalent dwelling units (EDUs), normalizing various land use impacts. Credits were emphasized, such as those for existing development and improvements made by developers. Mr. Steinbeck noted that while the fees may appear high, most applicants would pay significantly less due to these credits. He also outlined the legal framework, statutory requirements, and the need for timely adoption to avoid invalidating the study. Options for structuring fees included adopting them as-is, applying percentage reductions, or offering discounts to incentivize specific development types. He highlighted the complexities of setting and discounting fees in line with community priorities.

Mayor Wagner asked about discounting fees as an incentive for developers to align with the city's comprehensive plan. Mr. Steinbeck confirmed that discounts could be applied to incentivize certain priorities but cautioned that setting high fees provides room for discounts while preventing punitive adjustments later.

Councilmember Destin inquired about the legislative sponsor for the initiative, expressing concern about the complexity of the fee system and its reliance on discounts. He noted the significantly higher fees compared to the existing impact fee structure and raised questions about how discounts would be implemented fairly. He also expressed his reservations about proceeding without a clearer understanding of these mechanisms.

Councilmember Bagby emphasized the council's control over fee adoption and their ability to adjust priorities and projects to align with community needs. He requested an inventory of vacant lots and their zoning to determine the number of parcels that would pay full fees. He advocated for sharply increased fees on hotel and car wash developments to discourage those uses, which he deemed overrepresented. He also suggested location-based fees to reflect

transportation challenges in specific areas, such as Crystal Beach. He requested staff provide examples of fee impacts on typical projects to facilitate public understanding and reduce concerns.

Mr. Steinbeck acknowledged the feedback, committing to exploring ways to address policy goals while staying within legal and technical constraints. He noted the need to differentiate between community-serving uses (e.g., schools, churches, and daycare centers) and visitor-oriented developments (e.g., hotels). Mr. Steinbeck proposed applying targeted discounts to desirable uses while maintaining higher fees for less favored developments. He also addressed concerns about fairness and complexity, agreeing to provide more data and refine the recommendations.

Councilmember Geile raised the issue of short-term rental conversions and their impact on fees. He questioned whether properties could be back charged if they later transitioned to short-term rentals after initially being exempt. Mr. Steinbeck explained that fees are based on the property's current use and structure, and back-charging is not permitted.

Councilmember Geile also requested an update on short-term rental registration fees. Interim City Manager noted that work on this issue is ongoing and would be brought back for council consideration.

The council also discussed the mobility fees for churches and synagogues, noting their significant increase compared to existing fees. While some council members expressed no issue with the fees due to the lack of ongoing tax contributions from churches, others raised concerns about the potential perception of targeting religious institutions, emphasizing the need to maintain neutrality and avoid controversies tied to the separation of church and state.

Councilmember Hebert moved to direct the City Manager to proceed with scheduling the two publicly noticed hearings required for the Mobility Fee adoption, seconded by Councilmember Geile. Motion passed 5-1 (Council members Geile, Hebert, Bagby, Trammell, and Braden voted "yes"; Councilmember Destin voted "no"; Councilmember Schmidt was absent from the meeting).

Councilmember Hebert has offered to serve as the Legislative Sponsor for the Mobility Fee study.

G. TDC Monthly Report - Informational Only
H. Minutes from Standing Boards & Committees - Informational Only
I. Announcements

- Teen Fishing Opportunity at the Harbor Docks

  The city is exploring opportunities to provide increased fishing access for teenagers at the harbor docks. Discussions have been held with representatives from Destin High School, the Okaloosa County Sheriff's Office, and the Florida Fish and Wildlife Conservation Commission (FWC). Plans include incorporating an educational component focused on rights and responsibilities as part of the permitting process. The Harbor and Waterways Board has been tasked with leading this initiative.

- Highway 98 Intersection Data Update

  In response to Councilmember Bagby's request for additional data on the intersection of Highway 98 near Whole Foods, the city reports that this location ranks as the 11th most dangerous intersection in Destin. Among intersections without traffic lights, it ranks 3rd for the most crashes citywide.

- Captain Royal Melvin Heritage Park Mural Update

  The mural at Captain Royal Melvin Heritage Park is nearing completion. The artist is currently in New Orleans working on another project but is scheduled to return next week to finalize details.

- Town Center CRA Advisory Committee Recruitment

  The Town Center CRA Advisory Committee currently has only one active member. The terms of the remaining four members have expired, and they do not plan to reapply. Residents interested in joining are encouraged to contact the Clerk's Office for more information.

- Christmas Tree Lighting Ceremony

  The city's Christmas Tree Lighting will take place at the Destin Community Center on Thursday, December 5th, at 5:00 PM.

- Brunch with Santa

  Brunch with Santa will be held at the Destin Library on Saturday, December 7th. Please note the library will be closed that day except for this special event.

- Christmas Parade

  The annual Destin Christmas Parade is scheduled for Saturday, December 14th, at 10:00 AM.

- Holiday on the Harbor

  Holiday on the Harbor will take place on Sunday, December 15th, beginning **at 6:00 PM.**

- Destin's 40th Anniversary Celebration

  To commemorate Destin's 40th birthday, this year's Christmas Parade and Boat Parade will feature themes celebrating the 1980s.

- Holly Jolly Harbor

  Before the Boat Parade, the Holly Jolly Harbor event will be held on Sunday, December 15th, from 3:00 PM to 5:00 PM at Captain Royal Melvin Heritage

Park. Activities will include live music from Fort Walton Beach High School, decorating, hot cocoa, and crafts for children.

J. Membership Appointments to the Board of Adjustment

The city council unanimously appointed the following individuals to the Board of Adjustment:

- **Lance Johnson – Nominated by Councilmember Destin**
- **James Moomaw – Nominated by Councilmember Bagby**
- **Matthew Sweetser – Nominated by Councilmember Trammell**
- **Chatham Morgan – Nominated by Councilmember Hebert.**

5. PUBLIC HEARING

A. First reading of Ordinance 24-22-CN - Amending appropriations for certain expenditures, expenses, capital improvements, and certain indebtedness for the City of Destin for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

The City Attorney read proposed Ordinance 24-22-CN by title, and then presented it to the city council on first reading.

> AN ORDINANCE OF THE CITY OF DESTIN AMENDING APPROPRIATIONS FOR CERTAIN EXPENDITURES, EXPENSES, CAPITAL IMPROVEMENTS AND CERTAIN INDEBTEDNESS FOR THE CITY OF DESTIN, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened a public hearing to receive comments for or against the proposed ordinance. Having none, the mayor closed the public hearing and turned the matter over to the city council for their consideration.

Motion by Councilmember Bagby, seconded by Councilmember Trammell, to approve Ordinance 24-22-CN on first reading passed 5-1 (Council members Geile, Hebert, Bagby, Destin, and Trammell, voted "yes"; Councilmember Braden voted "no"; Councilmember Schmidt was absent from the meeting).

6. COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, AND CITY ATTORNEY

A. Councilmember Braden

Councilmember Braden noted that significant resources have been allocated to the medians along Highway 98, and there is uncertainty about the amount spent on the medians along Airport Road. Currently, no maintenance plan is in place for these medians. When vehicles damage trees in these areas, no efforts are made to restore or replant the affected sections. He raised some questions

about why damaged or destroyed trees are not replaced and whether staff require specific guidance or authorization from the council to address this issue. He added that the city should evaluate options for replanting trees in damaged medians and to determine if council direction is necessary to implement such measures.

B. Councilmember Trammell
C. Councilmember Destin

Councilmember Destin emphasized that the council had voted to require a legislative sponsor from within the council for all legislative and policy matters presented to the city council.

D. Councilmember Bagby
E. Councilmember Hebert
    1) State Lobbyist

The Interim City Manager presented a proposal for the city to engage a lobbying firm to assist in securing funding and advancing priority projects. This opportunity arises as the city seeks to leverage professional expertise to identify funding sources and navigate the legislative process effectively. He highlighted the potential partnership with Heffley & Associates, a well-established lobbying firm based in Tallahassee. The firm's reputation and deep understanding of the legislative process in Tallahassee were emphasized as critical assets. He also emphasized that the firm is led by Kelly Horton and Rich Hefley, both of whom are highly respected professionals with substantial experience in state-level lobbying. Kelly Horton, the principal of the firm, is a Walton County native with extensive knowledge of the local area and its needs. She has a proven track record, having successfully procured millions of dollars for nearby municipalities.

The Interim City Manager also noted that both Councilmember Hebert and Councilmember Schmidt had opportunities to meet with Ms. Horton and discuss the proposed engagement, which received positive feedback. The firm would work on identifying and pursuing funding opportunities for both current and future city projects, including those discussed earlier in the meeting. The proposed term is a six-month engagement, covering the legislative session from January to June 2025. The engagement fee is $30,000 for six months, to be funded from the budget allocated for the Assistant City Manager position, which will not be utilized in the first quarter of the year. This reallocation ensures no additional budgetary impact. A review will be conducted at the end of the six-month term to assess the partnership's effectiveness and determine if there is a desire to continue.

Due to the urgency of the legislative timeline, the Interim City Manager proposed setting aside standard procurement policies to expedite the engagement process. This exception was justified by the immediate need to have a lobbyist in place for the upcoming legislative session.

Councilmember Hebert moved to accept the proposal and hire Kelly Horton as the state lobbyist for the City of Destin, seconded by Councilmember Trammell. Motion passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

Councilmember Bagby proposed a motion for a budget amendment to reallocate $30,000 from the Assistant City Manager budget line item to the state lobbyist budget line item, seconded by Councilmember Hebert. Motion passed 6-0 (Council members Geile, Hebert, Bagby, Destin, Trammell, and Braden voted "yes"; Councilmember Schmidt was absent from the meeting).

Councilmember Bagby requested that staff develop metrics to track the grant funds the city received from the state in 2024, allowing for a comparison with the state grant funds received by the conclusion of the 2025 legislative session.

F. Councilmember Geile

Councilmember Geile offered to serve as the legislative sponsor for the agenda item concerning the registration fee for short-term rental condominiums.

G. Councilmember Schmidt

H. Mayor Wagner

I. City Attorney

7. PUBLIC COMMENTS

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 8:55 PM.

_____

Bobby Wagner, Mayor

ATTEST:

_____

Rey Bailey, City Clerk

ITEM # 2024-961

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.A.

TO: City Council

THRU: Larry Jones , Interim City Manager

FROM: Larry Jones , Interim City Manager

DATE: December 30, 2024

SUBJECT: Heffley & Associates, Lobbyist Kelly Horton - Presentation

I. BACKGROUND:

II. DISCUSSION:

- **A. Link to Strategic Goals / Objectives:**
- **B. Effect on Budget (EOB):**
- **C. Level of Service (LOS):**
- **D. Legislative Sponsor:**

III. CONCLUSION:

IV. RECOMMENDED MOTION:

Attachments:

None

ITEM # 2024-958

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 4.B.

TO: City Council

THRU: Larry Jones , Interim City Manager
Krystal Strickland, Finance Director

FROM: Michael Burgess, Public Works Director

DATE: 12/26/2024

SUBJECT: FY25 Resurfacing Projects, authorization to issue Purchase Orders, batch 2

I. BACKGROUND: The City has a Renewal and Replacement Plan for Streets that was approved by Council during FY24. For FY25, ~$3.5M dollars have been allocated to start the process of addressing streets that have never been resurfaced since their initial installation or have not been resurfaced in over 20 years.

II. DISCUSSION: The proposed list of streets to resurface in Batch 2
1. John Ave (Crystal Beach to Dolphin) - $107,787.50
2. Pompano Street (All) - $101,407.50
3. 1st Avenue (All) - $127,617.50
4. 2nd Avenue (All) - $134,077.50
5. 2nd Street (All) - $69,192.50
6. 3rd Avenue (All) - $164,042.50
7. 3rd Street (All) - $56,277.50
8. 4th Street (All) - $155,432.50
9. 5th Street (All) - $131,465.00
10. Mimosa Ave (All) - $67,317.50
11. Bayview Street (All) - $75,420.00

Striping for Collector Streets (see attched quote for items #4 & #5)
1. John Ave (Crystal Beach to Dolphin) - $10,160.00
2. Pompano Street (All) - $5,496.00

Asphalt Project Total (Batch 1) - $1,190,037.50
Striping for Batch 2 Total - $15,656.00
Total for eleven projects - $1,205,693.50

Quotes for these items are provided as attachments. A map of batches 1 (orange) and 2 (red) is

included.

A. Link to Strategic Goals / Objectives: I. Financially Sound City providing Service Excellence
II. Enhanced Quality of Life and Safety for Families
IV. Effective, Efficient, and Aesthetically Pleasing Infrastructure

B. Effect on Budget (EOB): ***Krystal, insert info here...***

The total to mill, resurface, and restripe the proposed roadways is $1,205,693.50

	mill/resurface	striping	TOTAL
John Ave (Crystal Beach to Dolphin)	$ 107,787.50	$ 10,160.00	$ 117,947.50
Pompano St	101,407.50	5,496.00	106,903.50
1st Ave	127,617.50		127,617.50
2nd Ave	134,077.50		134,077.50
2nd St	69,192.50		69,192.50
3rd Ave	164,042.50		164,042.50
3rd St	56,277.50		56,277.50
4th St	155,432.50		155,432.50
5th St	131,465.00		131,465.00
Mimosa Ave	67,317.50		67,317.50
Bayview St	75,420.00		75,420.00
	$ 1,190,037.50	$ 15,656.00	$ 1,205,693.50

Road renewals are covered by the FY 2025 adopted budget. Staff propose first expending Gas Tax #1 and Okaloosa Half-Penny Infrastructure surtax.

	12954100-565000-RR054 OKA 1/2-CIP-ROAD RR	30054131-565000-RR054 GAS TAX#1-CIP-ROAD RR	30058585-565000-RR054 GF RR-CIP-ROAD RR	1
FY 25 Adopted Budget	$ 1,500,000	$ 591,242	$ 1,654,499	
PY Encumbrances rolled forward	-	8,116	17,310	2
Revised Budget	1,500,000	599,358	1,671,809	3
Previous Expenses/Encumbrances	(1,243,511)	(28,639)	(34,996)	
Available Program Budget	256,489	570,719	1,636,813	2
This Agreement +(-)	(15,656)	(540,083)	(649,955)	

FY 25 Remaining Program Budget	$ 240,833	$ 30,637	$ 986,858

C. Level of Service (LOS): Improved driving surfaces and improved day- and night-time lane delineation.

D. Legislative Sponsor:

III. CONCLUSION: The projects proposed are all found on the FY25 R&R Plan.

IV. RECOMMENDED MOTION: I move that the City Council authorize the City Manager to issue the appropriate Purchase Orders for these eleven projects.

Attachments:

1. H&T 2023 Misc Asphaltic Concrete Services Contract Yr1
2. H&T Contractors LLC Misc Asphaltic Concrete CY25 Contract Extension fully executed
3. Emerald Coast Striping FY22 Ext W-costs
4. Emerald Coast Striping CY25 Contract Extension fully executed
5. John Ave Crystal Beach to Dolphin
6. Pompano Street
7. 1st Avenue
8. 2nd Avenue
9. 2nd Street
10. 3rd Avenue
11. 3rd Street
12. 4th Street
13. 5th Street
14. Mimosa Ave
15. Bayview Street
16. Map of Batches 1 and 2

CITY OF DESTIN, FLORIDA

CONTRACT

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRA CT

On March 6, 2023 THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, herein referred to as the **City,** accepted the bid of H&T Contractors, LLC., herein referred to as the **Contractor**, to supply miscellaneous asphaltic concrete services for City properties. The Contractor's Cost Schedule for the terms of their engagement is included in their entirety by reference at Exhibit "A" and as completely as if incorporated herein.

TERMS AND CONDITIONS OF CONTRACT FOR THE MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT:

1. Entire Contract:
This Contract represents the entire and integrated Contract between the City and Contractor and supersedes all prior negotiations, representations or contracts, either written or oral. Provisions of this Contract may be amended only by written instrument approved by the Destin City Council and signed by the City Manager and Contractor.

2. Intent of Contract:
This Contract is for supplying the City with all applicable concrete work for City properties. The Scope of Work, herein referred to as the **Work,** encompasses the foregoing and all descriptive work components described within Exhibit "A".

3. Term of Contract and Tim Extensions:
This contract will be in effect from March 7, 2023 through December 31, 2023 and is for supplying the City with miscellaneous asphaltic concrete services.

4. Time for Performance:
The Contractor agrees to provide asphaltic concrete services for the satisfactory approval and acceptance by the City.

5. Compensation:
All payments upon contract are contingent upon the Contractor's Work being acceptable to the City. For satisfactory completion and acceptance of the Work, the City agrees to pay the Contractor in accordance with the terms of this Contract and the Contractor's Cost Schedule as identified in the Bid Form submitted by the Contractor, as may have been adjusted at the time of contract approval and incorporated herein.

6. Changes in the Work:
The City shall have the right at any time during the progress of the Work to increase or decrease the Work. Promptly after having been notified of a change, the Contractor shall submit an itemized estimate of any costs and/or time increases or savings it foresees as a result of the change. No additions or changes to the Work shall be made except upon written order of the City and the City shall not be liable to Contractor for any increased compensation without such written order.

7. Insurance:
Contractor shall, during the performance of the contract, maintain Worker's Compensation Insurance

sufficient to secure benefits of the Florida Workmen's Compensation Law for all employees and any of the work sublet to any vendor or subcontractor, Comprehensive General Liability Insurance, Auto Liability Insurance, Builder's Risk Insurance, all with companies and in the form and amounts acceptable to the City. Said certificates of insurance of contractor are attached hereto and made a part hereof by reference. If any part of the work is sublet, similar insurance shall be provided by and in behalf of any subcontractors.

Evidence of Insurance: Contractor shall provide the City Certificates of Insurance naming the City as an additional insured. All binders, policies, or certificates of insurance shall provide for at least ten days notice from insurers to the City of any cancellation or amendment to any of the insurance policies.

8. Indemnification:

Contractor shall indemnify, defend, save, and hold the City, its agents, officers and employees, harmless of and from any losses, fines, penalties, costs, damages, claims, demands, suits, and liabilities of any nature, including reasonable attorney's fees (including regulatory and appellate fees), arising out ot: because of: or due to any accidents arising in any manner on account of the exercise or attempted exercise of Contractor's rights hereunder whether the same regards person or property of any nature whatsoever, regardless of the apportionment of negligence, unless due to the sole negligence of the City.

Contractor shall indemnify, defend, save and hold the City, its agents, officers and employees, harmless of and from and against any and all liens, claims, damages, demands, suits and liabilities, attorney's fees and costs, including appellate attorney's fees and costs, of and for mechanics and materialmen furnishing labor and materials in the performance of this contract.

9. Licensing:

The Contractor shall obtain all permits and maintain at his expense all professional and business certificates and licenses required by law and as necessary to perform services under this Contract. If Contractor performs any Work without obtaining, or contrary to, permits and licenses, Contractor shall bear all costs arising therefrom. The City may waive fees for City controlled permits, but in no instance can the City waive permit requirements nor fees beyond their control.

10. Cancellation:

This contract may be canceled by either party with a thirty-day written notice and is contingent upon the annual appropriation by the City of legally available funds. City's obligation to pay the amount due hereunder in any fiscal year is contingent upon the appropriation by the City Council of legally available funds for the purposes set forth in this contract.

11. Performance of Work/Responsibilities:

For each task, the Contractor will be issued a work order by the City's Public Services Director or designee. The Public Services Director or designee will issue verbal work orders only in emergency situations. The Contractor shall commence work in a reasonable length of time and shall complete the work in an expeditious manner. In emergency situations, the Contractor shall endeavor to commence work immediately. All work shall be done under the supervision of the City's Public Services Director or designated representative. The performance of Work and responsibilities hereto are outlined and made a part hereof as identified in Exhibit "A".

12. Termination for Default:

The Contract will remain in force for the full period specified and until the City Manager or his designee determines that all requirements and conditions have been satisfactorily met and the City Manager or his designee has accepted the work under the Contract Documents following the initial contract terms and all subsequent contract terms, including warranty and guarantee periods. However, the City Manager

will have the right to terminate this Contract sooner if the Contractor has failed to perform satisfactorily the work required or comply with the other requirements of the Contract.

In the event the City Manager decides to terminate this Contract for the Contractor's failure to perform satisfactorily or meet its other responsibilities under the Contract, the City Manager will give the Contractor five (5) days' notice, whereupon the Contract will terminate, unless during the notice period the Contractor cures the failure to perform or meets its other responsibilities under the Contract to the satisfaction of the City Manager.

Upon Contract termination for the Contractor's failure to provide satisfactory contract performance, the Contractor will be entitled to receive compensation for Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the City Manager or his designee prior to such termination. However, an amount equal to all additional costs required to be expended by the City to complete the Work covered by the Contract, including costs of delay in completing the project, shall be either subtracted from any amount due or amount charged to the Contractor in the event the City Manager terminates the Contract.

Except as otherwise directed by the City Manager, or in the case of termination for default (in which event the Contractor may be entitled to cure, at the option of the City Manager), the Contractor shall stop work on the date of receipt of the notice or other date specified in the notice, place no further orders or subcontract for materials, services, or facilities except as are necessary for the completion of such portion of the work not terminated, and terminate all contractor and subcontracts and settle all outstanding liabilities and claims. *In the event that any termination for default shall be found to be improper or invalid by any court of competent jurisdiction, then such termination shall be deemed to have been a termination for convenience.*

13. Termination for Convenience:

The performance of work under this Contract may be terminated by the City Manager in whole or in part whenever the City Manager, in their discretion, determines that such termination is in the City's best interest. Any such termination shall be affected by the City Manager giving at least five (5) days' notice to the Contractor, specifying the extent to which performance of the work under this Contract is terminated and the date upon which such termination becomes effective.

As to termination for convenience, after receipt of the date of termination, the Contractor shall stop all work as specified in the notice: place no further orders or subcontract for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated: immediately transfer all documentation and paperwork for terminated work to the City; and terminate all contractors and subcontracts and settle all outstanding liabilities and claims.

14. Disclosure:

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

15. Miscellaneous:

15.1 Governing Law

The parties intend that this Contract and the relationship of the parties shall be governed by the laws of

the State of Florida. Venue for any action arising out of this contract shall be in Okaloosa County Florida and nowhere else.

15.2 Severability

If any section, subsection, term or provision of this Contract or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Contract or the application of same to parties or circumstances other than those to which it was held invalid or unenforceable, shall not be affected thereby and each remaining section, subsection, term or provision of this Contract shall be valid or enforceable to the fullest extent permitted by law.

15.3 Sovereign Immunity

The parties further agree, nothing contained herein js intended nor shall be construed to waiver the City of Destin's rights and immunities under the Florida constitution, common law or Florida Statutes 768.28, as amended from time to time.

15.4 Construction

The Parties have participated jointly in the negotiation and drafting of this Contract. In the event an ambiguity or question of intent or interpretation arises, this Contract shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provision of this contract.

15.5 **Jury Trial Waiver**

CONTRACTOR AND CITY AGREE TO WAIVE THE RIGHTS TO A TRIAL BY JURY REGARDING ANY LAWSUIT INVOLVING THE INTERPRATION, CONSTRUCTION, ENFORCEMENT, OR GOVERNANCE OF TIDS CONTRACT, AND FOR ANY LAWSUIT RELATED IN ANY WAY TO THIS CONTRACT OR FOR THE WORK PERFORMED PURSUANT TO THIS CONTRACT.

15.6 Attorney's Fees

In any dispute relating to this contract each party shall be responsible for their respective attorney's fees and costs.

15.7 Notices

All notices under the Contract shall be in writing and shall be effective when mailed by certified mail, return receipt requested, or when delivered personally, as provided hereafter, or to such other addresses as may be designated by notice:

15.8 Public Records

Contractor shall comply with Florida Public Records Laws, specifically to:

a) Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.
b) Provide the public with access to public records on the same terms and conditions that the City of Destin would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
d) Meet all requirements for retaining public records and transfer, at no cost, to the City of Destin all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records

disclosure requirements. All records stored electronically must be provided to the City of Destin in a format that is compatible with the information technology systems of the City of Destin.

As to the City:
Lance A. Johnson, City Manager
4200 Indian Bayou Trail
Destin, FL 32541

As to the Contractor:
H&T Contractors, LLC
376 Ben King Road
Freeport, FL 32459

IN WITNESS THEREOF, the City hereunto caused these presents to be subscribed and the Contractor has affixed their name and seal, this 07TH day of MARCH, 2023.

ATTEST:

Rey Bailey, City Clerk

CITY OF DESTIN

Lance A. Johnson, City Manager

SEAL

H&T CONTRACTORS, LLC
CONTRACTOR:

By: Heather Bailey
(Signature)

Witness

Heather Bailey
(Printed Name)

Witness

Its: MGR/M
(Title)

EXHIBIT A – BID FORM

PART I *Bid submitted by:*

Company: H & T Contractors, LLC

Address: PO Box 9

City & State: Freeport, FL Zip Code: 32439

Telephone: (850) 835-0231 Fax: (850) 835-5123

Number of Years in Business: 14 Email: Misty@h-tcontractors.com

PART II *Bidding RFB No. 22-10-PW, Miscellaneous Concrete Continuing Services:*

Contractor shall provide proper signs and traffic control measures as per Florida Department of Transportation's Manual on Uniform Traffic Control Devices and the Florida Department of Transportation's Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka Florida Green Book), current edition. All construction, methods of measurement, and basis of payment shall be in accordance with Division II and III of the Florida Department of Transportation Standards Specifications for Road and Bridge Construction (current edition), copies of which are available from the Florida Department of Transportation. Contractor must be FDOT Maintenance of Traffic (MOT) certified and use those traffic controls identified in FDOT Standard Plans (102-600 series). Contractor will perform sidewalk work consistent with the FDOT's Local Agency Program (LAP) concrete specifications for formwork, joint placement/depth/material, and concrete finishing and will comply with the FDOT's Standard Plans for Curbing (520-001) and Sidewalk (522-001).

Table 1. SERVICE DESCRIPTION AND SPECIFICATIONS

#	Description	Unit	Unit Price
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) with fiber	SY	20.25
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) with fiber	SY	15.75
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) with fiber	SY	13.00
4	Milling of existing asphalt (average 1" depth)	SY	5.00
5	Milling of existing asphalt (average 2" depth)	SY	6.50
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	30.00

Initials of Bidder: HB

7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	24.00
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	12.00
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	10.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	8.00
11	Prime Coat	SY	4.00
12	Tack Coat	SY	4.00
13	Asphalt Cut with Abrasive Blade	LF	7.00
14	Concrete Cut with Abrasive Blade	LF	7.00
15	Silt Fence	LF	10.00
16	Straw Waddle	LF	8.00
17	Manhole Adjustment	EACH	1,000.00
18	Valve Box Adjustment	EACH	600.00
19	Removal of Concrete over 6"	SY	15.00
20	Removal of Asphalt up to 4" thick	SY	10.00
21	Removal of Asphalt over 4" thick	SY	15.00
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	40.00
23	Clear & Grub	SY	2.50
24	Debris Hauling	CY	25.00
25	Tree trimming	HR	300.00
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	500.00
27	Guardrail (FDOT Index 400)	LF	450.00
28	Mobilization	LUMP	4,000.00
29	12" inch RCP provided, delivered, and installed	LF	92.00
30	15" inch RCP provided, delivered, and installed	LF	92.00
31	18" inch RCP provided, delivered, and installed	LF	101.00
32	24" inch RCP provided, delivered, and installed	LF	125.00
33	30" inch RCP provided, delivered, and installed	LF	157.00
34	36" inch RCP provided, delivered, and installed	LF	240.00
35	42" inch RCP provided, delivered, and installed	LF	285.00
36	48" inch RCP provided, delivered, and installed	LF	350.00
37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	45.00
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	55.00
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	65.00

40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	75.00
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	120.00
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	140.00
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	160.00
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	180.00
45	Concrete Headwall or Drainage Structure	CY	900.00
46	Mitered end section – medium, 12" to 15"	EACH	2,000.00
47	Mitered end section – large, 18" to 24"	EACH	4,500.00
48	Concrete flume (4" thick)	SY	200.00
49	Inlet Apron (4" thick)	SY	120.00
50	Raise existing inlet (assume 3" adjustment)	EACH	3,000.00
51	Lower existing inlet (assume 3" adjustment)	EACH	2,500.00
52	6" Diameter Yard Inlet, installed, maximum 2" depth	EACH	3,000.00
53	Excavation and Haul Off	CY	25.00
54	Well Points	DAY	4,500.00
55	Grout (joint)	EACH	2,500.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" thick)	SY	20.00
57	Swale Installation (grading)	CY	100.00
58	Concrete Collar (any size)	EACH	3,000.00
59	Rip Rap Rubble (up to 12" stone, 18" thick), provided, delivered, and installed	SY	600.00
60	Rip Rap Rubble (up to 24" stone, 36" thick), provided, delivered, and installed	SY	700.00
61	6" Drainpipe, provided, delivered, and installed	LF	45.00
62	Type "C" inlet installed (maximum depth 6')	EACH	5,000.00
63	*Concrete Driveway 6" thick	SY	108.00
64	*Concrete Sidewalk 4" thick	SY	72.00
65	*Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	25.00
66	*Concrete Type "D" Curb	LF	30.00
67	*Concrete Type "E" Curb & Gutter	LF	35.00
68	*Concrete Type "F" Curb & Gutter	LF	34.00
69	*Concrete Modified (18") Type "F" Curb & Gutter	LF	30.00
70	American Disabilities Act (ADA) truncated dome mat installation, cast-in-place type	SF	48.00
71	Traffic Control (MOT) cost	DAY	2,000.00
72	Bermuda Sod installed	SY	4.50
73	St Augustine Sod installed	SY	5.75

74	Centipede Sod installed	SY	13.50
75	Irrigation Repair – labor only	HR	250.00
76	Type "C" inlet installed (depth 6-10')	EACH	5,500.00
77	Type "C" inlet installed (depth 10 -14')	EACH	6,000.00
78	Junction Box installed (maximum depth 6')	EACH	5,000.00
79	Speed Hump Installation (2 lanes)	EACH	3,000.00
80	Speed Table Installation (2 lanes)	EACH	4,500.00

To ensure responsiveness, you must submit this form and the mandatory information listed in Sections III and IV.

***Shall be fiber-reinforced 4000psi.**

Materials and Supplies will be billed at the contractor's wholesale price or contractor's wholesale price plus 25 %. Preference may be given to contractors providing materials at cost. The contractor shall supply materials invoices upon request.

SAFETY NOTE

All work associated with this bid must be conducted with safety in mind. It is expected that the contractor will provide all necessary personal protective equipment that will be utilized by their staff while performing work for the City of Destin. In addition, the contractor will ensure that all FDOT, OSHA and other applicable State and Federal workplace safety guidelines are adhered to while working on behalf of the City of Destin.

The contractor will ensure that work vehicles, equipment and trailers are properly outfitted with proper, adequate, and working signage, lightbars, arrow boards, etc.

Part III Certifications

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I (we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles,

and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Heather Bailey, MGMR

Signature: Heather Bailey

Date of Bid: 02/16/2023

Note: See RFB Section III, Bid Requirements, and attached all required information to Bid Form.

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or to take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful bidder based on their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

CONTRACT EXTENSION AGREEMENT

This Contract Extension Agreement ("Extension") dated the 1st day of January, 2025, is between the City of Destin, Florida ("City"), a Florida municipal corporation, of 4200 Indian Bayou Trail, Destin, Florida, 32541 and H&T Contractors LLC. The purpose of this agreement is to extend for one year that certain contract for services dated March 6, 2023 between the City of Destin and H&T Contractors LLC ("Contract") to provide miscellaneous asphaltic concrete services for the City. This Extension will begin on January 1, 2025 and will extend through December 31, 2025.

This is the **2nd of 4** possible extensions.

The following provision amends the contract of the parties and is binding upon them.

Anti-Human Trafficking Affidavit:

ALL NONGOVERNMENTAL ENTITIES THAT ARE OR POTENTIALLY WILL BE CONTRACTING, RENEWING OR EXTENDING CONTRACTS WITH THE CITY OF DESTIN MUST HAVE AN OFFICER OR REPRESENTATIVE FULLY EXECUTE THE ATTACHED AFFIDAVIT.

It is expressly agreed by the parties that this Extension is made a part of the Contract as though expressly rewritten, incorporated, and included herein. To the extent of any conflict between this Extension and the Contract, this extension prevails, but all other terms and conditions of the Contract remain in full force and effect.

It is understood that final authorization for this Agreement must be made by the Destin City Council, and that either party may cancel this contract extension with 30 days written notice, without penalty.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

Witnesses:

K Strickland
(Signature)

Jamie Torres
(Signature)

City of Destin

By: _____
Larry Jones
City Manager

ATTEST: Shara Gordon for Rey Bailey
Rey Bailey
City Clerk

Witnesses:

Theresa Bishop
(Signature)

D. Forehand
(Signature)

H&T Contractors LLC

By: Heather Bailey
(Signature)

Heather Bailey, MGRM
(Name &Title)

ATTEST: Misty Shaw
(Signature)

Misty Shaw Contracts Admin
(Name &Title)

CONTRACT EXTENSION AGREEMENT

This agreement dated the First day of October 2021 is between the City of Destin, Florida ("City"), a Florida municipal corporation, of 4200 Indian Bayou Trail, Destin, Florida, 32541 and Emerald Coast Striping, LLC ("Contractor"). The purpose of this agreement is to extend for fifteen months a contract for road striping services effective October 1, 2020 between the City of Destin and Emerald Coast Striping, LLC to provide miscellaneous road striping services for the City.

This represents the **1st of 4** possible contract extensions.

The following provision amends the contract of the parties and is binding upon them. The Parties mutually agree that the jury trial waiver, and a public records provision are amended as follows:

Jury Trial Waiver:

CONTRACTOR AND CITY AGREE TO WAIVE THEIR RIGHTS TO A TRIAL BY JURY REGARDING ANY LAWSUIT INVOLVING THE INTERPRATION, CONSTRUCTION, ENFORCEMENT, OR GOVERNANCE OF THIS CONTRACT, AND FOR ANY LAWSUIT RELATED IN ANY WAY TO THIS CONTRACT OR FOR THE WORK PERFORMED PURSUANT TO THIS CONTRACT.

Public Records:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE OFFICE OF THE CITY CLERK, (850) 837-4242, 4200 INDIAN BAYOU TRAIL, DESTIN, FLORIDA 32541, rbailey@cityofdestin.com

Contractor shall comply with Florida Public Records Laws, specifically to:

- Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.
- Shall immediately provide the City Clerk for the City with any documents requested by the Clerk in response to a public records request.
- Provide the public with access to public records on the same terms and conditions that the City of Destin would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

It is understood that final authorization for this Agreement must be made by the Destin City Council, and that either party may cancel this contract extension with 30 days written notice.

- Meet all requirements for retaining public records and transfer, at no cost, to the City of Destin all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City of Destin in a format that is compatible with the information technology systems of the City of Destin.

ORIGINAL

EXHIBIT A – BID FORM

PART I *Bid submitted by:*

Company: Emerald Coast Striping, LLC.

Address: 1901 N. East Avenue

City & State: Panama City, FL Zip Code: 32405

Telephone: (850) 215-4875 Fax: (850) 271-4875

Number of Years in Business: 13 Email: aric@ecstriping.com

PART II *Bidding RFB No. 20-10-PS, Miscellaneous Road Striping Continuing Services Contract:*

Contractor shall provide proper signs and traffic control measures as per Florida Department of Transportation's Manual on Uniform Traffic Control Devices and the Florida Department of Transportation's Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka Florida Green Book), current edition. All construction, methods of measurement, and basis of payment shall be in accordance with Division II and III of the Florida Department of Transportation Standards Specifications for Road and Bridge Construction (current edition), copies of which are available from the Florida Department of Transportation.

SERVICE DESCRIPTION AND SPECIFICATIONS

Item	Description	Unit Price	Unit
Four-inch (4") solid painted traffic stripe	Traffic Paint – white or yellow	$ 0.15	Linear Foot
Four-inch (4") skip painted traffic stripe	Traffic Paint – white or yellow	$ 0.12	Linear Foot
Six-inch (6") solid painted traffic stripe	Traffic Paint – white or yellow	$ 0.30	Linear Foot
Six-inch (6") skip painted traffic stripe	Traffic Paint – white or yellow	$ 0.18	Linear Foot
Four-inch (4") solid thermoplastic stripe	Thermoplastic plus reflective beads, white or yellow	$ 0.65	Linear Foot
Four-inch (4") skip thermoplastic stripe	Thermoplastic plus reflective beads, white or yellow	$ 0.55	Linear Foot
Six-inch (6") solid thermoplastic stripe	Thermoplastic plus reflective beads, white or yellow	$ 1.00	Linear Foot

Initials of Bidder: AS

It is expressly agreed by the parties that this contract is an extension to the Contract that became effective on October 1, 2020 and the original is made a part hereof as though expressly rewritten, incorporated, and included herein.

It is understood that final authorization for this Agreement must be made by the Destin City Council, and that either party may cancel this contract extension with 30 days written notice.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

Witnesses:

cherylwyren
(Signature)

(Signature)

City of Destin

By: _____
Lance A. Johnson
City Manager

ATTEST: _____
Rey Bailey
City Clerk

CITY OF DESTIN SEAL FLORIDA

Witnesses:

(Signature)

(Signature)

Emerald Coast Striping, LLC

By: _____
(Signature)

(Name &Title)

ATTEST: Faith Cooke
(Signature)

Faith Cooke/office manager
(Name &Title)

CONTRACT EXTENSION AGREEMENT

This contract extension agreement dated the 1st day of January, 2025, ("Extension") is between the City of Destin, Florida ("City"), a Florida municipal corporation, of 4200 Indian Bayou Trail, Destin, Florida, 32541 and Emerald Coast Striping, LLC ("Contractor"). The purpose of this Extension is to extend for twelve months that certain contract for road striping services effective October 1, 2020 between the City of Destin and Emerald Coast Striping, LLC ("Contract") to provide miscellaneous road striping services for the City. This agreement will begin on January 1, 2025 and will extend through December 31, 2025.

This represents the **4th of 4** possible contract extensions.

The following provision amends the contract of the parties and is binding upon them.

Anti-Human Trafficking Affidavit:

ALL NONGOVERNMENTAL ENTITIES THAT ARE OR POTENTIALLY WILL BE CONTRACTING, RENEWING OR EXTENDING CONTRACTS WITH THE CITY OF DESTIN MUST HAVE AN OFFICER OR REPRESENTATIVE FULLY EXECUTE THE ATTACHED AFFIDAVIT.

It is expressly agreed by the parties that this Extension is made a part of the Contract as though expressly rewritten, incorporated, and included herein. To the extent of any conflict between this Extension and the Contract, this extension prevails, but all other terms and conditions of the Contract remain in full force and effect.

It is understood that final authorization for this Extension must be made by the Destin City Council, and that either party may cancel this Extension with 30 days written notice, without penalty.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

Witnesses:

(Signature)

(Signature)

City of Destin

By: _____
Larry Jones
City Manager

ATTEST: _____
Rey Bailey
City Clerk

Witnesses:

(Signature)

(Signature)

Emerald Coast Striping, LLC

By: (Signature)

Eric Bailey, Vice-President
(Name & Title)

ATTEST: (Signature)

Tina Willis, Contracts Admin
(Name & Title)

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: John Ave (Crystal Beach Dr to Dolphin St)

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	3050.00	$ 61,762.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	3050.00	$ 19,825.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	3050.00	$ 12,200.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	2.00	$ 2,000.00
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$ -
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$ -
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$ -
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$ -
53	Excavation and Haul Off	CY	$25.00	0.00	$ -
54	Well Points	DAY	$4,500.00	0.00	$ -
55	Grout (joint)	EACH	$2,500.00	0.00	$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$ -
57	Swale Installation (grading)	CY	$100.00	0.00	$ -
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$ -
61	6 inch Drain pipe	LF	$45.00	0.00	$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$ -
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$ -
70	ADA truncated dome mat installation	SF	$48.00	0.00	$ -
71	Traffic Control (MOT) cost	DAY	$2,000.00	4.00	$ 8,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$ -
73	St Augustine Sod installed	SY	$5.75	0.00	$ -
74	Centipede Sod installed	SY	$13.50	0.00	$ -
75	Irrigation Repair	HR	$250.00	0.00	$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$ -
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$ -
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$ -
			Total		$ 107,787.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 107,787.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 107,787.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: Pompano St.

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	2810.00	$ 56,902.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	2810.00	$ 18,265.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	2810.00	$ 11,240.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	5.00	$ 5,000.00
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$ -
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$ -
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$ -
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$ -
53	Excavation and Haul Off	CY	$25.00	0.00	$ -
54	Well Points	DAY	$4,500.00	0.00	$ -
55	Grout (joint)	EACH	$2,500.00	0.00	$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$ -
57	Swale Installation (grading)	CY	$100.00	0.00	$ -
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$ -
61	6 inch Drain pipe	LF	$45.00	0.00	$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$ -
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$ -
70	ADA truncated dome mat installation	SF	$48.00	0.00	$ -
71	Traffic Control (MOT) cost	DAY	$2,000.00	3.00	$ 6,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$ -
73	St Augustine Sod installed	SY	$5.75	0.00	$ -
74	Centipede Sod installed	SY	$13.50	0.00	$ -
75	Irrigation Repair	HR	$250.00	0.00	$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$ -
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$ -
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$ -
			Total		$ 101,407.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 101,407.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 101,407.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 1st Avenue

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	3890.00	$ 78,772.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	3890.00	$ 25,285.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	3890.00	$ 15,560.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	0.00	$ -
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$	-
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$	-
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$	-
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$	-
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$	-
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$	-
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$	-
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$	-
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$	-
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$	-
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$	-
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$	-
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$	-
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$	-
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$	-
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$	-
53	Excavation and Haul Off	CY	$25.00	0.00	$	-
54	Well Points	DAY	$4,500.00	0.00	$	-
55	Grout (joint)	EACH	$2,500.00	0.00	$	-
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$	-
57	Swale Installation (grading)	CY	$100.00	0.00	$	-
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$	-
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$	-
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$	-
61	6 inch Drain pipe	LF	$45.00	0.00	$	-
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$	-
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$	-
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$	-
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$	-
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$	-
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$	-
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$	-
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$	-
70	ADA truncated dome mat installation	SF	$48.00	0.00	$	-
71	Traffic Control (MOT) cost	DAY	$2,000.00	2.00	$	4,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$	-
73	St Augustine Sod installed	SY	$5.75	0.00	$	-
74	Centipede Sod installed	SY	$13.50	0.00	$	-
75	Irrigation Repair	HR	$250.00	0.00	$	-
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$	-
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$	-
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$	-
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$	-
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$	-
			Total		$	127,617.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 127,617.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 127,617.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 2nd Ave

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	3970.00	$ 80,392.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	3970.00	$ 25,805.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	3970.00	$ 15,880.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	2.00	$ 2,000.00
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$ -
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$ -
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$ -
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$ -
53	Excavation and Haul Off	CY	$25.00	0.00	$ -
54	Well Points	DAY	$4,500.00	0.00	$ -
55	Grout (joint)	EACH	$2,500.00	0.00	$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$ -
57	Swale Installation (grading)	CY	$100.00	0.00	$ -
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$ -
61	6 inch Drain pipe	LF	$45.00	0.00	$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$ -
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$ -
70	ADA truncated dome mat installation	SF	$48.00	0.00	$ -
71	Traffic Control (MOT) cost	DAY	$2,000.00	3.00	$ 6,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$ -
73	St Augustine Sod installed	SY	$5.75	0.00	$ -
74	Centipede Sod installed	SY	$13.50	0.00	$ -
75	Irrigation Repair	HR	$250.00	0.00	$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$ -
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$ -
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$ -
			Total		$ 134,077.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 134,077.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 134,077.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 2nd Street

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	1990.00	$ 40,297.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	1990.00	$ 12,935.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	1990.00	$ 7,960.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	0.00	$ -
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$ -
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$ -
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$ -
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$ -
53	Excavation and Haul Off	CY	$25.00	0.00	$ -
54	Well Points	DAY	$4,500.00	0.00	$ -
55	Grout (joint)	EACH	$2,500.00	0.00	$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$ -
57	Swale Installation (grading)	CY	$100.00	0.00	$ -
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$ -
61	6 inch Drain pipe	LF	$45.00	0.00	$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$ -
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$ -
70	ADA truncated dome mat installation	SF	$48.00	0.00	$ -
71	Traffic Control (MOT) cost	DAY	$2,000.00	2.00	$ 4,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$ -
73	St Augustine Sod installed	SY	$5.75	0.00	$ -
74	Centipede Sod installed	SY	$13.50	0.00	$ -
75	Irrigation Repair	HR	$250.00	0.00	$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$ -
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$ -
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$ -
			Total		$ 69,192.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 69,192.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 69,192.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 3rd Ave

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	4990.00	$ 101,047.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	4990.00	$ 32,435.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	4990.00	$ 19,960.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	0.00	$ -
18	Valve Box Adjustment	EACH	$600.00	1.00	$ 600.00
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$	-
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$	-
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$	-
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$	-
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$	-
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$	-
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$	-
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$	-
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$	-
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$	-
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$	-
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$	-
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$	-
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$	-
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$	-
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$	-
53	Excavation and Haul Off	CY	$25.00	0.00	$	-
54	Well Points	DAY	$4,500.00	0.00	$	-
55	Grout (joint)	EACH	$2,500.00	0.00	$	-
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$	-
57	Swale Installation (grading)	CY	$100.00	0.00	$	-
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$	-
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$	-
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$	-
61	6 inch Drain pipe	LF	$45.00	0.00	$	-
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$	-
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$	-
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$	-
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$	-
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$	-
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$	-
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$	-
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$	-
70	ADA truncated dome mat installation	SF	$48.00	0.00	$	-
71	Traffic Control (MOT) cost	DAY	$2,000.00	3.00	$	6,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$	-
73	St Augustine Sod installed	SY	$5.75	0.00	$	-
74	Centipede Sod installed	SY	$13.50	0.00	$	-
75	Irrigation Repair	HR	$250.00	0.00	$	-
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$	-
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$	-
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$	-
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$	-
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$	-
			Total		$	164,042.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 164,042.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 164,042.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 3rd Street

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	1570.00	$ 31,792.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	1570.00	$ 10,205.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	1570.00	$ 6,280.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	0.00	$ -
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$	-
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$	-
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$	-
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$	-
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$	-
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$	-
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$	-
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$	-
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$	-
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$	-
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$	-
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$	-
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$	-
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$	-
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$	-
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$	-
53	Excavation and Haul Off	CY	$25.00	0.00	$	-
54	Well Points	DAY	$4,500.00	0.00	$	-
55	Grout (joint)	EACH	$2,500.00	0.00	$	-
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$	-
57	Swale Installation (grading)	CY	$100.00	0.00	$	-
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$	-
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$	-
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$	-
61	6 inch Drain pipe	LF	$45.00	0.00	$	-
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$	-
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$	-
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$	-
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$	-
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$	-
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$	-
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$	-
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$	-
70	ADA truncated dome mat installation	SF	$48.00	0.00	$	-
71	Traffic Control (MOT) cost	DAY	$2,000.00	2.00	$	4,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$	-
73	St Augustine Sod installed	SY	$5.75	0.00	$	-
74	Centipede Sod installed	SY	$13.50	0.00	$	-
75	Irrigation Repair	HR	$250.00	0.00	$	-
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$	-
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$	-
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$	-
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$	-
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$	-
			Total		$	56,277.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 56,277.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 56,277.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 4th Street

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	4710.00	$ 95,377.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	4710.00	$ 30,615.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	4710.00	$ 18,840.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	0.00	$ -
18	Valve Box Adjustment	EACH	$600.00	1.00	$ 600.00
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$ -
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$ -
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$ -
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$ -
53	Excavation and Haul Off	CY	$25.00	0.00	$ -
54	Well Points	DAY	$4,500.00	0.00	$ -
55	Grout (joint)	EACH	$2,500.00	0.00	$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$ -
57	Swale Installation (grading)	CY	$100.00	0.00	$ -
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$ -
61	6 inch Drain pipe	LF	$45.00	0.00	$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$ -
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$ -
70	ADA truncated dome mat installation	SF	$48.00	0.00	$ -
71	Traffic Control (MOT) cost	DAY	$2,000.00	3.00	$ 6,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$ -
73	St Augustine Sod installed	SY	$5.75	0.00	$ -
74	Centipede Sod installed	SY	$13.50	0.00	$ -
75	Irrigation Repair	HR	$250.00	0.00	$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$ -
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$ -
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$ -
			Total		$ 155,432.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 155,432.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 155,432.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: 5th Street

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	3820.00	$ 77,355.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	3820.00	$ 24,830.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	3820.00	$ 15,280.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	4.00	$ 4,000.00
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$	-
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$	-
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$	-
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$	-
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$	-
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$	-
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$	-
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$	-
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$	-
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$	-
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$	-
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$	-
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$	-
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$	-
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$	-
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$	-
53	Excavation and Haul Off	CY	$25.00	0.00	$	-
54	Well Points	DAY	$4,500.00	0.00	$	-
55	Grout (joint)	EACH	$2,500.00	0.00	$	-
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$	-
57	Swale Installation (grading)	CY	$100.00	0.00	$	-
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$	-
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$	-
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$	-
61	6 inch Drain pipe	LF	$45.00	0.00	$	-
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$	-
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$	-
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$	-
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$	-
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$	-
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$	-
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$	-
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$	-
70	ADA truncated dome mat installation	SF	$48.00	0.00	$	-
71	Traffic Control (MOT) cost	DAY	$2,000.00	3.00	$	6,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$	-
73	St Augustine Sod installed	SY	$5.75	0.00	$	-
74	Centipede Sod installed	SY	$13.50	0.00	$	-
75	Irrigation Repair	HR	$250.00	0.00	$	-
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$	-
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$	-
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$	-
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$	-
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$	-
			Total		$	131,465.00

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 131,465.00
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 131,465.00

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: Mimosa Ave

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	1890.00	$ 38,272.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	1890.00	$ 12,285.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	1890.00	$ 7,560.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	0.00	$ -
18	Valve Box Adjustment	EACH	$600.00	2.00	$ 1,200.00
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$	-
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$	-
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$	-
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$	-
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$	-
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$	-
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$	-
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$	-
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$	-
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$	-
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$	-
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$	-
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$	-
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$	-
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$	-
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$	-
53	Excavation and Haul Off	CY	$25.00	0.00	$	-
54	Well Points	DAY	$4,500.00	0.00	$	-
55	Grout (joint)	EACH	$2,500.00	0.00	$	-
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$	-
57	Swale Installation (grading)	CY	$100.00	0.00	$	-
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$	-
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$	-
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$	-
61	6 inch Drain pipe	LF	$45.00	0.00	$	-
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$	-
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$	-
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$	-
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$	-
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$	-
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$	-
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$	-
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$	-
70	ADA truncated dome mat installation	SF	$48.00	0.00	$	-
71	Traffic Control (MOT) cost	DAY	$2,000.00	2.00	$	4,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$	-
73	St Augustine Sod installed	SY	$5.75	0.00	$	-
74	Centipede Sod installed	SY	$13.50	0.00	$	-
75	Irrigation Repair	HR	$250.00	0.00	$	-
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$	-
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$	-
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$	-
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$	-
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$	-
			Total		$	67,317.50

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 67,317.50
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 67,317.50

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

CONTRACTOR: H&T Contractors, LLC. **Date:** 4/30/2024

Work Order Number: **Completion Date:**

Calendar Days:

Description of Work: Bayview Street

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	$20.25	2160.00	$ 43,740.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	$15.75	0.00	$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	$13.00	0.00	$ -
4	Milling of existing asphalt (average 1 in depth)	SY	$5.00	0.00	$ -
5	Milling of existing asphalt (average 2 in depth)	SY	$6.50	2160.00	$ 14,040.00
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$30.00	0.00	$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$24.00	0.00	$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	$12.00	0.00	$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$10.00	0.00	$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	$8.00	0.00	$ -
11	Prime Coat	SY	$4.00	0.00	$ -
12	Tack Coat	SY	$4.00	2160.00	$ 8,640.00
13	Asphalt Cut with Abrasive Blade	LF	$7.00	0.00	$ -
14	Concrete Cut with Abrasive Blade	LF	$7.00	0.00	$ -
15	Silt Fence	LF	$10.00	0.00	$ -
16	Straw Waddle	LF	$8.00	0.00	$ -
17	Manhole Adjustment	EACH	$1,000.00	1.00	$ 1,000.00
18	Valve Box Adjustment	EACH	$600.00	0.00	$ -
19	Removal of Concrete over 6 inches	SY	$15.00	0.00	$ -
20	Removal of Asphalt up to 4 inches thick	SY	$10.00	0.00	$ -
21	Removal of Asphalt over 4 inches	SY	$15.00	0.00	$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	$40.00	0.00	$ -
23	Clear & Grub	SY	$2.50	0.00	$ -
24	Debris Hauling	CY	$25.00	0.00	$ -
25	Tree trimming	HR	$300.00	0.00	$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	$500.00	0.00	$ -
27	Guardrail (FDOT Index 400)	LF	$450.00	0.00	$ -
28	Mobilization	LUMP	$4,000.00	1.00	$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
30	15" inch RCP provided, delivered, and installed	LF	$92.00	0.00	$ -
31	18" inch RCP provided, delivered, and installed	LF	$101.00	0.00	$ -
32	24" inch RCP provided, delivered, and installed	LF	$125.00	0.00	$ -
33	30" inch RCP provided, delivered, and installed	LF	$157.00	0.00	$ -
34	36" inch RCP provided, delivered, and installed	LF	$240.00	0.00	$ -
35	42" inch RCP provided, delivered, and installed	LF	$285.00	0.00	$ -
36	48" inch RCP provided, delivered, and installed	LF	$350.00	0.00	$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	$45.00	0.00	$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	$55.00	0.00	$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	$65.00	0.00	$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	$75.00	0.00	$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	$120.00	0.00	$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	$140.00	0.00	$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	$160.00	0.00	$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	$180.00	0.00	$ -
45	Concrete Headwall or Drainage Structure	CY	$900.00	0.00	$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	$2,000.00	0.00	$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	$4,500.00	0.00	$ -
48	Concrete flume (4 in thick)	SY	$200.00	0.00	$ -
49	Inlet Apron (4 in thick)	SY	$120.00	0.00	$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	$3,000.00	0.00	$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	$2,500.00	0.00	$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	$300.00	0.00	$ -
53	Excavation and Haul Off	CY	$25.00	0.00	$ -
54	Well Points	DAY	$4,500.00	0.00	$ -
55	Grout (joint)	EACH	$2,500.00	0.00	$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	$20.00	0.00	$ -
57	Swale Installation (grading)	CY	$100.00	0.00	$ -
58	Concrete Collar (any size)	EACH	$3,000.00	0.00	$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	$600.00	0.00	$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	$700.00	0.00	$ -
61	6 inch Drain pipe	LF	$45.00	0.00	$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	$5,000.00	0.00	$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	$108.00	0.00	$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	$72.00	0.00	$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	$25.00	0.00	$ -
66	Concrete Type "D" Curb fiber reinforced	LF	$30.00	0.00	$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	$35.00	0.00	$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	$34.00	0.00	$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	$30.00	0.00	$ -
70	ADA truncated dome mat installation	SF	$48.00	0.00	$ -
71	Traffic Control (MOT) cost	DAY	$2,000.00	2.00	$ 4,000.00
72	Bermuda Sod installed	SY	$4.50	0.00	$ -
73	St Augustine Sod installed	SY	$5.75	0.00	$ -
74	Centipede Sod installed	SY	$13.50	0.00	$ -
75	Irrigation Repair	HR	$250.00	0.00	$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	$5,500.00	0.00	$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	$6,000.00	0.00	$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	$500.00	0.00	$ -
79	Speed Hump Installation (2 Lanes)	EACH	$3,000.00	0.00	$ -
80	Speed Table Installation (2 Lanes)	EACH	$4,500.00	0.00	$ -
			Total		$ 75,420.00

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		$ 75,420.00
	Contengent Items from Price Sheet	LS	**Total**		
			Grand Total		$ 75,420.00

CONTRACTOR REPRESENTITIVE: _____ DATE _____

*Payment shall be made on actual work performed, as measured in field.


Destin
Destin
98
98
293

ITEM # 2024-950

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 4.C.

TO: City Council

THRU: Larry Jones , Interim City Manager
Kimberly Kopp, City Attorney

FROM: Jeffrey Cozadd, Projects, Grants and Contracts Manager
Lisa Firth, Parks & Rec Director
Krystal Strickland, Finance Director

DATE: 12/19/24

SUBJECT: RFB 24-14-REC, Morgan Sports Center Lighting Project

I. BACKGROUND: The FY25 City Budget allocated funds for the replacement of the field and parking lot lighting at Morgan Sports Center. RFB 24-14-REC Morgan Sports Center Lighting Project was advertised on October 24, 2024. RFB 24-14-REC was opened November 26th, 2024. City Council selected Techline Sports Lighting at the December 16th, 2024 meeting.

II. DISCUSSION: Techline Sports Lighting submitted a letter of withdrawal on December 18, 2024, after receiving notification from the City of failure to meet requirements of the RFB. They stated that the City had requested bids from Independent Contractors in the RFB and for this reason they withdrew their proposal. Techline is not a state-licensed general contractor. Unfortunately, this was not realized until after the council awarded the contract at the Dec. 16, 2024 meeting, therefore the need to move to the next highest ranked, responsive bidder.

M. Gay Constructors, Inc is the bid committee's next highest scoring proposal. M. Gay Constructors does have both the state general contractors license and electrical license. Both are required to satisfy RFB requirements. These licenses were provided in their bid document and verified by staff through the Florida Department of Professional Regulation website.

A further review of the bidders shows that M. Gay Constructors, Inc. is the only bidder who staff can verify is a state-licensed general contractor.

RFB 24-14-REC was opened November 26th, 2024. Seven bids were received from the following companies:

Techline Sports Lighting	$678,000
EAG-LED	$819,910
M. Gay Constructors	$847, 239
Qualite Sports Lighting	$1,316,352
Premier Sports Lighting	$1,100,850
Orion	$1,213,332.90
PSE Energy Services	$ no price

Bid committee score totals are as follows (max of 400 points):

Techline Sports Lighting	330
M. Gay Contstructors	317
Qualite Sports Lighting	220
Premier Sports Lighting	210
EAG-LED	163
Orion	145

A. Link to Strategic Goals / Objectives: I. Financially Sound City providing Service Excellence
II. Enhanced Quality of Life and Safety for Families
IV. Effective, Efficient, and Aesthetically Pleasing Infrastructure
VI. A Green and Sustainable Environment

B. Effect on Budget (EOB): Of the total $2,158,394 budgeted in RR573 for Recreational Asset Renewal and Replacement for FY 2025, $1,323,000 was specifically budgeted to replace athletic field lighting at Morgan Sport Center and an additional $64,050 was budgeted to replace the parking lot lights at Morgan Sports Center. Below is a tentative effect on budget if the proposed M. Gay Constructors is chosen by Council.

M. Gay Constructors base bid is for $847,239, including 6 ball fields, 3 soccer fields and 2 parking areas. Their bid includes an additional (optional) $127,950 to furnish and install controls, bringing the potential max total to $975,189.

6 ball fields	$618,758
3 soccer fields	208,481
2 parking areas	20,000
Optional: furnish/install controls	127,950
	=========
	$975,189

30058585-565000-RR573 GF-Capital Projects-Recreational Asset Renewal/Replacements
FY 25 Adopted Budget: $1,387,050 (MSC athletic field and parking lot light replacements only)
Previous Expenses/Encumbrances: $0

Available Budget: $1,387,050
This Agreement (max): $975,189
FY 25 Remaining Budget: $411,861

C. Level of Service (LOS): LOS will increase because the new LED lighting system will provide benefits with increased safety and energy efficiency.

D. Legislative Sponsor:

III. CONCLUSION: Staff recommends that M. Gay Constructors be awarded the bid as they scored the second highest of all bidders and satisfy the RFB requirements.

The council can move forward with M. Gay Constructors at this time. None of the other bidders appear able to satisfy the RFB requirement to be a state-licensed general contractor.

Council can also reject all bids and instruct that the RFB be readvertised with or without changes to the requirement that the bidders must be state-licensed general contractors.

IV. RECOMMENDED MOTION: I move that the City Council accept the withdrawal of Techline, adopt the Bid Committee's recommendation, award M. Gay Constructors, Inc., and direct staff to negotiate a contract for approval.

Attachments:

1. City of Destin RFP Withdrawal
2. Morgan Sports Complex Ligting Bid Summary Sheet
3. RFP 24-14-REC Field Lighting Scoresheet Summary
4. M. Gay Constructors, Inc. Bid
5. RFB 24-14-REC Morgan Sports Complex Lighting
6. Techline Sports Lighting bid submisson
7. Techline Sports Lighting addendum
8. EAG LED LLC
9. Qualite submission Morgan Sports Complex Bid Package
10. PSL Proposal I Destin Morgan Sports Center Lighting
11. Orion Engery Systems Inc.
12. PSG Response- City of Destin

City of Destin
4200 Indian Bayou Trail
Destin, FL 32541
Attn: Rey Bailey

RE: "RFB No. 24-14-REC – Destin Morgan Sports Center Lighting"

Mr. Bailey:
Upon notification by the City that your RFB requested bids from Independent General Contractors only, Techline would like to withdraw our proposal on this bid.

We apologize for this oversight in the specifications when providing this bid to the City and hope to have opportunities to work with you in the future.

Regards,

Rodney Hawthorne

Rodney M. Hawthorne
President
Techline Sports Lighting, LLC

BID OPENING SUMMARY

DESTIN CITY HALL BOARDROOM

RFB 24-14-REC – Morgan Sports Center Lighting

November 26, 2024 – 2:00 PM

BIDDERS:	Base Bid
1) TECHLINE SPORTS LIGHTING	#678,840
2) EAG-LED	#817,710
3) M. GAY CONTRACTORS, INC.	#847,239
4) QUALITE SPORTS LIGHTING, LLC	#1,316,352
5) PREMIER SPORTS LIGHTING	#1,100,850
6) ORION	#1,213,352.90
7) PSG ENERGY SERVICES	0

Present at the bid opening:

Rey Bailey	City Clerk
JEFF COZZAD	GRANTS/PROJECT MGR

City of Destin

PROJECT: RFP 24-14-REC Field Lighting Scoresheet Summary

SCORE TABLULATION SUMMARY SHEET

	Techline	EAG-LED	M. Gay	Qualite	Premier	Orion	PSG
Joe Bodi	85	50	80	55	70	35	
Steve O'Connor	75	30	75	50	50	40	
Lisa Firth	90	35	90	55	45	30	
Jeff Cozadd	80	48	72	60	45	40	
Total Score (Max 400 Pts)	330	163	317	220	210	145	0

M. Gay
CONSTRUCTORS, INC.
Electrical & Sports Lighting

NOVEMBER 26TH, 2024

RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING

PREPARED FOR: REY BAILEY

4200 INDIAN BAYOU TRAIL
DESTIN, FLORIDA 32541

PREPARED BY:
CHRIS HOWARD
ESTIMATOR / PROJECT MANAGER

M. Gay
CONSTRUCTORS, INC.
Electrical & Sports Lighting

TABLE OF CONTENTS

***ATTACHMENT NO. 1 – RESPONSIVE BIDDER QUALIFICATION STATEMENT**

***ATTACHMENT NO. 2 – PUBLIC ENTITY CRIME FORM**

***ATTACHMENT NO. 3 – DRUG FREE WORKPLACE CERTIFICATION FORM**

***ATTACHMENT NO. 4 – BID BOND FORM**

***ATTACHMENT NO. 5 – ANTI-HUMAN TRAFFICKING AFFIDAVIT**

***ATTACHMENT NO. 6 – ANTI-COLLUSION STATEMENT**

EC-1098 · P.O. Box 26249 · Jacksonville, FL 32226 · Tel. (904) 714-4001 · Fax (904) 714-4007

M. Gay
CONSTRUCTORS, INC.
Electrical & Sports Lighting

TABLE OF CONTENTS

F. PROOF OF INSURANCE

G. PROOF OF LICENSING AND CERTIFICATIONS

H. ADDENDUMS

EC-1098 · P.O. Box 26249 · Jacksonville, FL 32226 · Tel. (904) 714-4001 · Fax (904) 714-4007

M. Gay Constructors, Inc.

Electrical ∃ Est. 1991 ∃ Sports Lighting

Date: ***November 26th, 2024***

To Organization: ***City of Destin***

Attention: ***Rey Bailey***

Project Title: ***Destin Morgans Sports Center Lighting***

Transmittal Letter

Gentlemen:

We are sending you [X] **HEREWITH** *the following* [ ] **SHOP DRAWINGS**

[ ] **UNDER SEPARATE COVER** [ ] **CONTRACTS**

as originated by ***M. Gay Constructors*** *for your review and approval*

NO. COPIES	DRAWING NO OR DATE	TITLE OR DESCRIPTION
1		***RFB NO. 24-14-REC, Destin Morgans Sports Center Lighting Bid***

Subcontractor, if any _____

First Submission [X] Second Submission [ ] Third Submission [ ]

Chris Howard
Project Manager

Received by _____

Post Office Box 26249 ∃ Jacksonville, Florida 32226 ∃ Phone (904) 714-4001 ∃ Fax (904) 714-4007 ∃ EC -1098

Job Name	Customer	Contact Name	Email	Phone	Description	Contract Amount	Date Completed	Job Type
121 Financial Ballpark	Madera Electric Company	Julio Madera	maderaelectricco@gmail.com	904.838.3008	Removal, storage, and replacement of pole	$20,500.00	10/30/2024	s
Belleview HS	All Florida Electric Company, Inc.	Scott O'Steen	scotto@allfloridaelectric.com	352.378.6014	Installation of sports lighting fixtures on existing poles	$48,500.00	10/30/2024	rf
Easton Newberry Sports Complex	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of light poles and fixtures	$21,200.00	10/25/2024	s
Buffalo Creek Park	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of sports lighting fixtures on existing poles	$232,000.00	10/23/2024	rf
N. Marion HS	All Florida Electric Company, Inc.	Scott O'Steen	scotto@allfloridaelectric.com	352.378.6014	Installation of sports lighting fixtures on existing poles	$48,500.00	10/18/2024	rf
South Walton Football Stadium	Culpepper Construction Company	Mark Winger	mwinger@culpeppercc.com	850.224.3146	Installation of light poles and fixtures	$105,000.00	10/3/2024	s
Wirz Park	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of light poles and fixtures	$18,000.00	10/3/2024	s
West Port HS	All Florida Electric Company, Inc.	Scott O'Steen	scotto@allfloridaelectric.com	352.378.6014	Installation of sports lighting fixtures on existing poles	$48,500.00	9/25/2024	rf
Marianna MERE Complex	City of Marianna	Nikki Mayberry	nmayberry@mariannafl.city	850.718.1025	Installation of sports lighting and electrical fixtures	$109,300.00	9/19/2024	es
St. Augustine Little League	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of sports lighting and electrical fixtures	$312,000.00	9/18/2024	es
Jaxport SSA	Miller Electric	Jimmy Knowles	JKNOWLES@mecojax.com	904.603.3282	Installation of light poles and fixtures at Jaxport facility	$148,500.00	9/13/2024	s
Alachua Recreation	All Florida Electric Company, Inc.	Mike Gentry	mikeg@allfloridaelectric.com	352.378.6014	Installation of light poles and fixtures	$94,000.00	9/10/2024	s
JEA SOCC	Jacksonville Electric Authority	Greg Rager	ragegd@jea.com	904.665.8136	Installation of tower foundation at substation	$744,297.45	8/30/2024	d
Forest HS	All Florida Electric Company, Inc.	Scott O'Steen	scotto@allfloridaelectric.com	352.378.6014	Installation of sports lighting fixtures on existing poles	$48,500.00	8/30/2024	rf
Lake Mary Tennis Center	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures	$137,500.00	8/26/2024	es
Baldwin Park	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of sports lighting and electrical fixtures	$242,700.00	8/23/2024	es
Lake Weir HS	All Florida Electric Company, Inc.	Scott O'Steen	scotto@allfloridaelectric.com	352.378.6014	Installation of sports lighting fixtures on existing poles	$48,500.00	8/20/2024	rf
Showalter Field	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$82,000.00	8/15/2024	rf
Cottondale City Rec Center	City of Cottondale	Sherri McBride	cityclerk@cityofcottondale.net	850.352.4361	Installation of sports lighting fixtures on existing poles	$197,400.00	8/12/2024	rf
Northwest Rec Retrofit	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$117,000.00	8/7/2024	rf
Northwest Rec Complex Pads 13 & 14	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures on multiple fields	$135,000.00	7/31/2024	es
JIA Lighting Removal	Miller Electric	Donna Ward	dward@mecojax.com	904.360.4538	Removal of poles at airport terminal	$13,500.00	7/30/2024	demo
Massey Park Softball & Basketball	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting poles and fixtures on multiple fields	$119,000.00	7/16/2024	s
Gore Park Sand Volleyball	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of light pole and fixture	$15,000.00	7/16/2024	s

Fort Walton Beach HS Track	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting poles and fixtures on track	$1,690.00	7/12/2024	s
Grand Ridge Lighting Improvements	American Cable Electric	Nick George	americancableelectric@gmail.com	850.321.9129	Installation of sports lighting fixtures on existing poles	$52,000.00	7/9/2024	rf
Treaty Park	Chris Torrence Electric	Chris Torrence	chris@ctelectricutility.com	352.224.8672	Installation of sports lighting poles and fixtures	$51,000.00	6/26/2024	s
Bishop Moore HS	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures on multiple fields	$236,000.00	6/25/2024	es
Destin Middle School	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$68,000.00	6/21/2024	rf
Crestview HS	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$68,000.00	6/10/2024	rf
Lake Trafford Substation	Lee County Electric Cooperative	Ben Maurice	Ben.Maurice@lcec.net	800.599.2356	Install new caisson foundations	$171,900.00	5/24/2024	d
Lake Trafford Dead End Reloc	Lee County Electric Cooperative	Ben Maurice	Ben.Maurice@lcec.net	800.599.2357	Relocate dead end and static tower structures to new foundations	$53,830.00	5/24/2024	d
Southport Park	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$117,000.00	5/21/2024	rf
Flossie Brunson Park	Madera Electric Company	Julio Madera	maderaelectricco@gmail.com	904.838.3008	Installation of sports lighting and electrical fixtures	$116,300.00	5/3/2024	es
Simmers Young Soccer Ph II	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures	$260,905.75	4/26/2024	ES
Williamson HS Football	Rdavis Electric	Ronnie Davis	rdaviselectric@yahoo.com	251.408.2514	Installation of poles and fixtures	$65,000.00	4/26/2024	s
Lake Mary HS Football	TECC, Inc.	Jay O'Steen	Jayo@teccinc.net	407.330.2900	Installation of new sports lighting fixtures on existing poles	$39,000.00	3/29/2024	rf
FSU Football Demo	The Whiting-Turner Company	Charlie Kelly	Charlie.Kelly@whiting-turner.com	407.370.4500	Demo of existing poles and fixtures	$43,000.00	3/22/2024	demo
Arcadia Acres	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of sports lighting and electrical fixtures	$49,293.37	2/22/2024	es
7 Acre Park	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of poles and fixtures	$32,500.00	2/16/2024	S
Mills Field	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures	$856,685.05	2/16/2024	ES
JP Small Park	Madera Electric Company	Julio Madera	maderaelectricco@gmail.com	904.838.3007	Installation of sports lighting and electrical fixtures	$256,500.00	2/14/2024	es
Greentree Park Baseball	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$102,500.00	2/9/2024	RF
Embry Riddle University IM Field	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of poles and fixtures	$70,000.00	2/2/2024	s
Ed Austin Park	Madera Electric Company	Julio Madera	maderaelectricco@gmail.com	904.838.3007	Installation of sports lighting and electrical fixtures	$237,000.00	2/1/2024	es
Richardson Community Center	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures	$71,500.00	1/26/2024	ES
Chain of Lakes Demo	Rodda Construction	Aaron Bohling	aaron.bohling@musco.com	563.264.4025		$28,000.00	1/22/2024	demo
Jackie Robinson Memorial Park	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$84,000.00	1/17/2024	RF
Port Orange Soccer	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$54,000.00	1/3/2024	rf

Lake Maude Rec Complex	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting poles and fixtures	$30,800.00	12/20/2023	S
Port Orange City Center Field 3	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting fixtures on existing poles	$64,000.00	12/20/2023	RF
Palm Coast Pickleball Court	American Electrical Contracting	PJ Platt	pplatt@american-electrical.com	904.737.7770	Installation of sports lighting poles and fixtures	$21,000.00	11/9/2023	S
Lake Crago Rec Center	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting poles and fixtures	$99,000.00	11/3/2023	S
OCPS Site 50	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of sports lighting at new high school	$162,000.00	10/27/2023	S
Massey Park Field 3	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Installation of new sports lighting fixtures on existing poles	$56,000.00	10/27/2023	RF
World Equestrian Center Ph 3	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Installation of sports lighting fixtures	$63,000.00	10/6/2023	S
Winter Springs HS	TECC, Inc.	Jay O'Steen	Jayo@teccinc.net	407.330.2900	Installation of new sports lighting fixtures on existing poles	$57,000.00	10/3/2023	RF
Vrooman Park	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Installation of sports lighting on baseball field and basketball court	$73,000.00	9/22/2023	S
Barber Park Soccer	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Installation of sports lighting and electrical fixtures	$70,000.00	9/12/2023	ES
Bethune Cookman University	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Installation of sports lighting	$27,000.00	9/7/2023	S
North Bay Haven Charter Academy	Bay Haven Charter Academy	Wayne Elmore	elmorew@bayhaven.org	850.248.3500	Installation of sports lighting and electrical fixtures on baseball and football fields	$278,344.22	8/21/2023	ES
Jupiter Community Park	Town of Jupiter	Thomas Hernandez	thomash@jupiter.fl.us	561.741.2680	Installation of sports lighting and electrical fixtures for mutliple fields	$899,552.66	8/14/2023	ES
Paul C Armstrong Park	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures	$71,000.00	8/14/2023	ES
Matanzas High School Practice Football	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Installation of sports lighting and electrical fixtures	$100,500.00	7/31/2023	ES
UF Flavet Field	Musco Sports Lighting	Jody Price	jody.price@musco.com	321.292.4953	Replacement of sports lighting fixtures on tennis court	$77,700.00	7/26/2023	RF
Jaxport Pole Relocation	Miller Electric	Jimmy Knowles	JKNOWLES@mecojax.com	904.603.3282	Remove and relocate poles at Jaxport facility	$57,500.00	7/17/2023	
Earl Brown Skate Park	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting poles and fixtures	$10,000.00	7/6/2023	S
First Academy Football	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Replacement of sports lighting fixtures on football field	$99,750.00	6/30/2023	RF
Stanton High School	Miles Electric	Miles MacEachern	mileselectricalcontractinginc@yahoo.com	904.813.4785	Replacement of sports lighting fixtures on football field	$150,305.00	6/14/2023	RF
Delta Woods Tennis	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Replacement of sports lighting fixtures on tennis court	$62,000.00	6/1/2023	RF
Ed Perry Mayo Sports Complex	Musco Sports Lighting	Aaron Bohling	aaron.bohling@musco.com	563.264.4025	Installation of sports lighting and electrical fixtures	$42,000.00	5/17/2023	ES
Emery Hamilton Football	Musco Sports Lighting	Patrick Cruff	Patrick.Cruff@musco.com	813.727.3770	Installation of sports lighting and electrical fixtures on football field	$257,450.00	5/15/2023	ES

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: M.GAY CONSTRUCTORS, INC.

Address: P.O. BOX 26249

City & State: JACKSONVILLE, FLORIDA Zip Code: 32226

Telephone: ( ) 904.714.4001 E-mail: MGCCHRISH@GMAIL.COM Fax: ( ) 904.714.4007
MGCSHELBY@GAMIL.COM

Number of Years in Business: 33 YEARS Contact Name CHRIS HOWARD

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ 618,758.00
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ 208,481.00
Replacement/retrofit of lighting for two (2) parking lot areas	$ 20,000.00
10 year Warranty Service	$ INCLUDED

PLEASE SEE ATTACHED FOR ADDITONAL PRICING

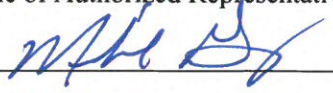
PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: MICHAEL GAY
(Print or Type)

Signature: 

Date of Bid: 11/26/2024

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

ALTERNATE # 1 (ADD): FURNISH AND INSTALL CONTROLS - $127,950.00

ALTERNATE # 2 (DEDUCT): OWNER DIRECT PURCHASE (6) BALLFIELD LIGHTS - $32,000.00

ALTERNATE # 3 (DEDUCT): OWNER DIRECT PURCHASE OF (3) SOCCERFIELDS LIGHTS - $9,200.00

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By: Corporation [x]

Name: M GAY CONSTRUCTORS Partnership [ ]

Address: P.O. BOX 26249 Individual [ ]

City, State, Zip: JACKSONVILLE, FLORIDA 32226 Other [ ]

Telephone No.: 904-714-4001

Email: MGCHCHRISH@GMAIL.COM MGCSHELBY@GMAIL.COM

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   M. GAY CONTRUCTORS, INC.

   The address of the principal place of business is:

   P.O. BOX 26249

   JACKSONVILLE, FLORIDA 32226

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: 11-08-1991

   b. State of Incorporation: FLORIDA

   c. President's name: MICHAEL GAY

   d. Vice President's name: N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

EC 10001098

CGC1512259

SEE ATTACHED

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

NO

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

SEE ATTCHED

10. State the name of the individual who will have personal supervision of the work:

MIKE GAY, CHRIS HOWARD, BILL HADDOCK, LARRY TAYLOR

11. State the name and address of attorney, if any, for the business of the responsive bidder:

N/A

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

N/A

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

N/A

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	7
b.	Non-Governmental Related Work	4
	Total Work (a +b):	7

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
TIMOTHY ABBOTT	153 2ND AVE SOUTH, SUITE 100, ST. PETERSBURG, FLORIDA 33701	

16. What will be your turnaround time for written responses to City inquires?

10 DAYS

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

N/A

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) MICHAEL GAY - OWNER / PRESIDENT

Subscribed and sworn to before me

This 22 day of NOVEMBER, 20 24

_____
Notary Public (Signature)

SHELBY C ABDALLAH
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 428176
MY COMMISSION EXPIRES AUG. 01, 2027

My Commission Expires: AUGUST 2027

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 DESTIN MORGANS SPORTS CENTER LIGHTING

2. This sworn statement is submitted by MICHAEL GAY whose business address is P.O. BOX 26249 JACKSONVILLE, FLORIDA 32226

and (if applicable) Federal Employer Identification Number (FEIN) is 59-3097398 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

3. My name is _____ and my relationship to the entity named above is _____

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ Date: NOVEMBER 22, 2024

(Signature)

STATE OF FLORIDA
COUNTY OF DUVAL

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 22ND day of NOVEMBER, 2024 and is personally known to me, or has provided as identification.

Shelby C. Abdallah
Notary Public

My Commission expires: AUGUST, 2027

SHELBY C ABDALLAH
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 428176
MY COMMISSION EXPIRES AUG. 01, 2027

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: M GAY CONSTRUCTORS

ADDRESS: P.O. BOX 26249

CITY: JACKSONVILLE STATE: FLORIDA ZIP CODE: 32226

TELEPHONE NUMBER: 904-714-4001

SIGNATURE: _____ DATE: NOVEMBER 22, 2024

NAME (TYPED OR PRINTED): MICHAEL GAY

TITLE: PRESIDENT / OWNER

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 4
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as M Gay Constructors, Inc Principal, and as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as Owner in the penal sum of, (five percent (5%) of the Contract Bid) _____ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.

Signed, this 20th day of November, 20 24

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.**

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

2. This obligation shall be null and void if:
   - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
   - 2.2 All bids are rejected by Owner, or
   - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term 'bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):	Surety (Print Full Name):
M Gay Constructors, Inc	Merchants Bonding Company (Mutual)
	(Seal) Surety's Name and Corporate Seal
By: _____ (L.S.)	By: _____
	Signature (attach power of attorney)
Title: President	Title: Benjamin Powell Attorney in Fact
Attest: _____	Attest: _____
Signature and Title	Tess Labitan, Account Manager
Shelby Abdallah	Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Benjamin Powell; Fitzhugh K Powell Jr; Robert T Theus; Susan W Jordan

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and aut hority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February , 2024 .

MERCHANTS NATIONAL BONDING, INC. -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of February 2024 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA

Penni Miller
Commission Number 787952
My Commission Expires
January 20, 2027

Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 20th day of November , 2024 .

MERCHANTS NATIONAL BONDING, INC. -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

William Warner Jr.
Secretary

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I MICHAEL GAY (insert name) as PRESIDENT / OWNER (insert title) on behalf of M GAY CONSTRUCTORS, INC. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: MICHAEL GAY
Title: PRESIDENT / OWNER
Nongovernmental entity: M. GAY CONSTRUCTORS, INC.
Date: NOVEMBER 22, 2024

STATE OF FLORIDA
COUNTY OF DUVAL

SWORN TO AND SUBSCRIBED before me X in person or _____ remote notarization by _____ as MICHAEL GAY on behalf of M. GAY CONSTRUCTORS, INC., who is personally known to me or who produced _____ as identification this 22 day of NOVEMBER, 2024.

Notary Public

(Notary Seal)

SHELBY C ABDALLAH
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 428176
MY COMMISSION EXPIRES AUG. 01, 2027

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

M GAY CONSTRUCTORS
Bidder's Company Name

P.O. BOX 26249

JACKSONVILLE, FLORIDA 32226
Address

904-714-4001
Phone #

59-3097398
Federal ID # or SS #

Authorized Signature

MICHAEL GAY
Authorized Signatory (Print Name)

PRESIDENT / OWNER
Title

904-714-4007
Fax #

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/20/2024

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

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

PRODUCER SUNZ Insurance Solutions, LLC ID: (Essential) c/o Essential HR, Inc. dba First Star HR 4455 LBJ Freeway, Suite 1080 Dallas, TX 75244	**CONTACT NAME:** Jennifer Hauger **PHONE (A/C, No, Ext):** 972-404-0295 **FAX (A/C, No):** **E-MAIL ADDRESS:** jennifer.hauger@firststarhr.com
INSURED Essential HR, Inc. dba First Star HR 4455 LBJ Freeway, Suite 1080 Dallas TX 75244	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** SUNZ Insurance Company — 34762 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 82792199 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE	$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below			WC025-00001-024 WC025-00001-023	10/1/2024 10/1/2023	10/1/2025 10/1/2024	✓ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

Coverage provided for all leased employees but not subcontractors of: M Gay Constructors Inc
Client Effective: 10/1/2021

CERTIFICATE HOLDER

City of Destin
4200 Indian Bayou Trail
Destin FL 32541

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Rick Leonard

© 1988-2015 ACORD CORPORATION. All rights reserved.

MGAYCON-01 MGODSEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/20/2024

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

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

PRODUCER Cecil W. Powell & Company 219 N. Newnan Street Jacksonville, FL 32202	CONTACT NAME: Marsha Godsey PHONE (A/C, No, Ext): (904) 353-3181 FAX (A/C, No): (904) 353-5722 E-MAIL ADDRESS: mgodsey@cwpowellins.com
INSURED M Gay Constructors, Inc. P. O. Box 26249 Jacksonville, FL 32226	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Westfield Ins Co — 24112 INSURER B : Ascot Specialty Insurance Company — 45055 INSURER C : Gotham Insurance Company — 25569 INSURER D : XL Insurance America Inc — 24554 INSURER E : INSURER F :

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:			CMM4264265	3/31/2024	3/31/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			CMM4264265	3/31/2024	3/31/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			ESXS2410002004-02	3/31/2024	3/31/2025	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
C	Commercial Umbrella			EX202400004782	3/31/2024	3/31/2025	Ea Occur/Aggregate	3,000,000
D	Installation Floater			UM00032105MA24A	11/14/2024	11/14/2025	Any One Location	500,000

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

CERTIFICATE HOLDER

City of Destin
4200 Indian Trail Bayou
Destin, FL 32541

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GAY, WILLIAM MICHAEL

M GAY CONSTRUCTORS INC
11901 INDUSTRY DRIVE
JACKSONVILLE FL 32218

LICENSE NUMBER: CGC1512259

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/11/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ELECTRICAL CONTRACTORS' LICENSING BOARD

THE ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GAY, WILLIAM MICHAEL

M GAY CONSTRUCTORS INC
11901 INDUSTRY DRIVE
JACKSONVILLE FL 32218

LICENSE NUMBER: EC0001098

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/12/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

ADDENDUM #1

CITY OF DESTIN, FLORIDA
REQUEST FOR BID (RFB) NO. 24-14-REC
DESTIN MORGAN SPORTS COMPLEX
LIGHTING

November 21, 2024

This addendum forms a part of the Contract Documents and modifies the original bid documents. Acknowledge receipt of this addendum in the space provided on the Bid Form. **Failure to do so may subject the Bidder to disqualification.** The following items shall become a part of the construction documents for the above referenced project.

Additions:

1. Location of Osprey platforms. Attached.

Clarifications:

1. Lightning rod: grounding- Is this a requirement for the parking lots, too?
   If required by the lightning manufacturer

2. Is there a preferred Eagle nesting platform?
   No

3. RFP note: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.
4. Question: Regarding access control; please provide additional details- is this for each site: fields and parking lots?
   Only for the laydown area as needed by the winning bidder.

5. What date can respondents expect to get answers?
   Questions and answers will be provided through an addendum, to plan holders.

6. Will questions and answers be emailed to all respondents?
   Questions and answers will be provided through an addendum, to plan holders.

7. Orion requests a (1) week extension since proposal is to be mailed, received by 11/26 - there is limited time to get answers and then to go back out for material quotes, if needed.
   The bid opening date remains as Thursday, November 26, 2024, at 2 pm.

8. Did the city decide to put eagle nest platforms on all poles or just a few?
   Yes, there are three proposed. Please see attached map.

9. Do you require new wires underground to the poles?
   No, we do not.

10. Who would handle the removal of the existing bird nest(s)?
    The City will remove the remaining nests.

11. Who is responsible for repairs of any fencing, fields, or pavements that could be damaged during installation?
The winning bidder would be responsible.

12. Do you want the light head for light head installation on the parking lot lights?
Presuming the "light head" is the hardware connecting the pole with the light fixture, yes.

13. Does each pole require the platforms for the Osprey nests or are there specified poles?
No. Only three are proposed to have platforms. Please see map for marked locations.

14. The RFB does not specify the location of the drivers for the lighting system. Most manufacturers can provide a remote driver system typically mounted at a height accessible by a ladder for ease of maintenance. Are remote drivers required or preferred?
Approximately 10' on pole, remote drivers are required.

15. To prevent damage to the sensitive electronic components in modern LED systems, it is common industry standard to require new grounding systems on retrofits of existing poles. What are the grounding requirements for the new LED system?
As required per lighting manufacturer's specs.

16. The maximum ground resistance per NFPA code is 25 ohms. If new grounding systems are not required, what are the testing requirements for the existing pole grounding? Who is responsible for testing and verifying grounding meets code?
The winning bidder will be responsible for testing/verifying grounding meets code.

17. The RFB specifies a horizontal footcandle value no more than 0.2 fcs at the property line. Glare is measured in candela. Candela values from LED luminaires can vary greatly from manufacture to manufacture. How will glare be evaluated? What are the candela or glare requirements or values for the new LED system? Will there be candela value requirements at the complex property line?
Glare impact scans shall be provided from the field edge on a map of the surrounding area and shall be submitted showing the maximum candela until less than 10,000 candela is met.

18. Which poles get osprey platforms? What are the structural requirements for the platforms and will engineered drawings be required?
See the attached sketch. Yes, platforms must meet the wind code.

The bid opening date remains as Tuesday, November 26, 2024, at 2 pm.

END OF ADDENDUM #1

A copy of this Addendum #1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum #1 is hereby acknowledged:

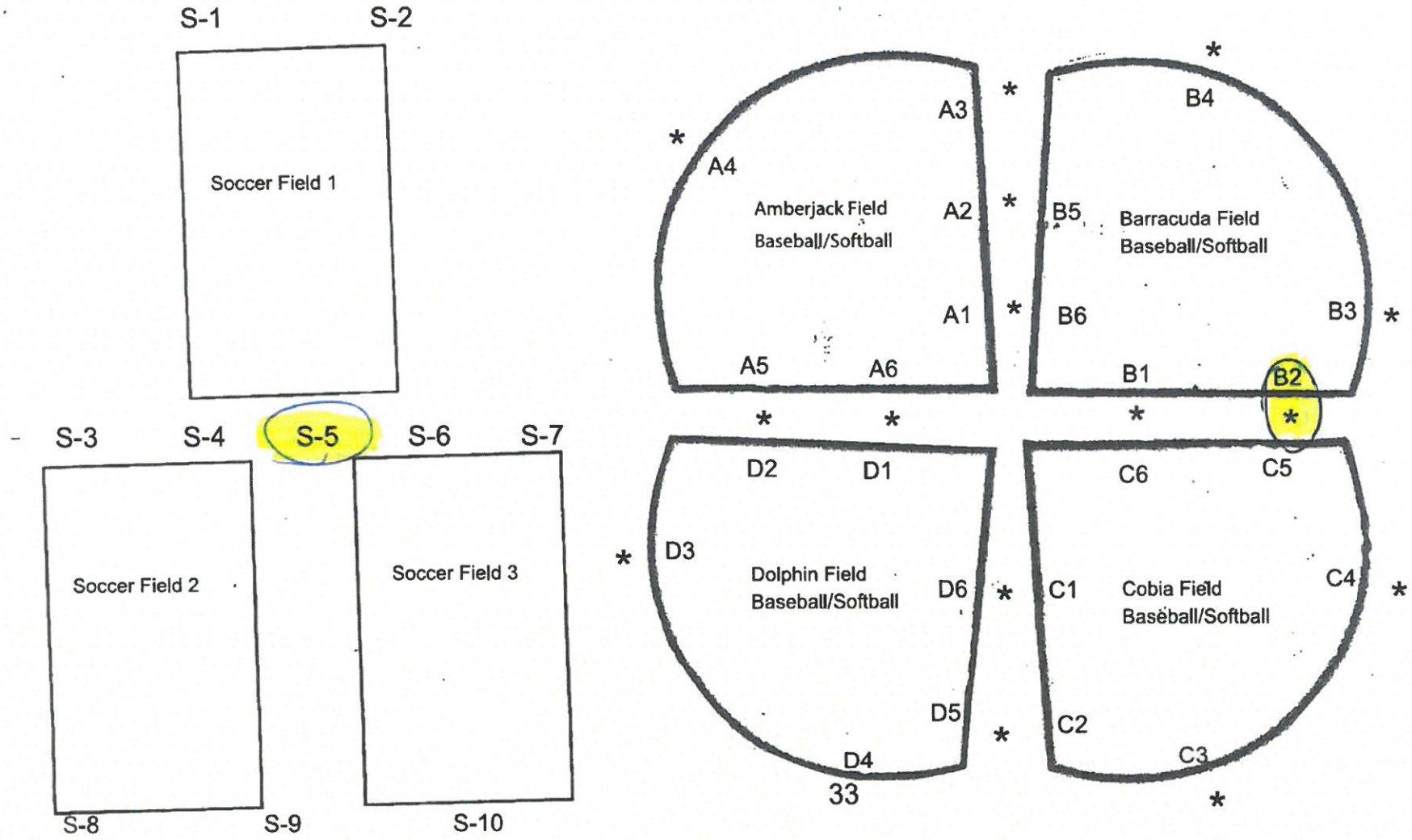
W. Michael Gray
Print Name

Signature

11-25-24

Date

Morgan Sports Center
Field Lights Diagram



r

Rey Bailey

11:27 AM
(7 minutes
ago)

to me

Please see responses (in red) to your questions below:

*Are the (2) fields Flounder Field and Grouper Field fed off the same service we had access during pre-bid meeting or is there another service close to those (2) fields? The fields are fed off the same service as the other fields in the main building at Morgan's.

*Will there be parking for any equipment and a storage area for any material needed for this project? Staging can be done at the Maintenance facility.

*If any fencing or items that may need to be moved to get access to the existing poles be done by others? Items needing to be moved/replaced to access the lights will be done by the winning bidder.

* Will an email go out with a copy of all that signed the attendance sheet on November 6th 2024? The Pre-Bid roster can be provided – its public record.

CITY OF DESTIN, FLORIDA

REQUEST FOR BIDS
RFB NO. 24-14-REC

DESTIN MORGAN SPORTS CENTER LIGHTING

City of Destin, Florida
October 24, 2024

Larry Jones, Interim City Manager
Phone (850) 837-4242
4200 Indian Bayou Trail
Destin, Florida 32541

CITY OF DESTIN, FLORIDA

The City of Destin is issuing a Request for Bids (RFB) to secure proposals from qualified contractors for the replacement/retrofit of Sports Center lighting for six (6) ballfields, three (3) soccer fields and two (2) parking lot areas. The project is located in the City of Destin at 4200 Indian Bayou Trail. There will be a Mandatory Pre-Bid Meeting on November 6, 2024, at the Morgan's Sports Center office at 11am CT for this project.

To bid on a project you must be placed on the Plan Holders List. To do so, obtain the Bid documents (containing the full specifications and requirements) by emailing the City Clerk's Office at cityclerk@cityofdestin.com. Please include "Request for Bid Documents – RFB No. 24-14-REC" in the subject line of the email. The bid documents can also be obtained from the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541.

Proposal submissions must be received by the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, in a sealed envelope clearly marked **"RFB NO. 24-14-REC - DESTIN MORGAN SPORTS CENTER LIGHTING", along with the name, return address and telephone number of the submitter, no later than 2:00 p.m. CDT, on November 26, 2024** at which time they will be opened. The City reserves the right to reject any and all submittals or portions thereof, to waive minor defects and informalities in the process, to accept the Bid(s) or take any other actions deemed by the City to be in the City's best interest.

Larry Jones
Interim City Manager

TABLE OF CONTENTS

COVER PAGE 1
PUBLIC NOTICE 2
TABLE OF CONTENTS 3
1.0 INTRODUCTION 6
2.0 INSTRUCTION TO RESPONDENTS 6
3.0 GENERAL CONDITIONS 8
3.1 Project Description 8
3.2 Project Schedule 9
4.0 CONTRACTOR REQUIREMENTS 10
4.1 Independent Contractor 10
4.2 License Requirements 11
4.3 Insurance Requirements 11
4.4 Bonding Requirements 11
4.5 Permitting Requirements 12
4.6 Codes and Standards 13
5.0 CONSTRUCTION CONSIDERATIONS 13
5.1 Subcontractor(s) 13
5.2 Notice to Proceed 13
5.3 Changes in Scope of Work 14
5.4 Site Preperation 14
5.5 Schedule for Delivery of Materials 14
5.6 Waste Disposal 15
5.7 Site Utilities 15
5.8 Material Data 15
5.9 Construction Administration & Management 15
5.10 **Inspection, Acceptance, and Title** 15
5.11 Disputes 16
5.12 Payments Withheld 16
5.13 Temporary Suspension of Work 16

5.14 Warranty Submittal Requirements 17
5.15 Defective Work 17
5.16 Project Close-out 17
6.0 EVALUATION OF RESPONSES 19
6.1 Selection Process 19
6.2 Scoring 19
6.3 Criteria Descriptions 19
7.0 SUBMITTAL REQUIREMENTS 20
7.1 No Contact Clause 20
7.2 Addenda 21
7.3 Inquiries 21
7.4 Submittal Preparation 21
7.5 Price Proposal Sheet 22
7.6 Conflict of Interest Disclosure 22
7.7 Drug Free Workplace Program 22
7.8 Public Entity Crime Form 22
7.9 Anti-Human Trafficking Affidavit 22
7.10 Sealed Submittal Packages 23
7.11 Bid Withdrawals 23
7.12 Bid Opening 23
7.13 Reservation of Rights 23
7.14 Public Records 24
ATTACHMENTS 25
Responsive Bidder Qualification Statement 25
Public Entity Crimes Statement 31
Drug-Free Workplace Certification 33
Bid Bond 34
Anti-Human Trafficking Affidavit 36
Anti-Collusion Statement 38
EXHIBITS 39
Exhibit A – Price Proposal Sheet 39

Exhibit B – Civil Design Plans .....

Exhibit C – Lighting Plan .....

1.0 INTRODUCTION

The City of Destin is issuing a Request for Bids (RFB) to secure proposals from qualified contractors for the replacement/retrofit of Sports Center lighting for six (6) ballfields, three (3) soccer fields and two (2) parking lot areas. The project is located in the City of Destin at 4200 Indian Bayou Trail.

It is the responsive bidder's responsibility to read and understand the requirements of this Request for Bids. Responsive bidders are required to state exactly what they intend to furnish the City of Destin via this solicitation and must indicate any variances to the terms, conditions and specifications of this proposal, no matter how slight. If variations are not stated in the proposal, it shall be construed that the proposal fully complies with all conditions identified in this proposal.

Before submitting a proposal, each responsive bidder will, at bidder's own expenses, make or obtain any additional examinations, investigations and studies, and obtain any additional information and data that may affect costs, permitting, progress, performance of furnishing of the project and that the responsive bidder's deems necessary to determine its proposal.

Responsive bidder will examine all documents included in this RFB carefully and shall make a written request to the City's authorized representative for interpretation or correction of any ambiguity, inconsistently, or error herein.

Any interpretation or correction will be issued by the City as an addendum to the RFB. Only a written interpretation or correction by addendum shall be binding. Responsive bidders are cautioned against relying up on any interpretation or correction given by any other method.

The submission of a proposal shall not be deemed an agreement between the responsive bidder and the City. The proposal is a contractual offer by the responsive bidder to perform services in accordance with the proposal. The City shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.

2.0 INSTRUCTION TO RESPONDENTS

A. The City of Destin will accept RFB responses until November 26, 2024, no later than 2:00 p.m. (CDT) at City Clerk's Office located at City Hall, 4200 Indian Trail Bayou Destin FL. 32541, to provide the City with Qualified Respondents for RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.

B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the responsive bidder to have their RFB submittal delivered to City Clerk's Office for receipt on or before the above stated time and date. RFB responses which arrive after the above stated deadline as a result of delay by the

mail service shall not be considered, and arrangements shall be made for their return at the responsive bidder's request and expense. The City reserves the right to consider submittals that have been determined by the City to be received late due solely to mishandling by the City after receipt of the RFB and prior to the award being made.

C. All RFB's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **November 26, 2024, 2:00 p.m. (CDT)**. All responsive bidders or their representatives are invited to be present. The City Hall Boardroom is located at 4200 Indian Bayou Trail Destin, FL 32541.

D. Respondents may request information regarding the RFB in writing from City Clerk Rey Bailey, clerk@cityofdestin.com. Such a request shall be received in writing at least five (5) business days prior to the submittal deadline.

E. If any addendum(s) are issued to this RFB, the City will attempt to notify all prospective respondents. It shall be the responsibility of each respondent, prior to submitting the RFB response, to contact the City Clerk's Office, at (850) 837-4242 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFB response.

F. One (1) original, so designated, and seven (7) copies (for a total of eight (8) submissions), and one (1) digital copy on a USB Thumb Drive of the RFB responses shall be submitted in a sealed package clearly marked on the outside "RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING " and addressed: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541.

G. Complete and submit Responsive Bidder Qualification Statement, form herein as an attachment. Clearly indicate the legal name, address and telephone number of the responsive bidder. Responses shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the responsive bidder to the submitted RFB. Responsive bidders must note their Federal Employer Identification Number (FEIN) on their RFB submittal.

H. Submissions shall be portrait orientation, "8 1/2 X 11" where practical and double-sided. One sheet of paper printed on both sides is considered 2 pages.

I. All expenses for making RFB submittals to the city are to be borne by the responsive bidder.

J. Responses shall be evaluated by the Bid Committee based on all information submitted and a ranked list of responsive bidders will be submitted to the City Council for approval. Responsive bidders may be required to provide a presentation at a City Council meeting.

K. The Bid Committee shall consist of City of Destin staff members.

L. Each responsive bidder, by submission of a proposal, acknowledges that in the event of any legal action challenging the award of the RFB; damages, if any, shall be limited to the actual cost of the preparation of the RFB.

M. Procurement Schedule

Tasks	Date
RFB issued	October 24, 2024
Mandatory Pre-Bid Meeting	November 6, 2024
Last day for questions to be submitted	November 19, 2024
Due Date/Bid Opening	November 26, 2024
Tentative Date - Bid Committee Evaluation	December 7, 2024
Tentative Date – City Council Meeting	December 16, 2024
Tentative Date- Execution of Contract	January 7, 2025
Tentative Date- Notice to Proceed	January 10, 2025

There will be a Mandatory Pre-Bid Meeting on November 6, 2024, at the Morgan's Sports Center office at 11am CT for this project for information on existing conditions only.

3.0 GENERAL CONDITIONS

3.1 Project Description

The project shall include the removal & replacement of new poletop assemblies with LED fixtures (luminaires) on existing poles for Destin Morgan Sports Center. The Bidder shall supply lighting equipment to meet or exceed the standards set forth in these specifications.

The lighting retrofit shall include:

- Parking Lot West
- Parking Lot East
- Field 1
- Field 2
- Field 3
- Field 4 Amberjack
- Field 5 Barracuda
- Field 6 Cobia
- Field 7 Dolphin
- Field 8 Flounder
- Field 9 Grouper

Minimum requirements for the lighting retrofit are:

Field Light Levels: Field light levels must meet industry standard regulations. Light levels of 50/30 fc for ballfields and 30 fc for soccer fields. Provide an option for lighting warranty service for a period of 10 years.

Parking Lot Light Levels: Meet Dark Skys/Directional, LED, average of 2 fc maximum with 1 fc minimum with dusk to dawn photocells.

All lighting shall include:

- Photometric plan for all areas.
- Glare Control: Minimize glare/light spillage at the property lines to not more than 0.2 fc and reduce glare to the players, spectators.
- Poletop luminaire assembly: Galvanized steel poletop luminaire assemblies to replace existing poletop. Contractor must supply new galvanized steel bolt-on crossarm assemblies, bolted connections between steel and aluminum shall be gasketed stainless steel fasteners.
- Wire harnesses shall include abrasion protection sleeve, strain relief and plug-in connections
- Wind Code: All luminaires, visors, and poletop luminaire assemblies shall withstand 150 mi/h winds and maintain luminaire aiming alignment.
- Corrosion protection: All exposed carbon steel horizontal surfaces on the crossarm assembly shall be galvanized minimum of five (5) mil thickness. All exposed aluminum components shall be Type II anodized and coated with high performance UV resistant polyester.
- Safety: All system components shall be UL listed for the appropriate application.
- Provide lightning grounding as defined by NFPA 780 and be UL Listed per UL 96 and UL 96A.
- Instant On/Off Capabilities: System shall provide for instant on/off of luminaires.
- Remote On/Off Capabilities (Optional Add)
- Must be compatible with the existing electrical & controls
- Delivery Timing Equipment On-Site: The equipment must be on-site 8-12 weeks from receipt of approved submittals and receipt of complete order information.
- Platform above lighting assembly for eagle nesting.

Contractor is responsible for obtaining all necessary governmental agency permits. All permitting costs are to be included in the base offer including permit related signage.

3.2 Project Schedule

Final Completion Deadline is April 30, 2025. Contractor shall reach substantial completion for all work thirty (30) days prior to final completion. The time stated for completion shall include final cleanup of the premises. Extensions of contract time for delays caused by the effects of inclement weather are justified only when rain or other inclement weather conditions or related adverse soil conditions prevent the Contractor from productively performing controlling items of work resulting in:

The Contractor being unable to work at least 50% of the normal workday on predetermined controlling work items; or

The Contractor must make major repairs to work damaged by weather, providing the damage was not attributable to a failure to perform or neglect by the Contractor.

ESTIMATED PROJECT SCHEDULE	
Tasks	**Date**
Permitting	January10, 2025
Begin Construction	January 23, 2025
Substantial completion date	30 Days Prior to Complete Construction
Complete Construction	April 30, 2025

4.0 CONTRACTOR REQUIREMENTS

City of Destin is seeking an independent general contractor (including all necessary independent subcontractors) with all applicable licenses for work on this project.

4.1 Independent Contractor

An Agreement resulting from this solicitation does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the Bidder is an independent contractor under this Agreement and not the City's employee for any purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Worker's Compensation Act, and the State Unemployment Insurance law. The Bidder shall retain sole and absolute discretion in the judgment of the manner and means of carrying out Bidder's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under any potential Agreement shall be those of Bidder, which policies of Bidder shall not conflict with City, State, or United States policies, rules or regulations relating to the use of Bidder's funds provided for herein. The Bidder agrees that it is a separate and independent enterprise from the City, that it had full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. Any potential Agreement shall not be construed as creating any joint employment relationship between the Bidder and the City and the City will not be liable for any obligation incurred by Bidder, including but not limited to unpaid minimum wages and/or overtime premiums.

4.2 License Requirements

Provide all applicable contractor licenses: including license name, license numbers and contact information. Contractor must be Florida State Certified or possess an Okaloosa County Competency License http://www.co.okaloosa.fl.us/gm/licensing.

Contractor must also be registered in the City of Destin https://www.cityofdestin.com/DocumentCenter/View/12259/Contractor-Packet.

4.3 Insurance Requirements

Respondent, contractor and/or sub-contractors (used interchangeably) shall, at its expense, procure and maintain at a minimum for the duration of the project and through the period as stated in the Construction Contract, the types and amounts of insurance described below or as otherwise requirement by state and federal law:

a. Workers' Compensation and Employers Liability Insurance: Shall carry Workers' Compensation Insurance in accordance with the laws of the State of Florida and in the amounts sufficient to secure the benefits of the Florida Workmen's Compensation Law for all types of employees, including those of subcontractors. Any Florida State or County Licensed contractor who performs any type of marine construction work as defined in FAC 61G4015.033, must maintain applicable workers' and general liability insurance as required by state and federal law, including but not limited to the provisions of the Longshore and Harbor Workers' Compensation Act.

b. General Liability Insurance: General Liability Insurance with a minimum liability insurance requirement of $1,000,000 for combined single limit.

c. Respondent shall produce proof of insurance in the types and amounts required by the city, state, and federal regulations, including the foregoing and any additional coverages, including Automobile Liability and or Builder's Risk Insurance, as may be defined at the time of contract. The city shall be named as an additional insured party and all binders, policies or certificates of insurance shall include a provision that such insurance coverage shall not be cancelled or amended without at least thirty days' notice to the city. All coverage shall be with carriers doing business in the State of Florida. Carriers shall be A rated (or better) by AM Best Company. City reserves the right to modify its insurance requirements with 60 days' notice

4.4 Bonding Requirements

a. Bid Bond Security

All bidders shall furnish with their bids a bid bond. Said bid bond shall be issued by a surety duly authorized to conduct business in the State of Florida and shall be in the amount of five percent (5%) of the total amount of the bid. Bid security is submitted as a guarantee that the Bidder, if awarded the Contract, will promptly execute such Contract in accordance with the Bid and in the manner and form required as defined by the Contract Documents. The Bidder must be named as the principal of the bond. Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

b. Performance and Payment Bond

The bidder to whom the Contract is awarded shall furnish to the City, without extra compensation, and shall maintain in effect throughout the life of the Contract, and for the duration of the period described in the bond, acceptable Performance and Payment bonds in sums at least equal to 100% of the full amount of the Contract, conditioned to indemnify and save harmless the City from and against any loss, damage, or expense ensuing from failure on the part of the Contractor to faithfully and properly perform the Contract or to promptly pay all its subcontractors, suppliers, materialmen or laborers for work completed on the Project.

The required forms for the performance and payment bonds are included in these Instructions. If within ten (10) calendar days after the acceptance of the bid, the successful bidder shall refuse or neglect to execute the contract and to furnish the required performance and payment bonds properly signed by the bidder and the surety or sureties satisfactorily to the owner, the bidder shall be deemed to be in default and the owner will retain the Bid Bond Security as liquidated damages, but not as a penalty. The owner reserves the option to accept the bid of any of the other bidder within ten (10) calendar days from default, in which case such acceptance shall have the same effect on such bidder as though he were the original, successful bidder.

4.5 Permitting Requirements

Contractor is required to obtain all required permits prior to the start of construction.

a. City of Destin Building Permit
b. City of Destin Trade Permits (e.g. electrical, plumbing, etc.)
c. Any and all other applicable and/or required federal, state, and local permits

4.6 Codes and Standards

All project work shall be done in accordance with all applicable Federal, State, and local codes and standards which include, Florida State Building Codes, City Codes and Ordinances, Approved Development Order and Manufacturers Recommendations.

5.0 CONSTRUCTION CONSIDERATIONS

Project implementation for this scope of work under this RFB includes all labor, materials, equipment and services required for construction including any permitting, compliance with all federal, state and local codes and construction of the project. All new construction shall be completed as indicated in the construction documents. All work shall meet City standards and be performed to the satisfaction of the City Engineer or his designee. All materials and equipment shall be subject to inspection by the City prior to incorporation into the final work.

5.1 Subcontractor(s)

Unless otherwise stated in the contract documents or the bidding requirements, the contractor, as soon as practicable after award of the contract, shall furnish in writing to the City the names of persons or entities, including those who are to furnish materials or equipment fabricated to a special design, proposed for each principal portion of the Work. The City will promptly inform the bidder in writing whether it has reasonable objection to any such proposed person or entity. The City may consider the use of any particular subcontractor when evaluating whether a bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

5.2 Notice to Proceed

The City shall issue a signed Purchase order and official Notice to Proceed for the services referenced in this RFB and resulting contract. The Notice to Proceed shall be sent via facsimile or email. Under no circumstances shall the City be liable for any services rendered unless the written Notice to Proceed has been sent and received by the Contractor(s). The Contractor(s) must acknowledge receipt of the written Notice to Proceed.

The services shall commence upon written Notice to Proceed from the City, and the project shall be completed in accordance with the project schedule.

5.3 Changes in Scope of Work

a. "Additional work" shall be defined as work that results from a change or alteration in plans concerning the scope of work of the contract, or added work necessary to meet the performance goals of the scope of work.
b. "Extra work" shall be defined as work not required under the scope of work of the contract, is something done or furnished beyond the requirements of the contract, and is entirely outside and independent of the scope of work and not contemplated by it.
c. "Change Order" shall be defined as a written instrument prepared by and signed by the City and Bidder, stating the specific agreement upon all of the following: the change in the scope of work, the amount of the adjustment, if any, to the contract price, and the adjustment, if any, to the contract completion time.
d. No claim for additional or extra work will be considered or paid by the City unless a request for a Change Order is first submitted in writing by the Bidder and authorized by the City as a Change Order.
e. All change orders shall be considered a written addendum to the Contract.

5.4 Site Preparation

a. Clearing and Grubbing: All clearing, and grubbing shall be completed to limits shown in the construction documents and in accordance with applicable local, State and Federal ordinances/regulations.

b. Erosion Control: Erosion control devices shall be installed as shown in the construction documents. The contractor shall maintain all devices throughout the life of the contract.

c. Tree Protection: Those trees identified to remain at the completion of the project will be protected with orange construction fencing (or equivalent) throughout the duration of the project. The tree protection area is defined as a ring of fencing with a radius of 1' for every 1" of trunk diameter measured at 4.5' above ground level. Those hardscaped items to be removed during the demolition phase will have the tree protection added immediately after removal. Exceptions to this rule must be approved by the Project Manager in writing.

d. Public Infrastructure and Accesses: Contractor will be responsible for any damages to publicly owned infrastructure to include sidewalks, curb and gutter, storm sewer inlets/grates, manholes, pipes, etc. Repair or replacement of these items will adhere to Florida Department of Transportation (FDOT), City of Destin, and Destin Water Users standards as applicable.

e. Access Control: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.

f. Hours of Operation: Contractor will limit times of activity to 6am to 6pm Monday through Sunday, in accordance with the City's Noise Ordinance. No construction activity shall take place on federally recognized Holidays. City of Destin reserves the right to direct the contractor as to specific days when work will be allowed.

5.5 Schedule for Delivery of Materials

The successful respondent shall be responsible for receiving all materials delivered.

5.6 Waste Disposal

Contractor shall be responsible for disposal of all waste and debris.

5.7 Site Utilities

All site utilities (Electrical, Potable Water, Wastewater, and Storm Drainage/Stormwater) shall be installed as indicated in the construction documents and shall comply with all applicable local, State and Federal codes and regulations in terms of material quality and workmanship. The contractor shall obtain all required permits prior to starting work.

5.8 Material Data

a. United States-Produced Iron and Steel (s. 255.0993, Fla. Stat.) - Any iron or steel product permanently incorporated into the project must be produced in the United States

5.9 Construction Administration & Management

a. Identify a Construction/ Quality Assurance Supervisor. Providing their name(s), qualifications including a minimum of five (5) years of experience on similar scope and magnitude projects.

b. Construction/Quality Assurance Supervisor to provide construction coordination and is responsible for communicating with City of Destin project manager, other contractors; provides directives to sub-contractors and attends scheduled construction meetings on site, and review of all project billing.

- If named individual is replaced during construction period, replacement will require approval of same or greater credentials and experience level initially proposed prior to replacements' start of work.

- Named individual is to provide input to reports and meeting minutes with City of Destin, and other contractors.
- Responsible for quality control of project and addressing areas that may affect the quality of the project's final product and identify inspection procedures to ensure poor quality issues do not occur.
- Construction and Quality Assurance Supervisor shall be responsible for overall project construction quality control, inspection/field condition reports, weekly progress reports, project photographs, project schedule coordination, inspection scheduling, and schedule and attend biweekly construction progress meetings with City and other designees

5.10 Inspection, Acceptance, and Title

Inspection and acceptance will be at destination unless otherwise stipulated by the City. Title and risk of loss or damage to all items shall be the responsibility of the shipper (vendor) until accepted by the using department of the City, unless loss of damage results from negligence by the City or its Departments.

5.11 Disputes

In case of any doubt or differences of opinion as to the items to be furnished pursuant to the specifications of this Invitation to Bid, the decision of the City Manager shall be final and binding on both parties.

5.12 Payments Withheld

The City may withhold such amounts from any payment as may be necessary to protect itself from loss on account of:

a. Damage to adjacent property or right(s)-of-way(s)
b. Defective work not remedied;
c. Claims filed or reasonable evidence indicating probable filing of claims;
d. Failure of the Contractor to make payments properly to subcontractors or for material or labor;
e. A reasonable doubt that the contract can be completed for the balance then unpaid;
f. Damage to another contractor;
g. Failure to submit required reports; or
h. Modifications of the contract which necessitate the execution of change orders prior to payment of funds.

5.13 Temporary Suspension of Work

The City shall have the authority to suspend the work wholly or in part as it may deem appropriate where the Contractor fails to perform the work in accordance with plans and specifications.

a. In the event that the City suspends the work as a result of the failure of the Contractor to comply with plans and specifications, the Contractor shall not be entitled to assert claims for additional time and/or money to complete the project and shall remain liable for satisfactory completion of the contract within the contract time.
b. An order to suspend the work for periods exceeding one calendar day shall be in writing and shall include specific reason for the suspension.

5.14 Warranty Submittal Requirements

a. For all major pieces of equipment, submit a warranty from the equipment manufacturer. The manufacturer's warranty period shall be concurrent with the Contractor's for one (1) year, unless otherwise specified, commencing at the time of final acceptance by the Owner.

b. The City reserves the right to request warranties for equipment not classified as major. The Contractor shall still warrant equipment not considered to be "major" in the Contractor's one-year warranty period even though certificates of warranty may not be required.

c. In the event that the equipment manufacturer or supplier is unwilling to provide a one (1) year warranty commencing at the start of the Correction Period, the Contractor shall obtain from the manufacturer a two (2) year warranty commencing at the time of equipment delivery to the job site. This two (2) year warranty from the manufacturer shall not relieve the Contractor of the one (1) year warranty.

d. The City shall incur no labor or equipment cost during the guarantee period.

e. Guarantee shall cover all necessary labor, equipment and replacement parts resulting from faulty or inadequate equipment design, improper assembly or erection, defective workmanship and materials, leakage, breakage or other failure of all equipment and components furnished by the manufacturer.

5.15 Defective Work

All work completed by the Bidder at any time during the progress of the work shall be subject to the inspection by the City, who shall have full power to accept or reject any part thereof.

The Bidder shall remedy any defective or unsatisfactory work at no additional cost to the City. In the event the Bidder fails to initiate corrections within forty-eight (48) hours after written notice, the City shall have full right to have same done and to bill the Bidder for cost thereof.

5.16 Project Close-out

Upon notice from the Bidder that work is completed in accordance with the specifications, the City shall make a final inspection of the work. The Bidder will be notified of all instances where his work fails to comply with the specifications. The Bidder shall immediately make those alterations which will make the work fully comply with the specifications. The Bidder shall immediately correct or complete all issues as well as defects that were identified by the City or his/her representative. Upon completion of the repair work the Bidder shall notify the City when it is ready for inspection. The City shall make a final inspection of the work and notify the Bidder of any necessary repair work that is not completed. The Bidder shall immediately complete all incomplete work and arrange for re-inspection.

In order to accept project as final the following must occur:

a. Completion of the punch list.

b. Acceptance and completion of the project.

c. Submission and approval of final invoice.

d. Submission of all product warranties and operating manuals.

e. Successful Final Completion inspection by the City of Destin, including all Certificate of Occupancy and/or Certificate of Completion requirements.

f. Provide accurate construction As-Built drawings representing final installation. Provide surveyed As-Built drawings for underground utilities. Provide As-Built information to City of Destin Engineer for review and approval prior to final approval.

g. Receipt of two (2) hardcopy as-built drawings, stamped by contractor as "As-Built", in addition to both AutoCAD and PDF electronic versions on a flash drive.

h. Provide at close of project, all Operations and Maintenance Manuals that include all information and warranties. Provide two (2) copies and an electronic copy in PDF format, on same flash drive.

i. Provide written warranties covering quality of labor and installation of all products/materials.

j. All final project submittals are required to be on flash drive format. Documents can be submitted as PDF files.

Any documents prepared by the construction team for this project are for the City of Destin's use. City of Destin shall have sole ownership of such documents to include making reproducible copies for its use and information in connection with follow-up contracts for design services, further planning, construction, or for permitting uses.

6.0 EVALUATION OF RESPONSES

6.1 Selection Process

In general, the City will conduct the selection process in accordance with this Section and all applicable City purchasing policies and procedures.

6.2 Scoring

The criteria to determine the lowest, best responsive, and responsible bidder, is listed numerically below by their relative order of importance.

EVALUATION CRITERIA	POINTS
Price Proposal	40
Qualifications/Experience/Past Performance	20
Project Approach	20
Past Performance	20
TOTAL	**100**

6.3 Criteria Descriptions

a. Price Proposal
- Costs will be evaluated based on the items outlined in the scope of work and price proposal submission requirements.
- Are costs reasonable compared to the work performed? Are assumptions used in developing costs reasonable?
- Did responsive bidder provide all the requested cost information?
- How competitive is the price proposal compared to the others received?

b. Qualifications and Experience
- Does the contractor have the experience necessary to carry out the specific work for this project? Does the contractor have experience with similar projects?
- Does the background and qualifications of individual key team members provide proven technical, operational, and managerial experience needed to handle the proposed project? Are the company structure and the relation of the project team clearly shown?
- Do financial qualifications clearly demonstrate financial stability of the company?

c. Project Approach and Performance Differentiators
- Does the submittal include detailed information that demonstrates the responsive bidder's understanding of the scope of work and how they intend to meet the objectives of the project?

- Does submittal demonstrate the firm's ability to manage existing budgets and implement cost controls throughout a project?
- Has responsive bidder demonstrated knowledge of local site conditions and applicable requirements? Does submittal contain approach to receiving permitting and maintaining the original construction scheduled as provided for in the scope of work?
- Is project approach specific, describing the means and methods of accomplishing the work. Does it identify any key issues on the project and/or propose some potential solutions?
- Does contractors schedule and availability practical and meet project requirements?

d. Past Performance
- Do past performance evaluations and/or past performance information provided reflect a trend of satisfactory performance?
- Basis of evaluation:
- A pattern of successful completion of work
- A pattern of work identical to, similar to, or related to the work the project requires.
- Ability shown, through workmanship provided on other projects.
- Do references demonstrate the company's quality of work?

7.0 SUBMITTAL REQUIREMENTS

7.1 No Contact Clause

All prospective responsive bidders are hereby instructed to not contact any member of the Destin City Council, City Manager, or City of Destin staff member other than the authorized city contact person identified below, regarding this solicitation or the responsive bidder's submittal package. In order to ensure a fair, competitive, and open process, once a project is advertised all communications between interested responsive bidder and the City must be directed to:

City Clerk Rey Bailey
City of Destin
4200 Indian Bayou Trail
Destin, Florida 32541
850-837-4242
clerk@cityofdestin.com
Office Hours: Monday- Friday, 8:00 A.M. TO 5:00 P.M.

Any such contact to anyone but the Clerk may be cause for rejection of your submittal.

7.2 Addenda

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued; and if so, to obtain copies of such Addendum from the City Clerk of Destin, and agrees to be bound by all addenda that have been issued for this Request for Bids. If addendum is issued, responsive bidder shall sign and return each addendum with the submittal package. Failure to return signed any and all addenda may disqualify the submittal.

7.3 Inquiries

The City will not respond to oral inquiries. Proposers may submit written, e-mailed or faxed, inquiries regarding this RFB. The City will respond to written, e-mailed or faxed; inquiries received by November 19, 2024. Questions or requests for Bid documents, plans and specifications regarding this RFB may be directed to the City Clerk, 4200 Indian Bayou Trail 32541 (850) 837-4242 rbailey@cityofdestin.com.

7.4 Submittal Preparation

Submittals should be prepared in the following order:

a. Coversheet: provide a submittal cover sheet that includes RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING, bid opening date and responsive bidder contact information.
b. Table of Contents: provide Table of Contents to aid the evaluation of the qualifications
c. Transmittal Letter: provide a signed letter of transmittal that demonstrates the responsive bidder's:
    - commitment to perform the work,
    - understanding of the work to be done, including approach, notional schedule, assumptions, contingencies, and mitigating factors
    - delineating features that articulate why it is the best qualified firm to perform the work (e.g. bidder's qualifications, competence, and capacity for the construction proposed in this RFB),
d. Price Proposal Sheet
e. Completed Forms [Reference RFB Attachments]
    - Attachment NO. 1 - Responsive Bidder Qualification Statement
    - Attachment NO. 2 - Public Entity Crime Form
    - Attachment NO. 3 - Drug Free Workplace Certification Form
    - Attachment NO. 4 - Bid Bond Form
    - Attachment NO. 5 - Anti-Human Trafficking Affidavit
    - Attachment NO. 6 - Anti-Collusion Statement

f. Proof of Insurance: provide proof of insurance meeting minimum insurance requirements as outlined in section 4.3 Insurance Requirements.
g. Proof of licensing and certifications: provide proof of licensing and certifications meeting minimum requirements as outlined in section 4.2 License Requirements.
h. Addendums (if applicable)

Failure to provide any of the above listed mandatory information shall result in the elimination of the submittal package from consideration.

7.5 Price Proposal Sheet

The 'Total Base Bid' and 'Total Alternative Bid Items' amounts, as respectively submitted by the bidder in the Price Proposal Sheet, shall include the cost of all work and all costs incidentals thereto, to accomplish the scope identified in this RFB and supporting Exhibits.

7.6 Conflict of Interest Disclosure

Each proposal is subject to the provisions of Florida Statutes, Chapter 112, providing that all responsive bidders must disclose with the RFB submittal the name of any officer, director, or agent who is also a public officer or an employee of the City of Destin. Further, all responsive bidder must disclose the name of any City officer or employee who owns, directly or indirectly, an interest of five percent or more in the Bidding firm.

7.7 Drug Free Workplace Program

Preference may be given by the City of Destin to companies demonstrating a Drug-Free Workplace Program whenever two or more proposals, which are equal in respect to quality and service, are received and rated by the City. Responsive bidders intending to demonstrate a Drug-Free Workplace Program shall provide certification form with the RFB submittal.

7.8 Public Entity Crime Form

Each submittal shall contain a completed Public Entity Crime Form pursuant to Florida Statutes, Section 287.132-133, providing that no public entity shall accept any proposal from or award any contract to, or transact any business in excess of the threshold amount for Category Two ($25,000) for a period of thirty-six months from the date placed on the convicted vendor list.

7.9 Anti-Human Trafficking Affidavit

All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with the City of Destin must have an officer or representative fully execute this

affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.

7.10 Sealed Submittal Packages

All proposals to be considered must be in the possession of the Destin City Clerk no later than **November 26, 2024 2:00 p.m. (CDT)**. Submittals may be mailed or delivered to the Office of the City Clerk at the address below and shall be submitted in a sealed envelope clearly marked **"RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING"** and note the time and date of the opening. Regardless of method of delivery, each responsive bidder shall be responsible for their Bid being delivered on time, as the City of Destin assumes no responsibility for same. Proposals offered or received after the time set for the Bid Opening will be rejected and returned unopened to the submitter.

Mailing and Hand Delivery Address:

City Clerk Rey Bailey
City of Destin
4200 Indian Bayou Trail
Destin, Florida 32541
850-837-4242
clerk@cityofdestin.com
Office Hours: Monday- Friday, 8:00 A.M. TO 5:00 P.M.

7.11 Bid Withdrawals

Bidders may withdraw a bid after it has been deposited with the Purchasing Division office any time before the scheduled time for opening the bids.

7.12 Bid Opening

Proposals are presently scheduled to be opened publicly and read aloud at **November 26, 2024 2:00 p.m. (CDT)** in the City of Destin, City Hall Board Room, 4200 Indian Bayou Trail, Destin, Florida.

7.13 Reservation of Rights

The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to re-advertise, to accept the proposal or award multiple proposals or take any other actions deemed by the City to be in the City's best interest.

7.14 Public Records

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 837-4242, CITY CLERK, 4200 INDIAN BAYOU TRAIL, DESTIN, FL.

The successful responsive bidder shall:

a. Keep and maintain public records required by the CITY to perform the service.
b. Upon request from the City's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this FS Chapter 119 or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the public agency.
d. Upon completion of the contract, transfer, at no cost, to the CITY all public records in possession of the contractor or keep and maintain public records required by the CITY agency to perform the service. If the GROUP transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the GROUP shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By: Corporation ☐

Name: _____ Partnership ☐

Address: _____ Individual ☐

City, State, Zip: _____ Other ☐

Telephone No.: _____

Email: _____

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   _____

   The address of the principal place of business is:

   _____

   _____

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: _____

   b. State of Incorporation: _____

   c. President's name: _____

   d. Vice President's name: _____

e. Secretary's name: _____

f. Treasurer's name: _____

g. Name and address of Resident Agent: _____

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: _____

b. Name, address and ownership units of all partners:

_____

_____

_____

c. State whether general or limited partnership: _____

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

_____

_____

_____

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

_____

6. How many years has your organization been in business under its present business name?

_____

Under what other former names has your organization operated?

_____

_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

_____

_____

_____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

_____

_____

_____

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

_____

_____

_____

10. State the name of the individual who will have personal supervision of the work:

_____

11. State the name and address of attorney, if any, for the business of the responsive bidder:

_____

_____

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

_____

_____

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

_____

_____

_____

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	**Address**	**Telephone**

16. What will be your turnaround time for written responses to City inquires?

_____

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

_____

_____

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

_____

_____

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

_____

_____

_____

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

_____

_____

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

Subscribed and sworn to before me

This _____ day of _____, 20 _____

_____
Notary Public (Signature)

My Commission Expires: _____

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 _____
_____

2. This sworn statement is submitted by _____whose business address is _____
_____

and (if applicable) Federal Employer Identification Number (FEIN) is _____(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

3. My name is _____and my relationship to the entity named above is_____

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ Date: _____

(Signature)

STATE OF FLORIDA
COUNTY OF _____

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 ___day of_____, 202__, and is personally known to me, or has provided as identification.

_____
Notary Public

My Commission expires:

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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:_____

ADDRESS:_____

CITY:_____STATE:_____ZIP CODE: _____

TELEPHONE NUMBER:_____

SIGNATURE:_____DATE:_____

NAME (TYPED OR PRINTED):_____

TITLE: _____

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 4
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as _____ Principal, and as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as Owner in the penal sum of, (five percent (5%) of the Contract Bid) _____ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.

Signed, this ____day of_____, 20__

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.**

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

2. This obligation shall be null and void if:
   2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
   2.2 All bids are rejected by Owner, or
   2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term 'bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name): Surety (Print Full Name):

_____ _____

(Seal) Surety's Name and Corporate Seal

By:_____ (L.S.) By: _____

Signature (attach power of attorney)

Title:_____ Title:_____

Attest: _____ Attest: _____

Signature and Title Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I _____ (insert name) as _____ (insert title) on behalf of _____ (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

_____
Printed Name:
Title:
Nongovernmental entity:
Date:

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by _____ as _____ on behalf of _____, who is personally known to me or who produced _____ as identification this _____ day of _____, 202___.

_____
Notary Public

(Notary Seal)

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

_____	_____
Bidder's Company Name	Authorized Signature
_____	_____
	Authorized Signatory (Print Name)
_____	_____
Address	Title
_____	_____
Phone #	Fax #
_____	
Federal ID # or SS #	

RFP NO. 24-14-REC
EXHIBITS A-B

See documents posted on https://www.cityofdestin.com/Bids.aspx.

Exhibit A – Price Proposal Sheet

Bidder may use paper copy provided on next page of this bid document or may use the MS Excel fillable spreadsheet posted at the site above.

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone: ( ) _____ E-mail: _____ Fax: ( ) _____

Number of Years in Business: _____ Contact Name _____

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ _____
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ _____
Replacement/retrofit of lighting for two (2) parking lot areas	$ _____
10 year Warranty Service	$ _____

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: _____
(Print or Type)

Signature: _____

Date of Bid: _____

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

Destin Sports Complex

Destin, Florida

Prepared by:

BASKERVILLE–DONOVAN, INC.

March, 1998
11232.01

PRELIMINARY STATUS PRINT
NOT
FOR CONSTRUCTION

OWNER: *CITY OF DESTIN*
4200 TWO TREES ROAD
DESTIN, FL 32541
(850) 837–4242 ATTN. MS JILL SCROGGS

DESTIN WATER USERS, INCORPORATION
P.O. BOX 308, DESTIN, FL 32541

APPLICANT: *CITY OF DESTIN*

ENGINEER /LANDSCAPE ARCHITECT: *BASKERVILLE–DONOVAN, INC.*
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FLORIDA 32501
ATTN. DAVE HEMPHILL
(850) 438–9661

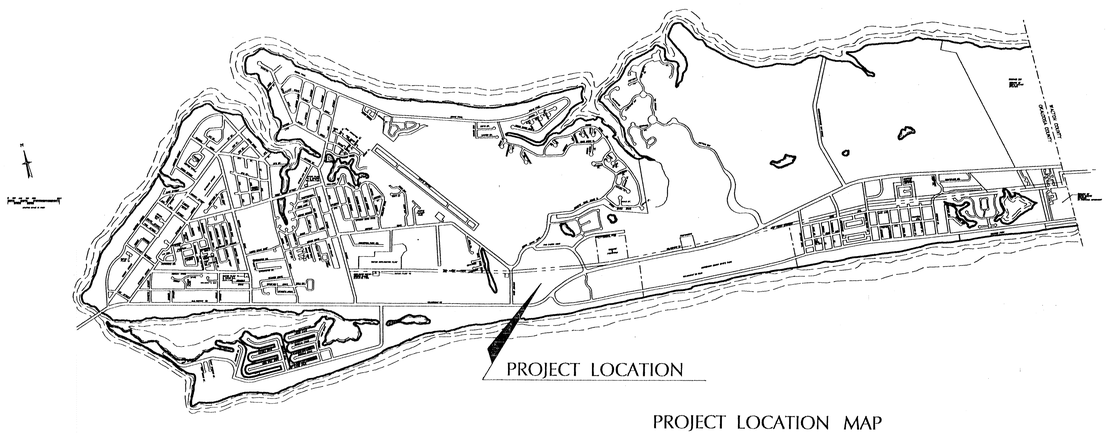
ZONING: *RUA (CITY PROPERTY), BT (DWUI PROPERTY)*

FUTURE LAND USE: *PUBLIC LAND–PL & COMMERCIAL–C*

TOTAL AREA: *26.514 ACRES /1,154,949.84 SQUARE FEET (DWU PROPERTY)*
12.360 ACRES /538,401.6 SQUARE FEET (CITY PROPERTY)

CONCESSION/RESTROOM: *1,495.11 SQUARE FEET*

IMPERVIOUS AREA: *3.156 ACRES /137,495 SQUARE FEET – PHASE I*
2.548 ACRES /110,988 SQUARE FEET – PHASE II



PROJECT LOCATION MAP

RECEIVED
APR 13 1998
PLANNING & ZONING

RECEIVED
APR 14 1998
PLANNING & ZONING

Sheet Layout

C1 TOPOGRAPHC SURVEY
C2 MASTER PLAN
C3 PHASE 1 – SITE LAYOUT
C4 ENTRANCE ROAD LAYOUT
C5 DUG OUT DETAILS
C6 IRRIGATION PLAN
C7 LANDSCAPE PLAN
C8 SITE DETAILS
C9 MASTER GRADING PLAN
C10 GRADING PLAN #1
C11 GRADING PLAN #2

U1 UTILITY PLAN

R1 EXISTING REUSE DEMOLITION PLAN
R2 SUB–SURFACE IRRIGATION
R3 SUB–SURFACE DISPOSAL LINES
R4 REUSE DETAILS

A1 FLOOR PLAN (concession bldg.)
A2 DIAGRAM, X–SECT. & TOILET PLAN
A3 ROOF PLAN & PENTHOUSE DETAILS
A4 ELEVATIONS
A5 DETAILS
A6 SCHEDULES
A7 WALL, DOOR & WINDOW DETAILS
A8 DETAILS

S1 FOUNDATION PLAN & GENERAL NOTES
S2 2ND FLOOR & ROOF FRAMING PLANS

E1 LIGHTING PLAN
E2 CALCULATION PLAN
E3 LIGHTING PLANS
E4 POWER PLANS
E5 SINGLE LINE DIAGRAM, PANEL SCHEDULE
E6 DETAIL SHEET

M1 MECHANICAL FLOOR PLANS
M2 MECHANICAL SCHEDULED, DETAILS & NOTES

P1 DOMESTIC WATER PLANS
P2 1ST FLOOR WASTE PLANS

Michael D. Langston 4-13-98

4-13-98

4/13/98

4-13-98

4-13-98

...\11232\11232-01.dgn 11232-00.dgn Apr 13, 1998 11:30:19

NORTH

SCALE: 1"=100'

0 50 100 200 300

GRAPHIC SCALE IN FEET

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or part. It is not to be used on any project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DATE
1"=100'		SEPT. 97
	DRAWN	BY
	RET	

NOT RELEASED FOR CONSTRUCTION DATE

TOPOGRAPHIC SURVEY

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C1
INDEX	OF SHT.

\\12\11232.01\dgn\11232-c1.dgn Apr. 13, 1998 07:28:16

AIRPORT ROAD (100' R/W)

50' EASEMENT

100' GULF POWER EASEMENT

892.51
S76° 17'00"E

879.84
S79° 00'15"E

972.04
N13° 56'12"E

199.81
N76° 19'40"W

275.30
N76° 19'40"W

5.75

1.60'

4.35'

R=1052.39'
CH=202.96'
CB=N81° 51'41"W

R=1062.30'
CH=295.71'
CB=N84° 36'18"W

74.75
S70° 44'27"W

112.47
S77° 15'32"W

73.59
S64° 38'08"W

251.00
S62° 40'20"W

50.00
N25° 19'40"E

300.00
S62° 40'20"W

50.00
N25° 19'40"E

445.82
S62° 40'20"W

50' STONE RETAINING WALL

R=2329.86'
CH=108.11'
CB=S64° 00'06"W

1.0' WIDE RIBBON CURB

TWO TREE ROAD

US 98 (STATE ROAD 30)

HIGHWAY 98 (R/W VARIES)

THE TRACK

BUNGY JUMP

HOTEL

SHARK TOOTH

JOE'S CRAB SHACK

LANDRY PARCEL

NORTH

SCALE: 1"=100'

0 50 100 200 300

GRAPHIC SCALE IN FEET

140 PARKING SPACES
ROADWAY: 24.00'
(PHASE I)

5' SIDEWALK
(CONC.)
(PHASE I)

RIBBON CURB
(PAHSE I)

100' GULF POWER EASEMENT

50' EASEMENT

RIBBON CURB
(PAHSE I)

5' LANDSCAPE
BUFFER (TYP)
(PHASE I)

8' SIDEWALK
(ASPHALT)
(PHASE I)

5' LANDSCAPE
BUFFER (TYP)
(PHASE I)

5' SIDEWALK
(CONC.)
(PHASE I)

FUTURE
EXERCISE
TRAIL

5' CONC.
SIDEWALK
(PHASE I)

FUTURE COMP PLAN ROAD

10' LANDSCAPE
BUFFER (TYP)
(PHASE I)

NEW TOP
OF BANK
(TYP)

NEW RETENTION POND
EXPANSION (PHASE I)

EXISTING RETENTION POND

45.1'
110.5'
56.6'
36'
109.8'
126.3'
102.4'
45.5'
100'

8' ASPHALT
SIDEWALK
(PHASE II)

CITY OF DESTIN
PROPERTY

EXISTING
PARKING

EXISTING
BUILDING

5' CONC.
SIDEWALK
(PHASE I)

5' ASPHALT
SIDEWALK
(PHASE II)

5' CONC.
SIDEWALK (PHASE II)

1.0' WIDE RIBBON
CURB

LITTLE
LEAGUE
(PHASE I)

LITTLE
LEAGUE
(PHASE I)

PHASE I
PHASE II

NEW ENTRANCE
ROAD TO TIE
INTO EXISTING
PAVEMENT
(PHASE II)

8' ASPHALT
SIDEWALK
(PHASE II)

8' ASPHALT
SIDEWALK
(PHASE II)

END TYPE "C"
CURB & GUTTER

TYPE "C" CURB &
GUTTER
ENTRANCE ROAD (PHASE II)

RIBBON
CURB

DUNE PRESERVATION AREA

211 PARKING SPACES
ROADWAY: 24.00'
(PHASE II)

TWO TREES ROAD

SOFT BALL
(PHASE I)

SOFT BALL
(PHASE II)

8' ASPHALT
SIDEWALK
(PHASE I)

CONCESSION
BUILDING
(PHASE I)

8' ASPHALT
SIDEWALK
(PHASE II)

STONE
RETAINING
WALL

LANDRY PARCEL

END 5' LANDSCAPE
BUFFER AT DUNE PRESERVATION AREA
(PHASE II)

PLAYGROUND
(PHASE II)

JOE'S CRAB SHACK

DESTIN WATER USERS
PROPERTY

SOCCER
(PHASE I)

SOCCER
(PHASE I)

SOCCER
(PHASE I)

SOFT BALL
(PHASE I)

CONC. SLAB
(PHASE I)

SOFT BALL
(PHASE II)

FUTURE
EXERCISE
TRAIL

SHARK TOOTH

RETENTION POND
(PHASE I)

PHASE I
PHASE II

HOTEL

5' LANDSCAPE
BUFFER (TYP)
(PHASE I)

BUNGY JUMP

US 98 (STATE ROAD 30)

AIRPORT ROAD (100' R/W)

THE TRACK

HWAY 98 (R/W VARIES)

PHASE I:

- 140 SPACE PARKING LOT W/ENTRANCE FROM AIRPORT ROAD.
- 3 SOCCER FILEDS
- 2 SOFT BALL FIELDS (WEST SIDE)
- 2 LITTLE LEAGUE FILEDS (NORTH)
- EXPANDED WATER RETENTION POND AREA ON CITY SITE
- NEW RETENTION POND (SOUTH)
- 514 LF 8 FT ASPHALT SIDEWALKS
- 1638 LF 5 FT CONCRETE SIDEWALKS
- 10' LANDSCAPE BUFFER NORTH ALONG SOUTH SIDE OF COMP PLAN RD. & WEST SIDE OF TWO TREES RD.
- 5' LANDSCAPE BUFFER ALONG NORTH, WEST & SOUTH PROP. LINE
- UTILITY CONNECTIONS
- SANITARY SEWER LIFT STATION
- CONCESSION BUILDING

PHASE II:

- 211 SPACE PARKING LOT W/ENTRANCE ROAD FROM CITY HALL
- 2 SOFT BALL FIELDS (EAST SIDE)
- 1822 LF 8 FT ASPHALT SIDEWALKS
- 333 LF 5 FT CONCRETE SIDEWALKS
- PLAYGROUND AREA
- 5' LANDSCAPE BUFFER ALONG SOUTH PROP.LINE
- SITE LIGHTING

FUTURE:

- EXERCISE TRAIL (.96 MILE)

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
1"=100'		RET	

DATE SEPT 97

NOT RELEASED FOR CONSTRUCTION
BY
DATE

MASTER PLAN

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO. 11232.01

INDEX

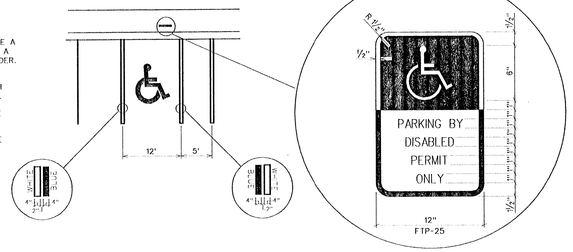
NO. C2

OF SHT.

...\11232\11232-21\dgn\11232-c2.dgn Apr 13, 1999 11:12:45

NOTES:

1. TOP PORTION OF FTP-25 SHALL HAVE A REFLECTIVE BLUE BACKGROUND WITH A WHITE REFLECTIVE SYMBOL AND BORDER.
2. BOTTOM PORTION SHALL HAVE A REFLECTIVE WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
3. FTP-25 MAY BE FABRICATED ON ONE PANEL OR TWO.
4. FTP-25 IS FOR USE IN AREAS WHERE SPACE IS LIMITED.



HANDICAPPED SIGNAGE & STRIPING DETAIL

NOTES:

EACH SUCH PARKING SPACE SHALL BE CONSPICUOUSLY OUTLINED IN BLUE PAINT, AND SHALL BE POSTED AND MAINTAINED WITH A PERMANENT ABOVE-GRADE SIGN BEARING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY OR THE CAPTION "PARKING BY DISABLED PERMIT ONLY", OR BEARING BOTH SUCH SYMBOL AND CAPTION. SUCH SIGNS SHALL NOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE. ALL HANDICAPPED PARKING SPACES MUST BE SIGNED AND MARKED IN ACCORDANCE WITH THE STANDARDS ADOPTED BY THE DEPARTMENT OF TRANSPORTATION.

NORTH

SCALE: 1"=60'

0 50 100 200

GRAPHIC SCALE IN FEET

BENCHMARK LOCATION:
NAIL AND DISK IN SOUTH SIDE OF POWER POLE,
ELEV.- 26.35

BENCHMARK LOCATION:
"X" CUT IN NORTHWEST CORNER OF CONCRETE PAD AT THE NORTHWEST CORNER OF PARKING LOT AT DESTIN SHERIFF DEPARTMENT ANNEX,
ELEV.- 18.11

FUTURE COMP PLAN ROAD

50' EASEMENT

100' GULF POWER EASEMENT

342.0'

289.99'

PROP. LINE

OUTFIELD FENCE LINE

8.21'

FOUND CONCRETE MONUMENT #3027

S79°00'15"E

879.84'

194.90'

PHASE 1

PHASE 2

SEE SPORTS FIELD LAYOUT FOR FIELD DIMENSIONS

SEE SHEET C4 FOR PARKING LOT & ENTRANCE ROAD DIMENSIONS

DIMENSION GOES TO FOUND CONCRETE MONUMENT #3027 AT PROP. CORNER. SEE SHEET C7 FOR LOCATION

STONE RETAINING WALL

NOTE:
ALL ANGELS ARE 90° UNLESS OTHERWISE NOTED

2 / C2 FIELD LAYOUT AT HOME PLATE & CONCESSION

NOT TO SCALE

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE 1"=60'	DESIGNED	DRAWN RET	CHECKED	DATE SEPT 97

NOT RELEASED FOR CONSTRUCTION

BY DATE

PHASE 1-SITE LAYOUT

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C3
INDEX	OF SHT.

...\11232\11232.01\dgn\11232c3.dgn Apr 13, 1998 07:31:43

BENCHMARK LOCATION:
"X" CUT IN NORTHWEST CORNER OF CONCRETE PAD AT THE NORTHWEST CORNER OF PARKING LOT AT DESTIN SHERIFF DEPARTMENT ANNEX, ELEV.= 18.11

PROJECT LIMITS

YIELD SIGN

270.0°

79.43°

R-37.00'
L-51.29 LF

STOP

STOP SIGN

93.41°

R-68.00
L-110.86 LF

24" TYPE "C" CURB & GUTTER

399.47'

90°

90°

R-62.00
L-102.60 LF

94.82°

90°

END 24" TYPE "C" CURB & GUTTER

BEGIN 24" RIBBON CURB

NOTE:
CONTROL TO BE SUPPLIED BY BDI.

RIBBON CURB

8' ASPHALT WALKWAY

R 20

286.00'

58'

67'

9'

15' TYP

24' TYP

225.23'

24'

15'

13 SPACES @ 9' EA. = 117'

9'

14 SPACES @ 9' EA. = 126'

STOP

STOP SIGN AT EACH STOP BAR (TYP)

R 4.5' TYP.

R 8' TYP.

R 5' TYP.

161.00'

RIBBON CURB

24' TYP

266.00'

90°

R 20

RIBBON CURB

NOTE:
ALL DIMENSIONS ARE TO EDGE OF PAVEMENT

FOUND CONCRETE MONUMENT #3027

BENCHMARK LOCATION:
NAIL SET IN THE SOUTH SIDE OF POWER POLE, ELEV.= 28.54

NORTH

0 25 50 100

GRAPHIC SCALE IN FEET

LANDRY PARCEL

But is one inch on original drawing 0. If not, adjust scales accordingly. This sheet is 24"x36". Scale is as noted. Any other sheet size is as returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
1"=30'		RET	

DATE SEPT. 97

NOT RELEASED FOR CONSTRUCTION

BY

DATE

ENTRANCE ROAD LAYOUT

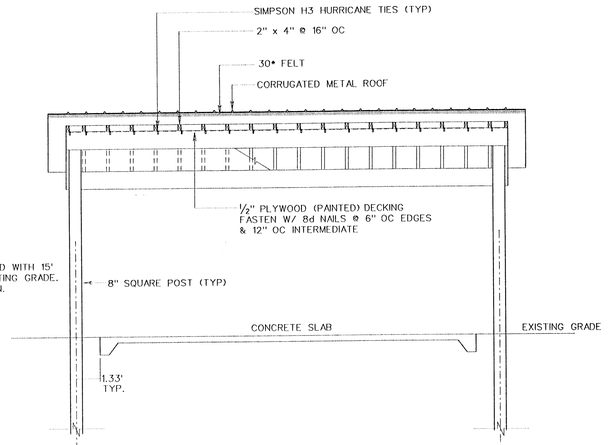
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C4
INDEX	OF SHT.

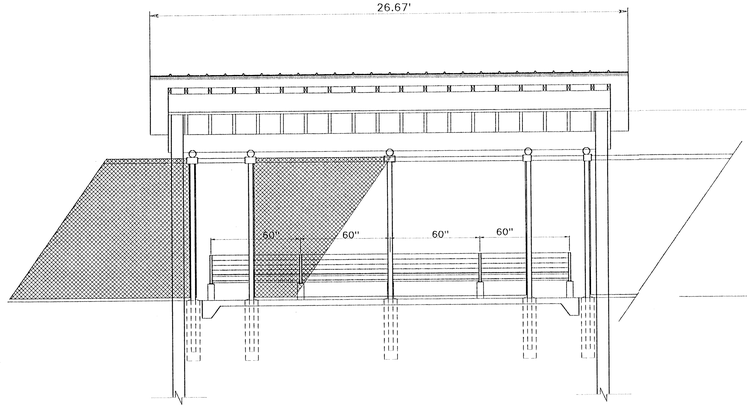
...\11232\11232.01\dgn\11232-c4.dgn Apr 13, 1998 07:32:22

0 2 4 8 12

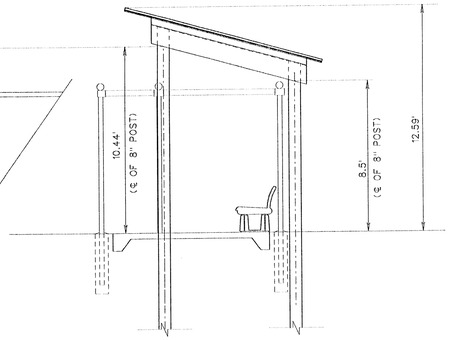
GRAPHIC SCALE IN FEET



DUG OUT ELEVATION



FRONT VIEW

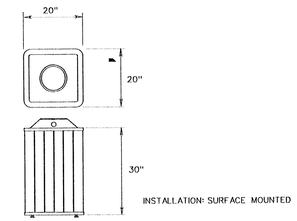


SIDE VIEW

X-BASE IS SURFACE MOUNTED

INFINITY SERIES SEAT
GREEN DURAWOOD SLATS
CHARCOAL ALUMINUM FRAME & X-BASE
MODEL NUMBER: 9810

BENCH

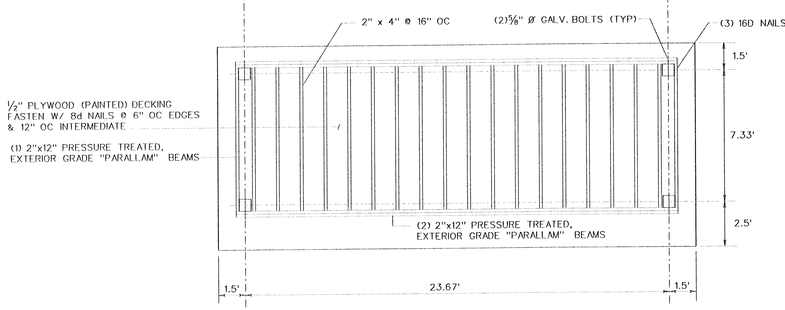


INFINITY SERIES WASTE BIN
GREEN DURAWOOD SLATS
CHARCOAL ALUMINUM FRAME & LID COVER
MODEL NUMBER: 9808

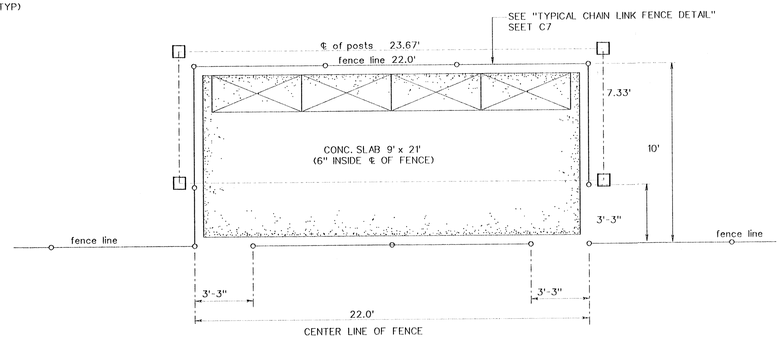
WASTE BIN

2 / C3 BENCH & WAST BIN DETAILS

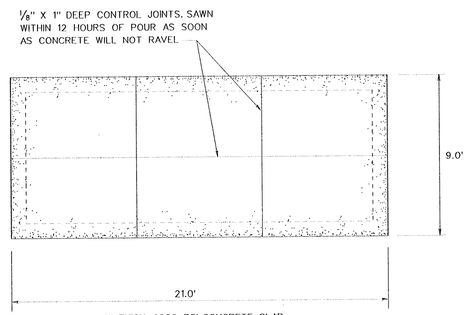
RECYCLEDESIGN PRODUCTS
1-800-964-3751



ROOF PLAN



PLAN VIEW



4" THICK 4000 PSI CONCRETE SLAB
WITH 12" X 8" TURNDOWN @ EDGES.

CONCRETE SLAB

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1/4"=1'-0"		RET		SEPT 97

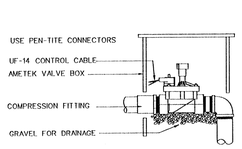
NOT RELEASED FOR CONSTRUCTION BY DATE

DUG OUT DETAILS

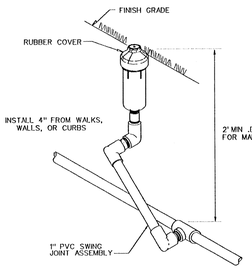
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C5
INDEX	OF SHT.

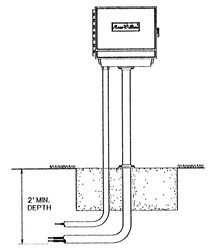
...\11232\01\dgn\11232-c5.dgn Apr. 15, 1998 07:32:53



ELECTRIC REMOTE CONTROL VALVE
NTS



POP-UP LAWN HEADS
NTS



CONTROLLER INSTALLATION
NTS

NORTH

SCALE: 1"=60'

0 50 100 200

GRAPHIC SCALE IN FEET

50' EASEMENT

100' GULF POWER EASEMENT

FUTURE COMP PLAN ROAD

FOR DETAIL OF RECLAIMED WATER CONNECTION, SEE UTILITY SHEET

FULL CIRCLE (TYP)

PART CIRCLE (TYP)

40'

50' (TYP)

STONE RETAINING WALL

HOTEL

1. AREAS LABELED "SOD" SHALL BE HYBRID BERMUDAGRASS 419.
2. ALL OTHER AREAS DISTURBED BY CONSTRUCTION SHALL BE SODDED WITH ARGENTINE BAHIAGRASS.

IRRIGATION SCHEDULE

SYMBOL	MNFTR	DESCRIPTION	MODEL NO.	COMMENTS
	RAINBIRD	2-CONTROLLERS	ISC-24	MOUNT TO ELEC. BACKBOARD
⊙	RAINBIRD	POP-UP SPRAY HEAD	1806	
•	RAINBIRD	ROTARY TURF HEAD	F4-FC and PC-08	INSTALL 1" W/RUBBER COVER
	RAINBIRD	ELEC. SOLENOID VALVE	200-PEB	INSTALL IN AMETEK BOX
⋈		ISOLATION GATE VALVE	SAME SIZE AS PIPE	BRONZE, IN AMETEK BOX
⊢⊣		PVC CLASS 200 PIPE SIZING		ALL PIPE NOT CALLED SHALL BE 1"

NO.	DATE	APPR.	REVISION

© Copyright 1997 BASKERVILLE DONOVAN, INC. All rights reserved. This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
		RET	DATE SEPT 97

NOT RELEASED FOR CONSTRUCTION

BY	DATE

IRRIGATION PLAN

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C6
INDEX	OF SHT.

...\11232\11232-10.dgn Apr. 13, 1998 08:48:57

NORTH

0 50 100 200

GRAPHIC SCALE IN FEET

SCALE: 1"=60'

NORTH

0 50 100 200

GRAPHIC SCALE IN FEET

SCALE: 1"=120'

50' EASEMENT

100' GULF POWER EASEMENT

MATCH LINE

ELEAGNUS HEDGE (TYP. FUTURE)
24" ELEAGNUS PUNGENS
PLANTED AT 36" O.C.

TWO TREE ROAD

1.0' WIDE RIBBON CURB

DUNE PRESERVE
(TO REMAIN UNDISTURBED)

FUTURE COMP PLAN ROAD

ELEAGNUS HEDGE (TYP. FUTURE)
24" ELEAGNUS PUNGENS
PLANTED AT 36" O.C.

SOD

AREA TO BE SOD

DUNE PRESERVE
(TO REMAIN UNDISTURBED)

MATCH LINE

AREA TO BE SPRIGGED

AREA TO BE SOD

AREA TO BE SOD

DUNE PRESERVE
(TO REMAIN UNDESTURBED)

AREA TO BE SPRIGGED

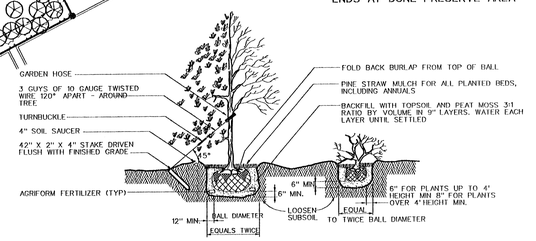
10'

STONE RETAINING WALL

END ELEAGNUS HEDGE
ENDS AT DUNE PRESERVE AREA

RETENTION POND

ELEAGNUS HEDGE (TYP. FUTURE)
24" ELEAGNUS PUNGENS PLANTED AT 36" O.C.



TREE & SHRUB PLANTING DETAILS

NTS

LIVE OAK

JAPANESE BLACK PINE

PLANTING SCHEDULE

QUANTITY	COMMON NAME	BOTANICAL NAME	SIZE	ROOTS	COMMENTS
1233	SILVERTHORN	ELELEAGNUS PUNGENS	24"	3 GAL	36" O.C.
70	LIVE OAK	QUERCUS VIRGINANA	7-8'	B&B	2" CAL
29,850SY	BERMUDAGRASS 419	HYBRID BERMUDAGRASS		SOD	
97,750SY	BERMUDAGRASS 419	HYBRID BERMUDAGRASS		SPRIG	
450	JAPANESE BLACK PINE	PINUS THUNBERGII	9'	B&B	

NO.	DATE	APPR.	REVISION

Bar is one inch on original drawing D. 1" if not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
1"=60'		RET	

DATE SEPT 97

NOT RELEASED FOR CONSTRUCTION

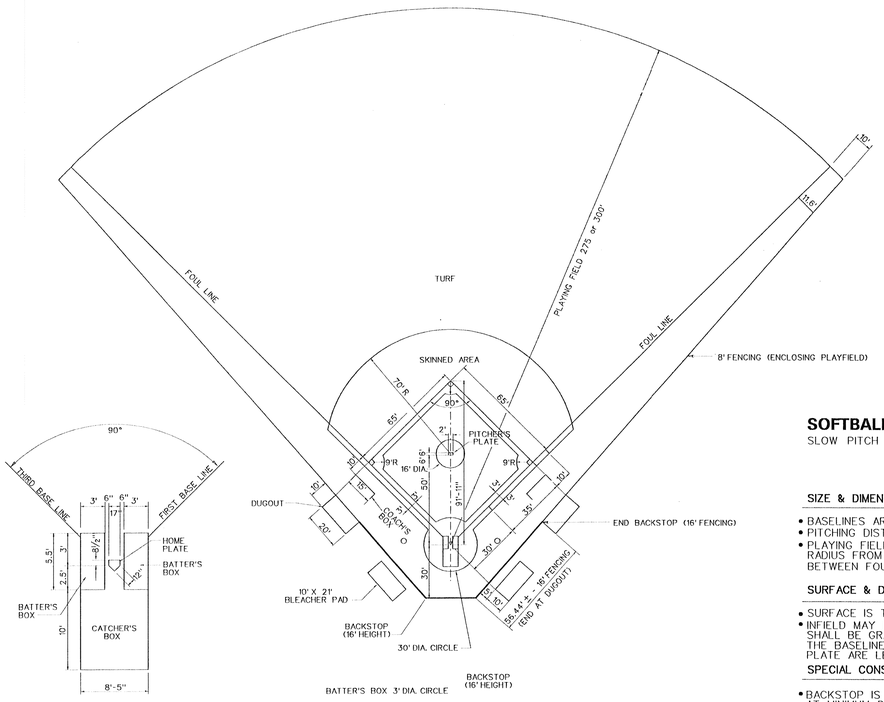
BY DATE

LANDSCAPE PLAN

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C7
INDEX	OF SHT.

\\12\V1232-01\dgn\1232-C7.dgn 13-SEP-1999 07:34:22



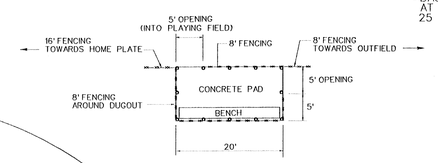
SOFTBALL
SLOW PITCH

SIZE & DIMENSION
- BASELINES ARE 65'-0"
- PITCHING DISTANCE IS 50'
- PLAYING FIELD IS 300 FT RADIUS FROM HOME PLATE BETWEEN FOUL LINES

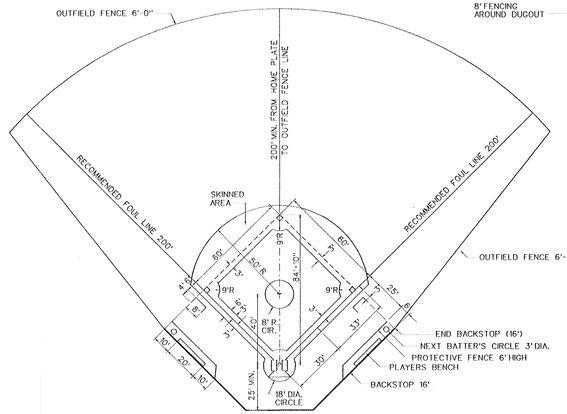
SURFACE & DRAINAGE
- SURFACE IS TO BE TURF.
- INFIELD MAY BE SKINNED, AND SHALL BE GRADED SO THAT THE BASELINES AND HOME PLATE ARE LEVEL.

SPECIAL CONSIDERATIONS
- BACKSTOP IS TO BE PROVIDED AT MINIMUM DISTANCE OF 25 FT. BEHIND HOME PLATE.

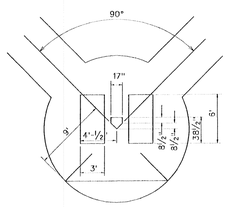
LAYOUT AT HOME PLATE
N.T.S.



DUGOUT
N.T.S.



LITTLE LEAGUE BASEBALL

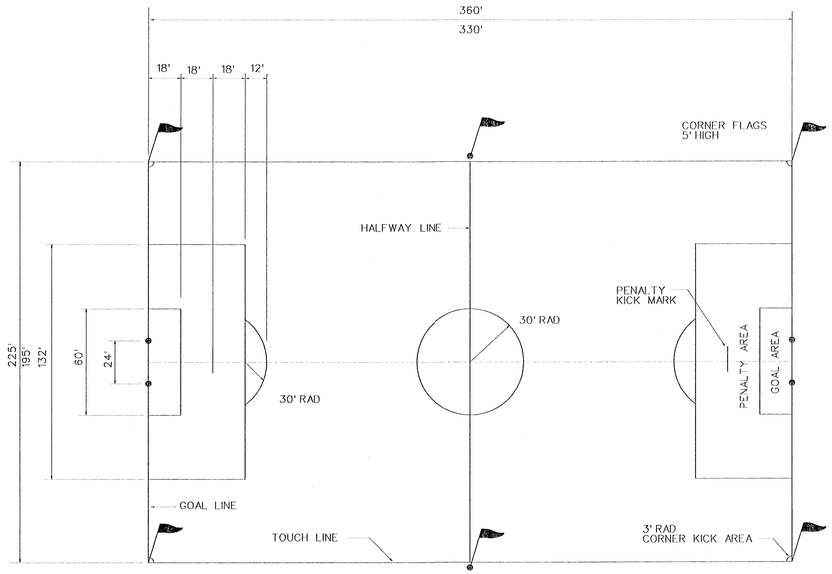


LAYOUT AT HOME PLATE
N.T.S.

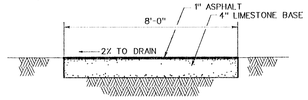
SIZE & DIMENSION
- BASELINES ARE 60'-0"
- PITCHING DISTANCE IS 40'
- PITCHERS PLATE IS 6" ABOVE THE LEVEL OF HOME PLATE
- DISTANCE DOWN FOUL LINE IS 200 FT.

SURFACE & DRAINAGE
- SURFACE IS TO BE TURF.
- INFIELD MAY BE SKINNED, AND SHALL BE GRADED SO THAT THE BASELINES AND HOME PLATE ARE LEVEL.

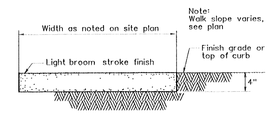
SPECIAL CONSIDERATIONS
- BACKSTOP IS TO BE PROVIDED AT MINIMUM DISTANCE OF 25 FT. BEHIND HOME PLATE.



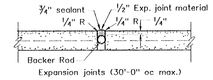
NCAA SOCCER
SCALE: 1"=40'



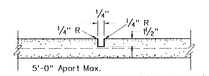
BIKE PATH DETAIL
NOT TO SCALE



WALK SECTION

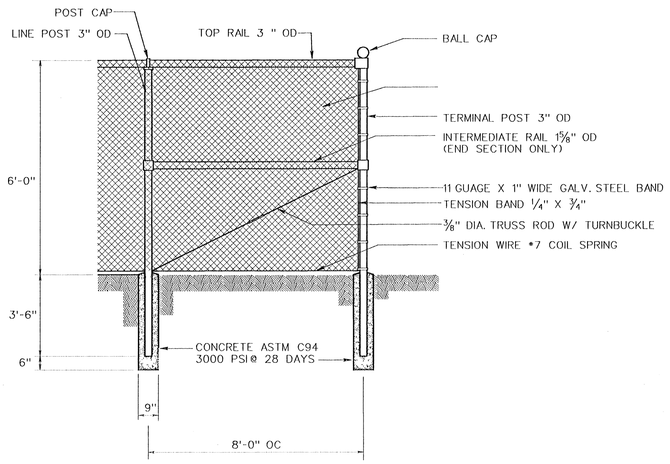


EXPANSION JOINT

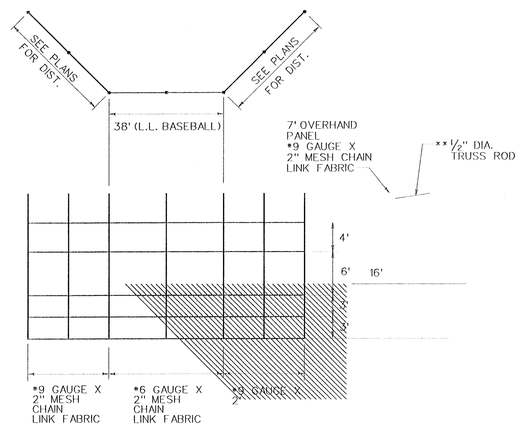


CONTRACTION JOINT

SIDEWALK DETAIL
NOT TO SCALE



TYPICAL CHAIN LINK FENCE DETAIL



SOFTBALL BACKSTOP DETAIL

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
AS SHOWN		RET	

DATE SEPT 97
BY
DATE

NOT RELEASED FOR CONSTRUCTION

SITE DETAILS
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	C8
INDEX	OF SHT.

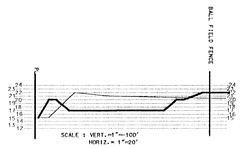
...\11232.01\dgn\11232-c8.dgn Apr. 13, 1998 07:35:01

BASIN DIVIDES

BASIN LIMITS

TOTAL AREA

WEST BASIN	EAST BASIN
1216633 SF	360652 SF



NORTH

SCALE: 1"=100'

0 50 100 200 300

GRAPHIC SCALE IN FEET

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

WEST BASIN ⟷ EAST BASIN

FUTURE COMP. PLAN ROAD

TOP OF BERM 20.0'

BOTTOM OF POND 8.00'

EXIST. PARKING

EXIST. BLDG.

EXIST. PAVING

EXIST. PVMT.

1.0' WIDE RIBBON CURB

TWO TREE ROAD

50' EASEMENT

100' GULF POWER EASEMENT

AIRPORT ROAD (100' R/W)

EXISTING GRADES (TYPICAL)

C.B.#1

C.B.#2

C.B.#3

C.B.#4

C.B.#5

C.B.#6

C.B.#7

C.B.#8

C.B.#9

C.B.#10

C.B.#11

C.B.#12

C.B.#13

C.I.#14

C.I.#15

MES #1

MES #2

STONE RETAINING WALL

LANDRY PARCEL

JOE'S CRAB SHACK

SHARK TOOTH

HOTEL

BUNGY JUMP

THE TRACK

US 98 (STATE ROAD 30)

HWAY 98 (R/W VARIES)

LIST OF DRAINAGE STRUCTURES

NO.	DESCRIPTION	TOP ELEV.	INV. ELEV
#1	MITERED END SECTION		16.00
#2	TYPE "E" CATCH BASIN	20.4	16.38
#3	TYPE "E" CATCH BASIN	20.9	17.01
#4	TYPE "E" CATCH BASIN	21.2	17.52
#5	TYPE "E" CATCH BASIN	21.4	18.12
#6	TYPE "E" CATCH BASIN	21.5	17.00
#7	MITERED END SECTION		17.00
#8	TYPE "E" CATCH BASIN	21.6	17.57
#9	TYPE "E" CATCH BASIN	23.0	18.22
#10	TYPE "E" CATCH BASIN	23.8	18.84
#11	TYPE "E" CATCH BASIN	22.8	19.35
#12	TYPE "E" CATCH BASIN	22.8	19.37
#13	TYPE "E" CATCH BASIN	23.5	20.50
#14	TYPE " " CURB INLET	24.14	21.26
#15	TYPE " " CURB INLET	24.14	21.33

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1"=100'		RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION

BY DATE

MASTER GRADING PLAN

DESTIN SPORTS COMPLEX - CITY OF DESTIN

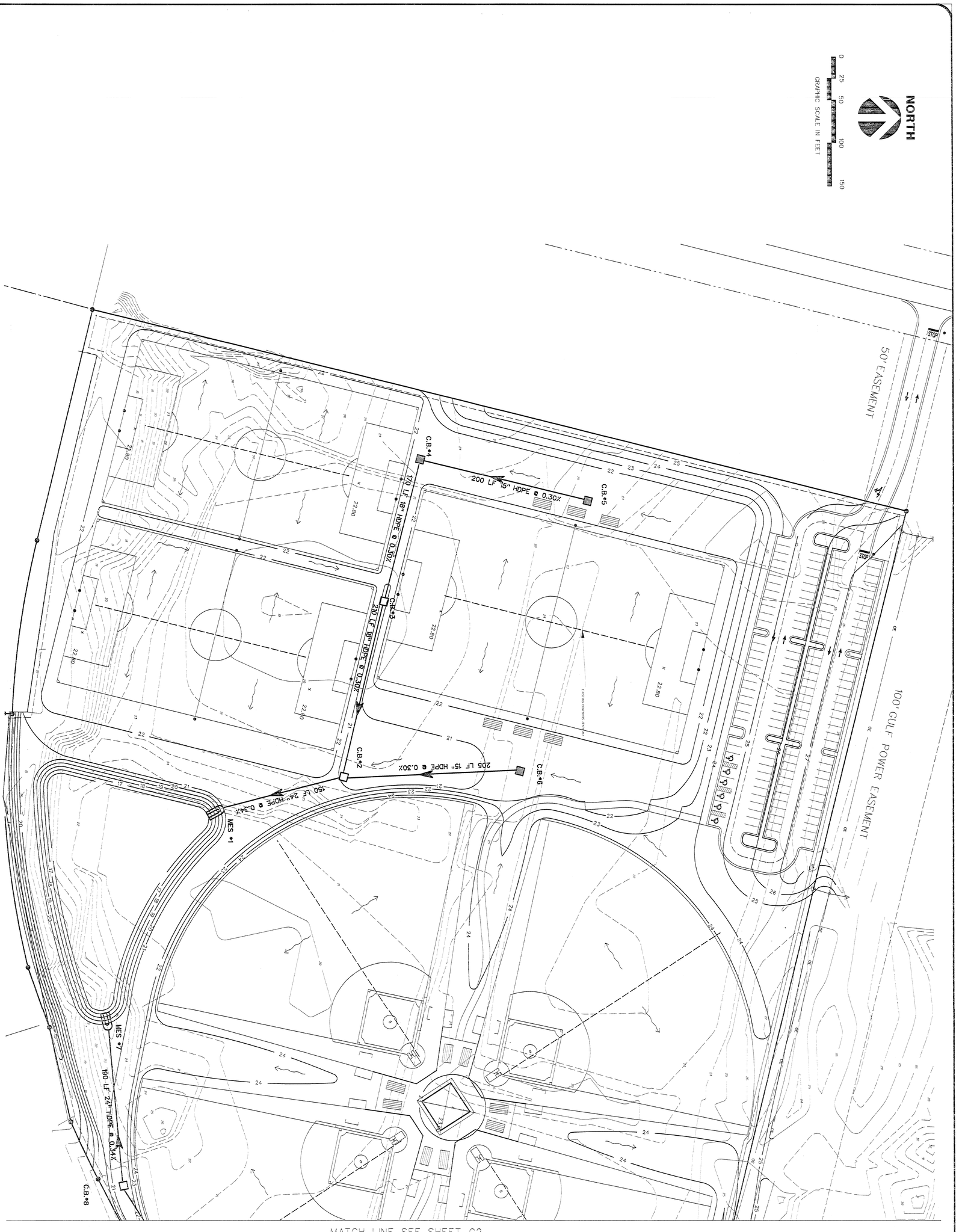
PROJECT NO. 11232.01

NO. C9

INDEX

OF SHT.

...\1123\11232.01\dgn\11232-c9.dgn Apr. 13, 1998 11:13:29



Bar is one inch on original drawing. If not, adjust scale accordingly.

This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

INDEX OF SHT. C10

PROJECT NO. 11232.01

GRADING PLAN #1

DESTIN SPORTS COMPLEX – CITY OF DESTIN

BASKERVILLE-DONOVAN, INC.

ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1"=50'		RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION BY DATE

NO.	DATE	APPR.	REVISION

...\112\11232.01\dgn\11232-c10.dgn Apr. 13, 1998 07:28:42

EAST BASIN

FUTURE COMP. PLAN ROAD

NORTH

0 25 50 100 150

GRAPHIC SCALE IN FEET

4' RETAINING WALL

EXIST. PARKING

EXIST. PARKING

EXIST. BUILDING

EXIST. BLDG.

EXIST. PVMT.

RETAINING WALL

1.0' WIDE RIBBON CURB

C.I.•15

C.I.•14

253 LF HDPE @ 0.30%

24 LF 18" HDPE @ .03%

175 LF 24" HDPE @ 0.30%

C.B.•13

C.B.•12

207 LF 24" HDPE @ 0.30%

C.B.•11

178 LF 24" HDPE @ 0.30%

C.B.•10

208 LF 24" HDPE @ 0.30%

C.B.•9

290 LF 24" HDPE @ 0.30%

STONE RETAINING WALL

LANDRY PARCEL

JOE'S CRAB SHACK

SHARK TOOTH

TWO TREE ROAD

MATCH LINE SEE SHEET G1

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.

ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1"=50'			RET	SEPT 97

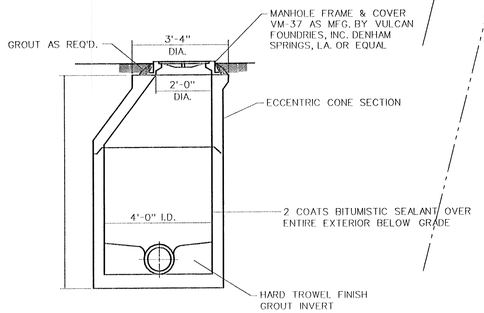
NOT RELEASED FOR CONSTRUCTION BY DATE

GRADING PLAN #2

DESTIN SPORTS COMPLEX - CITY OF DESTIN

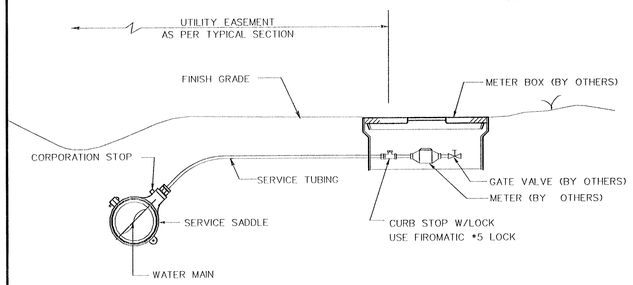
PROJECT NO.	NO.
11232.01	C11
INDEX	OF SHT.

\\121\11232.01\dgn\11232-c11.dgn Apr. 13, 1998 07:29:30



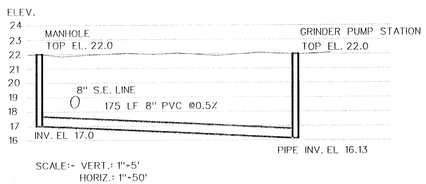
SECTION MANHOLE

NOT TO SCALE



TYPICAL WATER SERVICE CONNECTION

NOT TO SCALE



PROFILE OF GRAVITY SEWER LINE

NOTE:

WATER LINE, GRINDER STATION, F.M. & TIES TO EXISTING ARE IN PHASE I. GRAVITY SEWER, GREASE TRAP IN PHASE II.

50' EASEMENT

100' GULF POWER EASEMENT

12"FM 12"SE 12"RW 12"W

WET TAP 12" WM W/ 2x12 TAPPING SLEEVE & VALVE SEE METER SERVICES DETAIL

WET TAP 12" FM W/2x12 TAPPING SLEEVE & VALVE

2" PVC F.M.

GRINDER PUMP STATION TOP EL.- 22 (SEE DETAIL)

2" WATER SERVICE (PHASE I)

175 LF 8" PVC @ 0.5%

MANHOLE TOP EL.- 22 INV.EL.- 17

10' MIN.

GREASE INTERCEPTER PER 10D-6 (HEALTH DEPT.) CRITERIA TIED TO KITCHEN LINE

6" SERVICE (TYP)

Bar is one inch on original drawing. If not, adjust scale accordingly. Basker Dix & Donovan, Inc. and its consultants shall not be held responsible for changes to this plan that are made by others without the written authorization of Basker Dix & Donovan, Inc. If not, it is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

DESIGNED	DRAWN	CHECKED	DATE
	RET		SEPT 97

SCALE 1"=50'

NOT RELEASED FOR CONSTRUCTION BY DATE

UTILITY PLAN

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	U1
INDEX	OF SHT.

K:\11211232.21\dgn\11230u1.dgn Mar. 30, 1998 16:06:32

NORTH

LEGEND

-------	EXIST PIPE
FM	SANITARY FORCE MAIN
SE	SECONDARY EFFLUENT
RW	RECLAIMED WATER
W	WATER
⋈	EXISTING VALVE

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

50' EASEMENT

100' GULF POWER EASEMENT

EXIST. 12" S.E. LINE TO BE TIED TO REUSELINE AT WWTP

12"FM 12"SE 12"RW 12"W

PHASE 1 ⟷ PHASE 2

NEW 6' HIGH CHAIN LINK FENCE

POND 11

11-A 11-B 11-C 11-D 11-E 11-F 11-G

CUT AND PLUG 10" LINE

EXISTING TOP OF BERM (TYP)

LINE SUPPLING TRACT TO BE KEPT IN SERVICE

12" 12"

POND 12

12-A 12-B 12-C 12-D 12-E 12-F 12-G

TOP OF BERM EL. 26.0

POND DISCHARGE (TYP)

CONNECT TO EXIST. 4" PIPE W/NEW TEE

POND 13

13-A 13-B 13-C 13-D 13-E 13-F 13-G

POND 14

14-A 14-B 14-C 14-D 14-E 14-F 14-G

NEW 4" LINE

OVERFLOW PIPE (TYP)

CONNECT TO EXIST. 4" PIPE W/NEW TEE

CUT & PLUG EXIST. 4" LINE

PROPOSED 10' BERM IN PHASE I SEE DETAIL

TOP OF BERM EL. 25.0

PHASE LINE FOR BALL FIELDS

EXISTING TOP OF BERM (TYP)

JOE'S CRAB SHACK

SHARK TOOTH

HOTEL

BUNGY JUMP

6" LINE IN THIS AREA IS TO BE LOWER TO MAINTAIN 30" COVER UNDER POND

EXIST. 2" TIE TO THE TRACK. COORDINATE SERVICE INTERUPTION WITH TRACK PERSONEL AND DWU.

PHASE 1 ⟷ PHASE 2

NOTE:
ALL EXISTING POND DISTRIBUTION PIPING IS PVC.

EXISTING PIPING & POND DISCHARGE TO BE REMOVED OR ABANDONED IN PLACE AT CONTRACTORS OPTION. ABANDONED IN PLACE SHALL BE FILLED WITH GROUT. PROPOSED BERM AND FENCE IS INCLUDED IN PHASE I CONSTRUCTION

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1"=60'		RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION BY DATE

EXISTING REUSE - DEMOLITION PLAN

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	R1
INDEX	OF SHT.

...\11232\11232-1.dgn Apr 04, 1998 11:26:39

NORTH

SCALE: 1"-50'

50' EASEMENT

100' GULF POWER EASEMENT

12"FM 12"SE 12"RW 12"W

PHASE I
PHASE II

148 TUBES 235' EA
@ 2.5' OC
83,950 SF
FLOW RATE 327 GPM

126 TUBES 140' EA
@ 2.5' OC
38,670 SF
FLOW RATE 166 GPM

118 TUBES 130' EA
@ 2.5' OC
31,700 SF
FLOW RATE 144 GPM

FLUSH BOX (TYP)
SEE DETAILS

PLUG 6" LINE
PHASE I

138 TUBES 185' EA
@ 2.5' OC
65,550 SF
FLOW RATE 240 GPM

130 TUBES 235' EA
@ 2.5' OC
65,550 SF
FLOW RATE 288 GPM

50' SETBACK FOR RAPID RATE

SHARK

HOTEL

NOTE:
FLOW RATE BASED ON 1.13 GPH PER EMITTER @ 15 PSI EMITTORS & ON 2' SPACINGS

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1"=50'		RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION BY DATE

BASE BID
SUB SURFACE IRRIGATION (DRIP TUBE)

DESTIN SPORTS COMPLEX – CITY OF DESTIN

PROJECT NO.	NO.
11232.01	R2
INDEX	OF SHT.

...\11211232.01dgn\11232-R2.dgn Apr. 01, 1998 11:32:13

NORTH

SCALE: 1"-50'

50' EASEMENT

100' GULF POWER EASEMENT

12"FM 12"SE 12"RW 12"W

PHASE I
PHASE II

12"SE 12"RW 10"RW 12"W 12"FM

26 LINES @ 10.0' o.c.
42,361 S.F.

38 LINES @ 10.0' O.C.
83,950 S.F.

3" DIA. PERF PVC
W/SOCK @ 10.0' OC
(TYP)

28 LINES @ 10.0' O.C.
38,290 S.F.

DESTIN WATER USERS
PROPERTY

10" 8"

28 LINES @ 10.0' o.c.
45,328 S.F.

38 LINES @ 10.0' O.C.
83,950 S.F.

38 LINES @ 10.0' O.C.
83,950 S.F.

28 LINES @ 10.0' O.C.
38,290 S.F.

SHARK

PHASE II
PHASE I

HOTEL

Box is one inch on original drawing D
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-
DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1"=50'		RET		SEPT 97

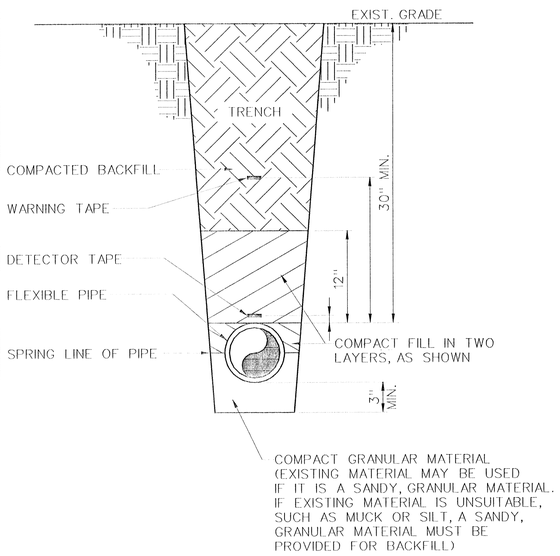
NOT RELEASED FOR CONSTRUCTION BY DATE

BID ALTERNATE 1
SUB SURFACE DISPOSAL LINES

DESTIN SPORTS COMPLEX - CITY OF DESTIN

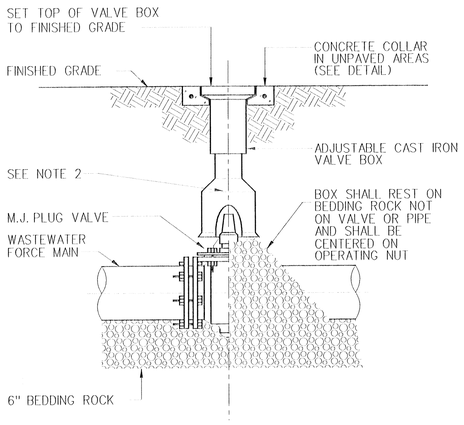
PROJECT NO.	NO.
11232.01	R3
INDEX	OF SHT.

...\11211232.01\dgn\11232-R3.dgn Apr. 01, 1998 11:32:41



TYPICAL PIPE BEDDING

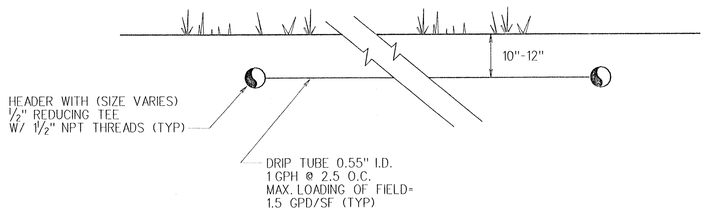
NOT TO SCALE



NOTES:
1. PVC EXTENSIONS SHALL NOT BE USED ON VALVE BOX INSTALLATION. THE ACTUATING NUT FOR DEEPER VALVES SHALL BE EXTENDED TO
2. COME UP TO 4 FOOT DEPTH BELOW FINISHED GRADE.

PLUG VALVE AND BOX DETAIL

(FIG.203)

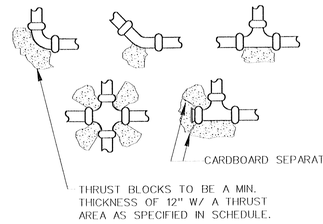


DRIP IRRIGATION AREA SECTION

NOT TO SCALE

GENERAL NOTES

1. THE CONTRACTOR IS CAUTIONED TO VISIT THE SITE AND COMPLETELY FAMILIARIZE HIMSELF WITH THE PROJECT PRIOR TO SUBMITTING A BID.
2. ALL SITEWORK MATERIAL AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS UNLESS OTHERWISE NOTED.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION OF EXISTING UTILITIES AND TO DETERMINE IF OTHER UTILITIES WILL BE ENCOUNTERED DURING THE COURSE OF THE WORK AND TAKE WHATEVER STEPS NECESSARY TO PROVIDE FOR THEIR PROTECTION.
4. CONTRACTOR SHALL NOTIFY THE APPROPRIATE UTILITY COMPANIES 24 HOURS PRIOR TO BEGINNING CONSTRUCTION.
5. ALL VALVE BOXES SHALL BE SET FLUSH AND TO FINISH GRADE.
6. ALL PIPE SHALL HAVE METALIZED PIPE LOCATOR TAPE, A MINIMUM OF 2" WIDE BURIED 12" TO 18" BELOW THE SURFACE. THE TAPE SHALL BE BRIGHT GREEN OR RED IMPRINTED WITH THE WORDING "CAUTION POTABLE WATER MAIN BURIED BELOW" OR "CAUTION SANITARY SEWER FORCE MAIN, WHICHEVER IS APPROPRIATE, IS BURIED BELOW". ALL TAPE SHALL BE AS MANUFACTURED BY THOR ENTERPRISES, INC., SUN PRAIRIE, WI. OR SETON NAMEPLATE CORPORATION, NEW HAVEN, CT., OR APPROVED EQUAL.
7. ALL NEW HEADERS, MANIFOLDS, AND FORCE MAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES.
8. TRAFFIC FLOW TO BE MAINTAINED DURING CONSTRUCTION. ANY TRAFFIC BLOCKAGE OR DETOURS TO BE COORDINATED WITH THE ADJACENT PROPERTY OWNERS AND THE CITY OF DESTIN PROPER BARRICADES TO PROVIDED AT ALL TIMES.
9. EROSION AND SEDIMENTATION CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AT ALL TIMES AS PER FDEP REQUIREMENTS.
10. CONTRACTOR TO SEED AND HYDRO MULCH ALL DISTURBED AREAS IMMEDIATELY FOLLOWING CONSTRUCTION.
11. CONTRACTOR TO PROVIDE ENGINEER WITH A COMPLETE SET OF "AS-BUILT" PLANS, INCLUDING LOCATION AND INVERTS OF ALL STRUCTURES AND UTILITIES.
12. SEWERS SHALL BE LAID AT LEAST 10' HORIZONTALLY AND 18" VERTICALLY FROM ANY EXISTING OR PROPOSED WATER MAIN. SEWER AND WATER MAINS MUST BE LAID AT LEAST 5' HORIZONTALLY AND 18" VERTICALLY FROM ANY REUSE MAIN. WHEN THESE CONDITIONS CANNOT BE MET, THE WATER MAIN SHALL BE ENCASED IN CONCRETE FOR A MINIMUM OF 10 FEET ON BOTH SIDES OF THE CONFLICT. IN THE CASE OF A SEWER MAIN AND REUSE MAIN CONFLICT, THE REUSE MAIN SHALL BE ENCASED AS PREVIOUSLY SPECIFIED.
13. ALL PIPE SHALL HAVE AN ADHESIVE BACKED LABELING TAPE A MINIMUM OF 2" WIDE APPLIED DIRECTLY TO THE PIPE. THE TAPE SHALL BE IMPRINTED WITH THE WORDING "SANITARY SEWER FORCE MAIN" OR "SANITARY SEWER GRAVITY LINE". ALL TAPE SHALL BE MANUFACTURED BY THOR ENTERPRISES, INC., SUN PRAIRIE, WI., OR EQUAL. ALTERNATIVELY, THE PIPE MAY BE LABELED DIRECTLY IN THREE STRIPES WITH THE APPROPRIATE WORDING.



	CAP OR TEE	90° BEND	45° BEND	22.5° BEND
2"	1.0 S.F.	1.0 S.F.	1.0 S.F.	1.0 S.F.
3"	1.3 S.F.	1.8 S.F.	1.0 S.F.	1.0 S.F.
4"	2.6 S.F.	3.7 S.F.	1.8 S.F.	1.0 S.F.
6"	4.8 S.F.	6.8 S.F.	3.7 S.F.	1.9 S.F.
8"	8.1 S.F.	11.4 S.F.	6.2 S.F.	3.2 S.F.
10"	11.7 S.F.	16.5 S.F.	8.9 S.F.	4.6 S.F.

THRUST BLOCK SCHEDULE

NOT TO SCALE

But a use from on anyone drawing, D _____" if not, please advise accordingly. This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
		RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION

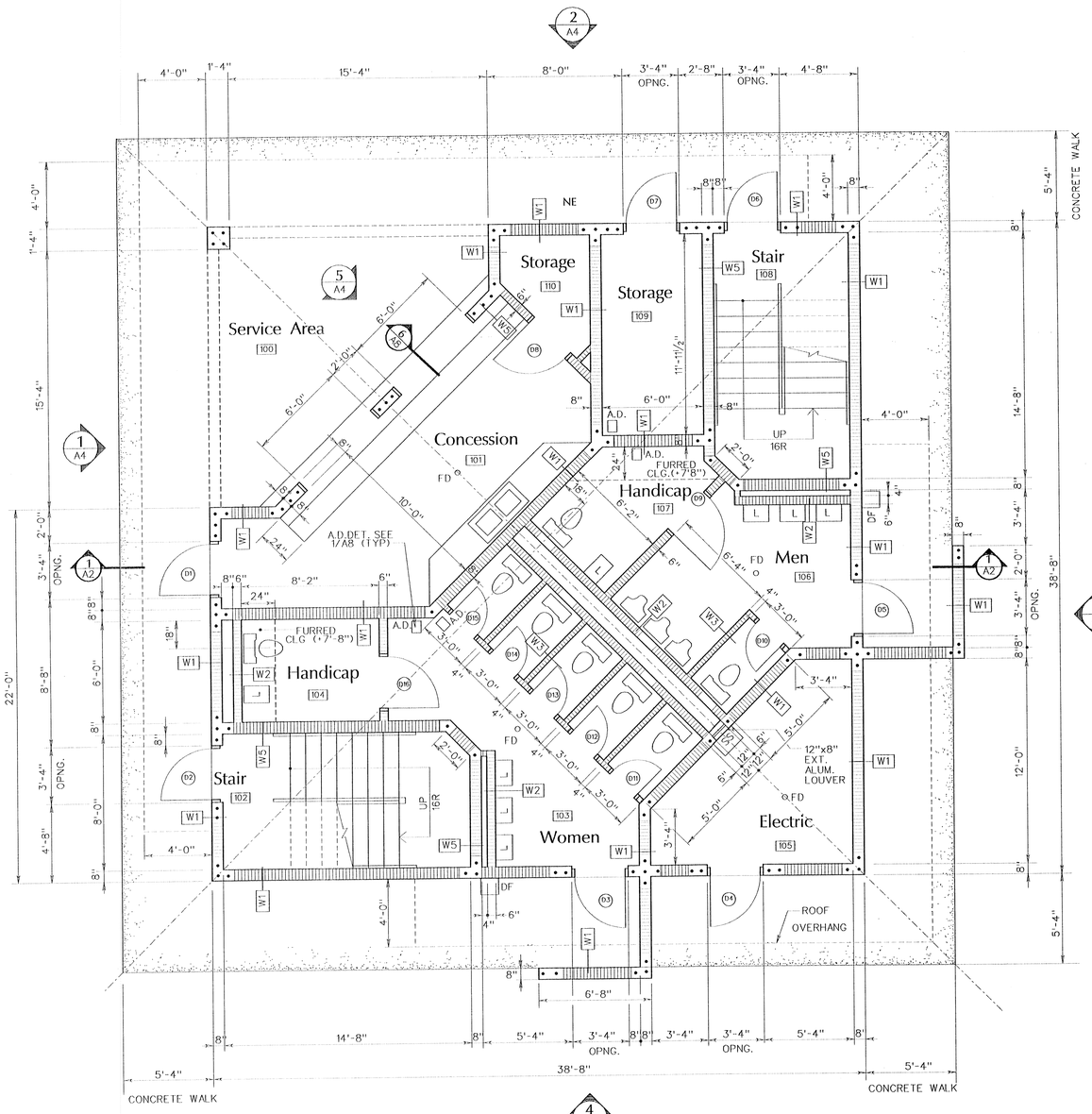
BY
DATE

REUSE DETAILS

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	R4
INDEX	OF SHT

...\1121\11232.01\dgn\11232-r4.dgn Sep 24, 1999 11:33:18



☐ A.D. INDICATES CEILING ACCESS DOOR TO SERVICE WATER VALVES - COORD. W/ PLUMBING CONTRACTOR

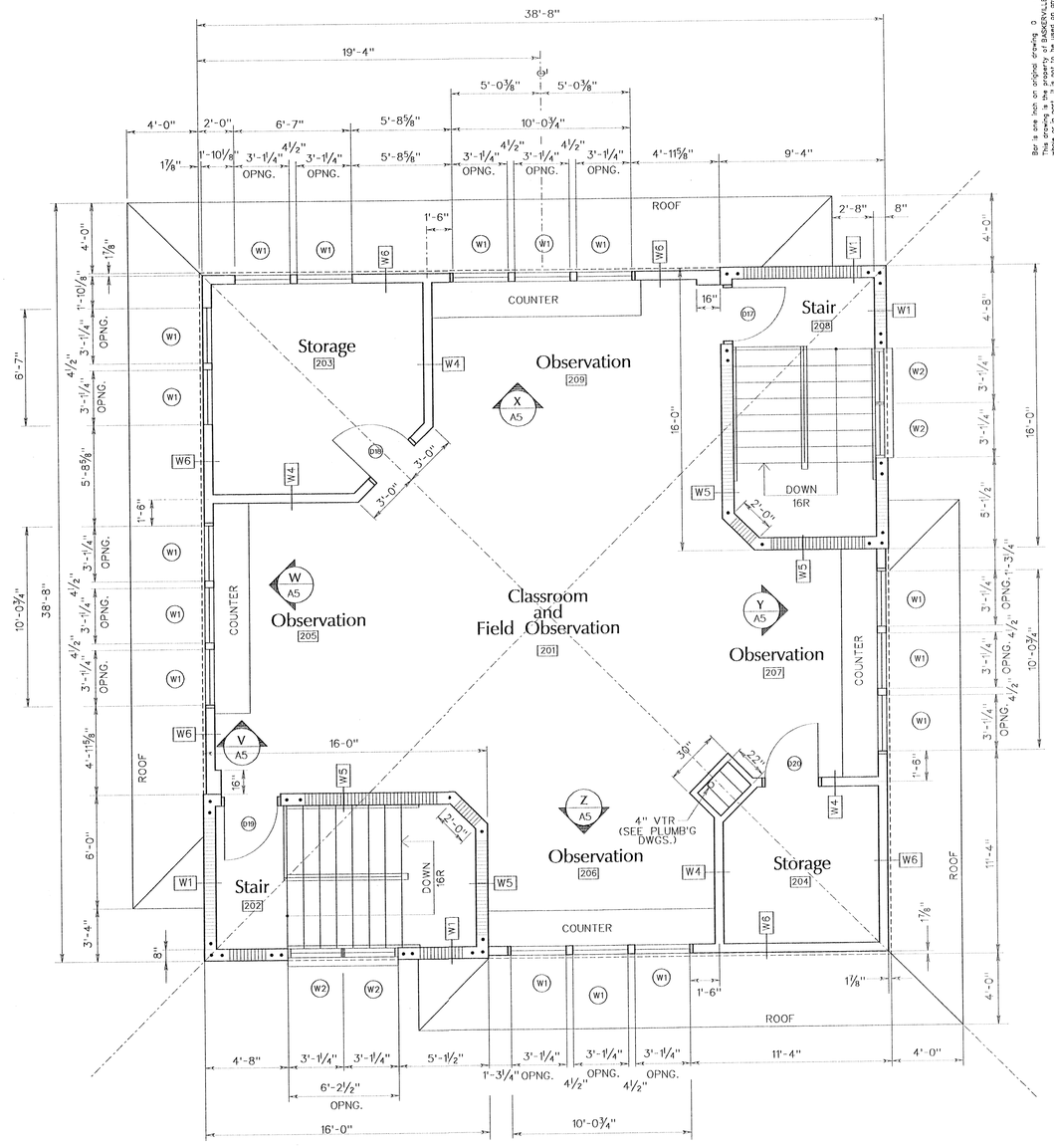
SEE DETAIL 1/A8

FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

SEE TOILET ROOM ACCESSORIES PLAN (SHEET A2 FOR SLAB EXPANSION & CONTROL JOINT LOCATIONS)

NORTH



SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"

NORTH

Bar is one inch on original drawing. If not, adjust scale accordingly.

This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.

ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1/4"=1'-0"		RWB	RET	SEPT 97

NOT RELEASED FOR CONSTRUCTION

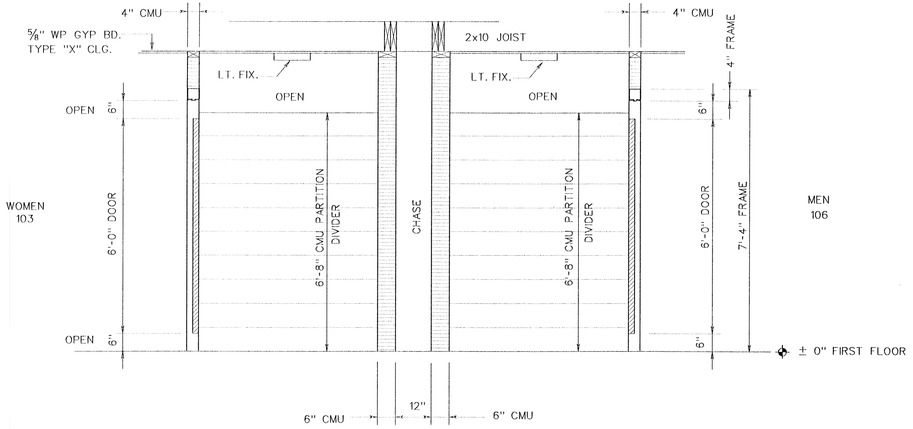
BY DATE

CONCESSION BLDG. - FLOOR PLANS

DESTIN SPORTS COMPLEX - CITY OF DESTIN

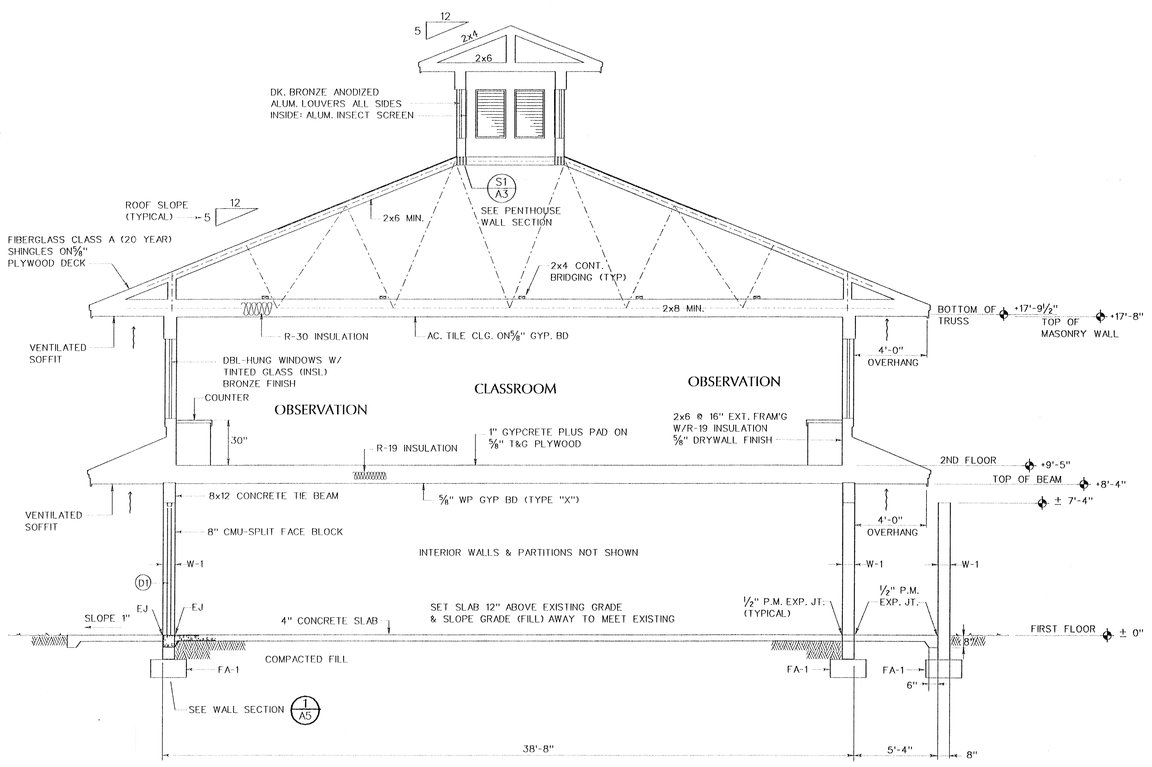
PROJECT NO.	NO.
11232.01	A1
INDEX	OF SHT.

C:\1231\11232.01\DWG\11232-01.dgn MAY 15, 1998 14:18:00



A / A2 TOILET PARTITION ELEVATION

SCALE: 1/2" = 1'-0"



1 / A2 DIAGRAMATIC CROSS SECTION

SCALE: 1/4"=1'-0"

NORTH

TOILET ROOM ACCESSORIES

MANUFACTURER: BOBRICK

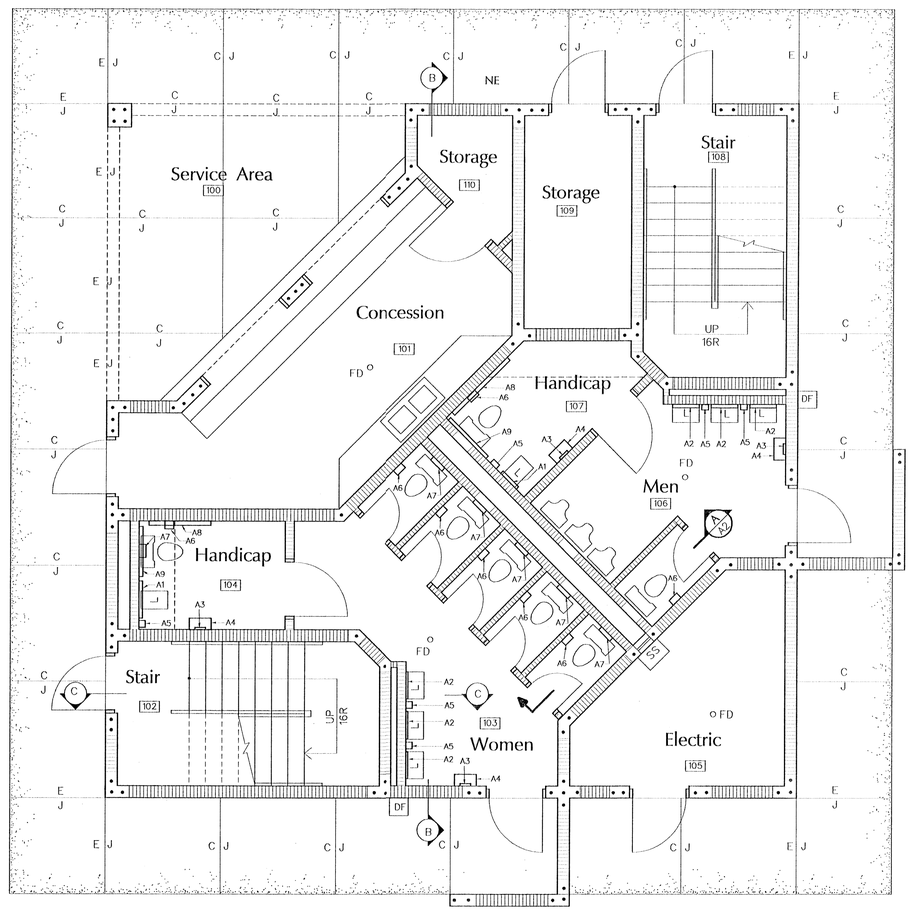
SYMBOL	MFG. NO.	DESCRIPTION
A1	B-293 1830	TILT MIRROR (18"x30") TYPE 304 SATIN FINISH STAINLESS STEEL FRAME
A2	B-165 1830	FRAMED MIRROR (18"x30") TYPE 304 SATIN FINISH STAINLESS STEEL FRAME
A3	B-262	PAPER TOWEL DISPENSER - TYPE 304 SATIN FINISH STAINLESS STEEL 10 3/4" W. x 2.3" H. x4 " D.
A4	B-275	WASTE RECEPTACLE - TYPE 304 SATIN FINISH STAINLESS STEEL W/ VINYL LINER 16 1/2" W. x 2.3" H. x 12 1/2" D.
A5	B-111	SOAP DISPENSER - TYPE 304 SATIN FINSIH STAINLESS STEEL 4 3/4" W. x 8 1/2" H. x 5 1/4" D.
A6	B-288	MULTI-ROLL TOILET TISSUE DISPENSER TYPE 304 SATIN FINISH STAINLESS STEEL 5 7/8" W. x 10 1/2" H. x 5 5/8" D.
A7	B-270	SANITARY NAPKIN DISPOSAL - TYPE 304 SATIN FINISH STAINLESS STEEL 8" W. x 11" H. x 4" D.
A8	B-6206	GRAB BAR - TYPE 304 SATIN FINISH STAINLESS STEEL - 1 1/2" DIA. 18 GA. - CONCEALED MOUNTING W/ 4-SET SCREWS-42" LONG
A9	B-6206	GRAB BAR - TYPE 304 SATIN FINISH STAINLESS STEEL - 1 1/2" DIA. 18 GA. - CONCEALED MOUNTING W/ 4-SET SCREWS-36" LONG

TOILET ROOM ACCESSORIES ARE SURFACE MOUNTED - PROVIDE BACK WALL REINFORCEMENT WHERE REQUIRED FOR PROPER ATTACHMENT OF THE ITEMS SCHEDULED.

CONTRACTOR SHALL FURNISH AND INSTALL TOILET ROOM ACCESSORIES, INCLUDING MOUNTING HEIGHTS, IN CONFORMANCE WITH THE REQUIREMENTS OF THE OCTOBER 1997 EDITION OF THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION, AND THE REQUIREMENTS THAT MEET ADA AND LOCAL BUILDING CODES.

CJ = CONTROL JOINT
EJ= EXPANSION JOINT

SAWCUT SLAB 1" DEEP @ CJ



2 / XX TOILET ROOM ACCESSORIES PLAN

SCALE: 1/4"=1'-0"

NORTH

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
1/4"=1'-0"	RWB	RET	

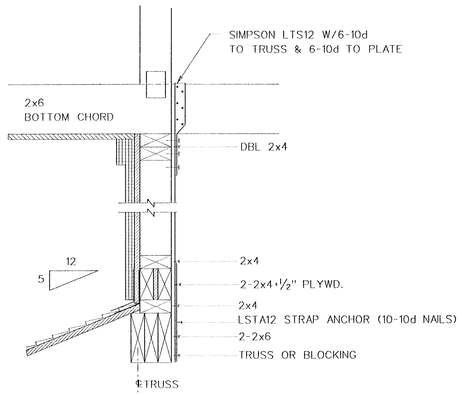
DATE SEPT 97

NOT RELEASED FOR CONSTRUCTION BY DATE

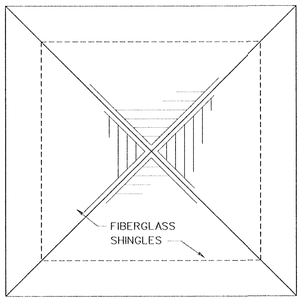
CONCESSION BLDG.
DIAGRAMATIC CROSS SECTION &
TOILET ROOM ACCESSORIES PLAN
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	A2
INDEX	OF SHT.

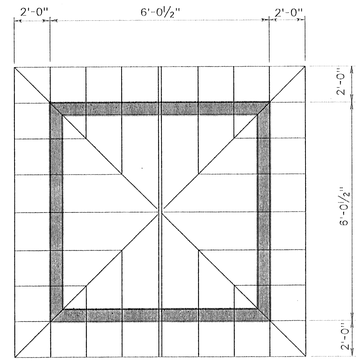
...\11232\11232-A2.dgn Apr 13, 1999 11:09:40



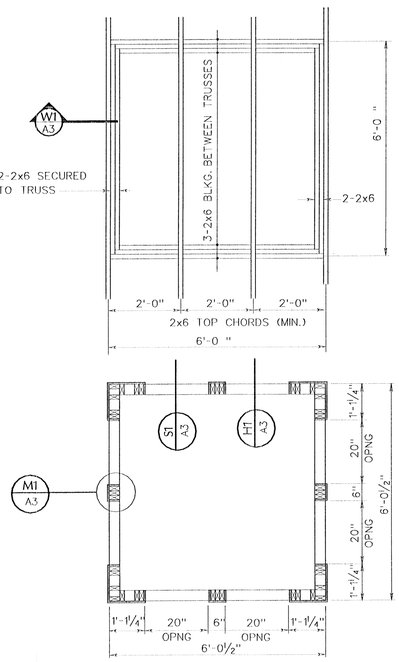
W1 / A3 WALL SECTION
SCALE: 1½" = 1'-0"



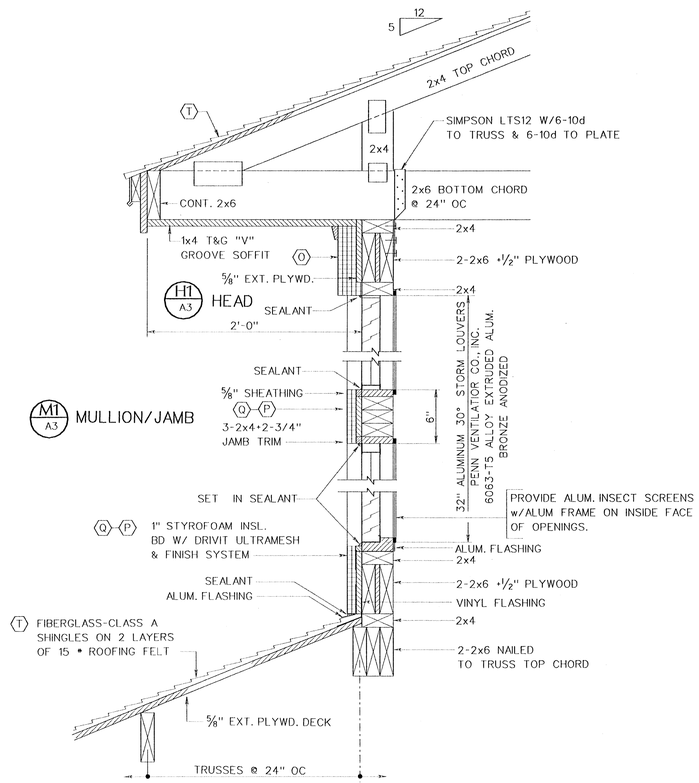
R2 / A3 PENTHOUSE ROOF PLAN
SCALE: ½" = 1'-0"



R1 / A3 PENTHOUSE ROOF FRAMING PLAN
SCALE: ½" = 1'-0"

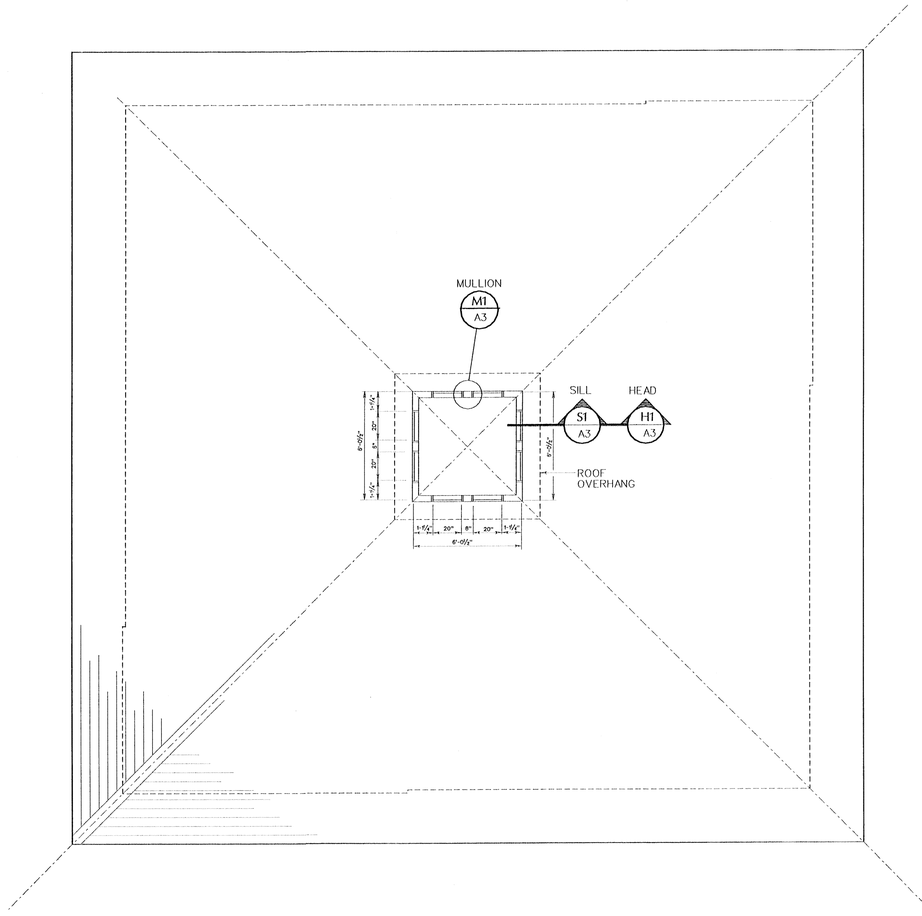


W2 / A3 WALL FRAMING PLAN
SCALE: ½" = 1'-0"



S1 / A3 SILL
SCALE: 1½" = 1'-0"

1 / A3 PENTHOUSE DETAILS
SCALE: AS SHOWN



2 / A3 ROOF PLAN
SCALE: ¼"=1'-0"

NORTH

Box is one hole on project drawings. 2.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
¼"=1'-0"	RWB	RET		SEPT 97

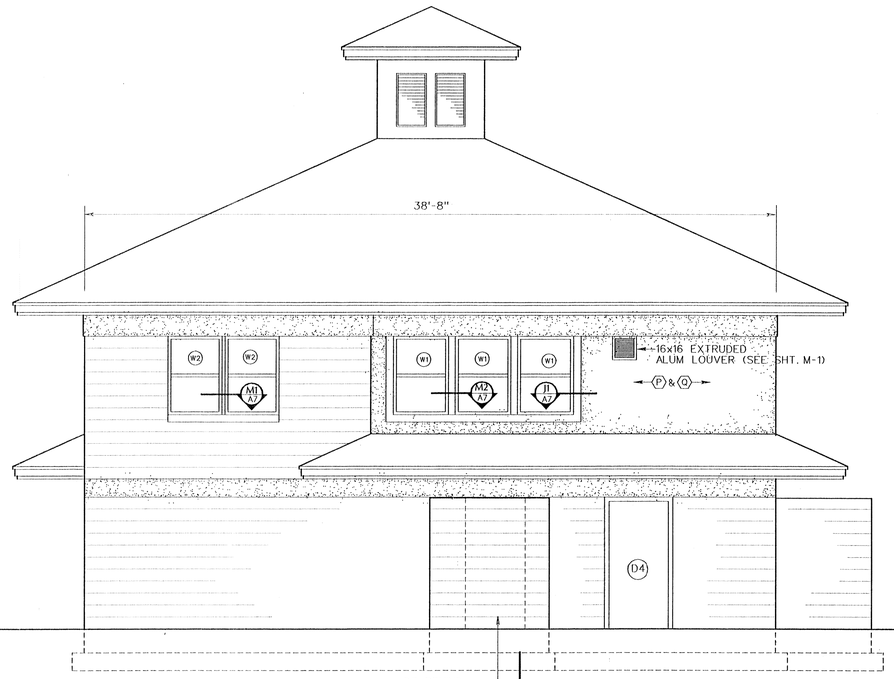
NOT RELEASED FOR CONSTRUCTION

BY	DATE

CONCESSION BLDG.
ROOF PLAN & PENTHOUSE DETAILS
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	A3
INDEX	OF SHT

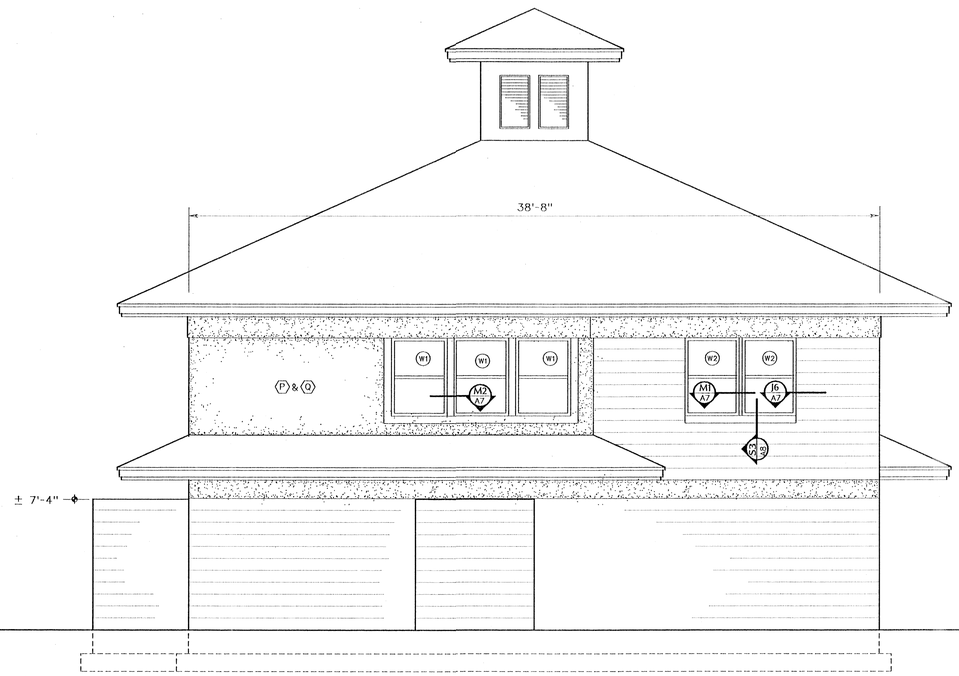
K:\11232\11232.01\dgn\11232-A3.dgn Mar. 16, 1998 14:17:55



1 / A4 SOUTHEAST ELEVATION

SCALE: 1/4"-1'-0"

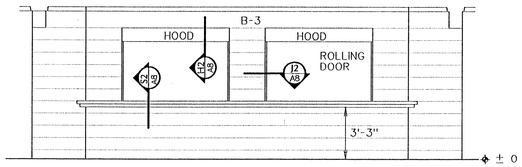
NORTH



2 / A4 NORTHEAST ELEVATION

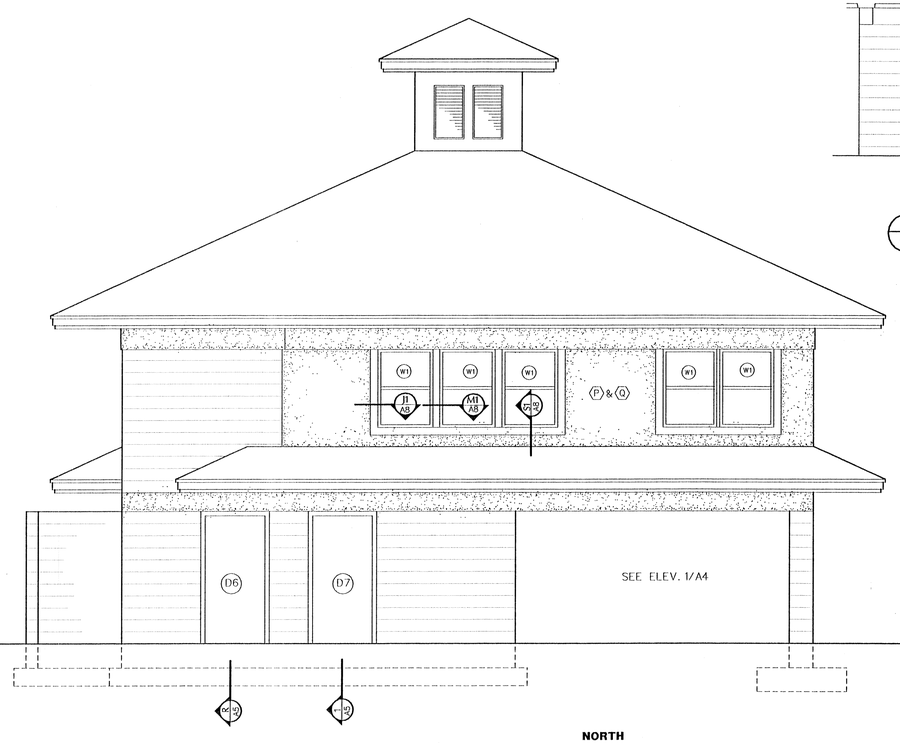
SCALE: 1/4"-1'-0"

NORTH



5 / A4 SERVICE AREA 100 ELEVATION

SCALE: 1/4"-1'-0"



3 / A4 NORTHWEST ELEVATION

SCALE: 1/4"-1'-0"

NORTH

4 / A4 SOUTHWEST ELEVATION

SCALE: 1/4"-1'-0"

NORTH

Bar is one inch on original drawing. If not, adjust scale accordingly.

This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.

ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED
1/4"=1'-0"	RWB	RET	

DATE SEPT. 97

NOT RELEASED FOR CONSTRUCTION

BY

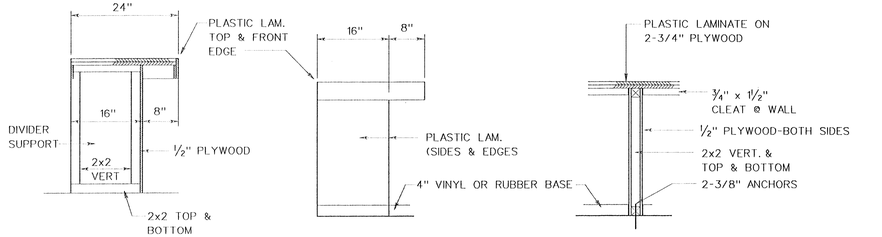
DATE

CONCESSION BLDG. – ELEVATIONS

DESTIN SPORTS COMPLEX – CITY OF DESTIN

PROJECT NO.	NO.
11232.01	A4
INDEX	OF SHT.

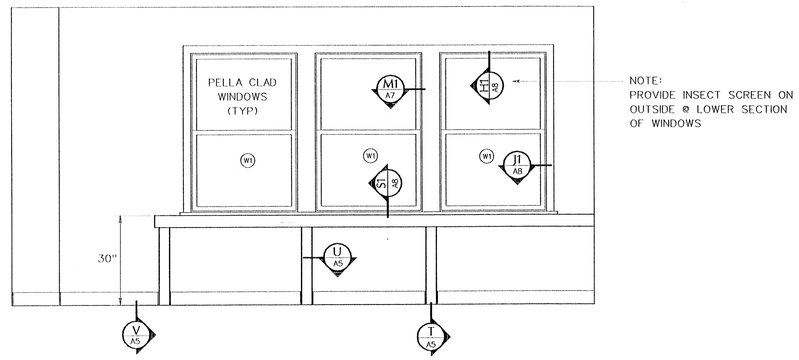
...\11a\11232.01\dgn\11232fs4.dgn Apr. 13, 1998 11:11:30



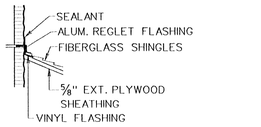
T/A5 SECTION
SCALE: 1½"=1'-0"

V/A5 ELEVATION
SCALE: 1½"=1'-0"

U/A5 SECTION
SCALE: 1½"=1'-0"



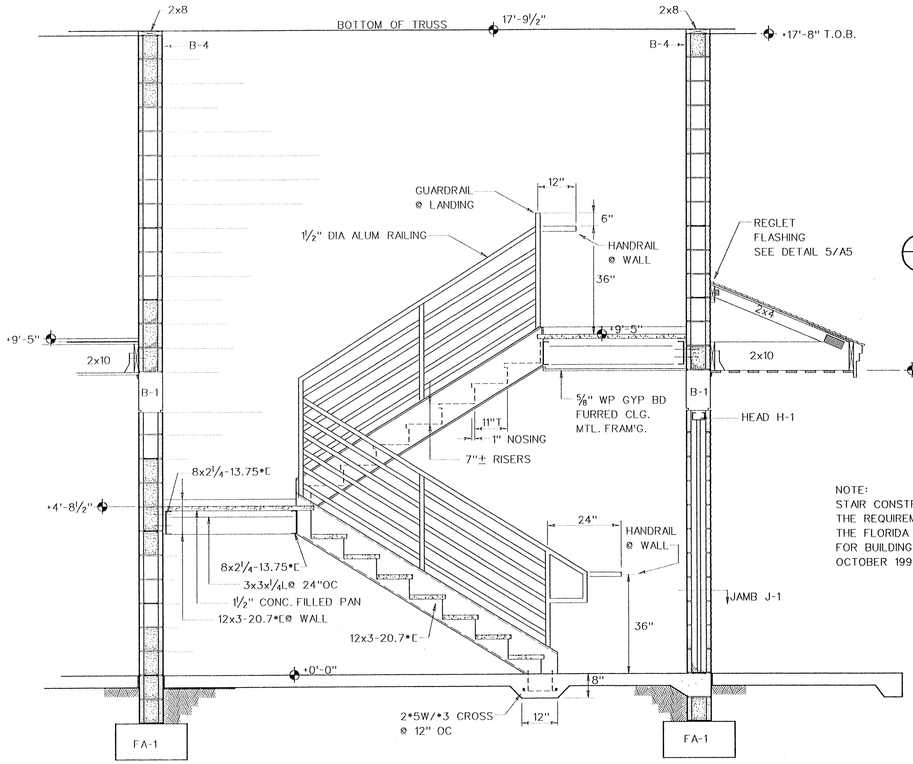
W/A5 WALL ELEVATION
SCALE: ½"=1'-0"
ELEVATION X, Y & Z SIMILAR



5/A5 DETAIL

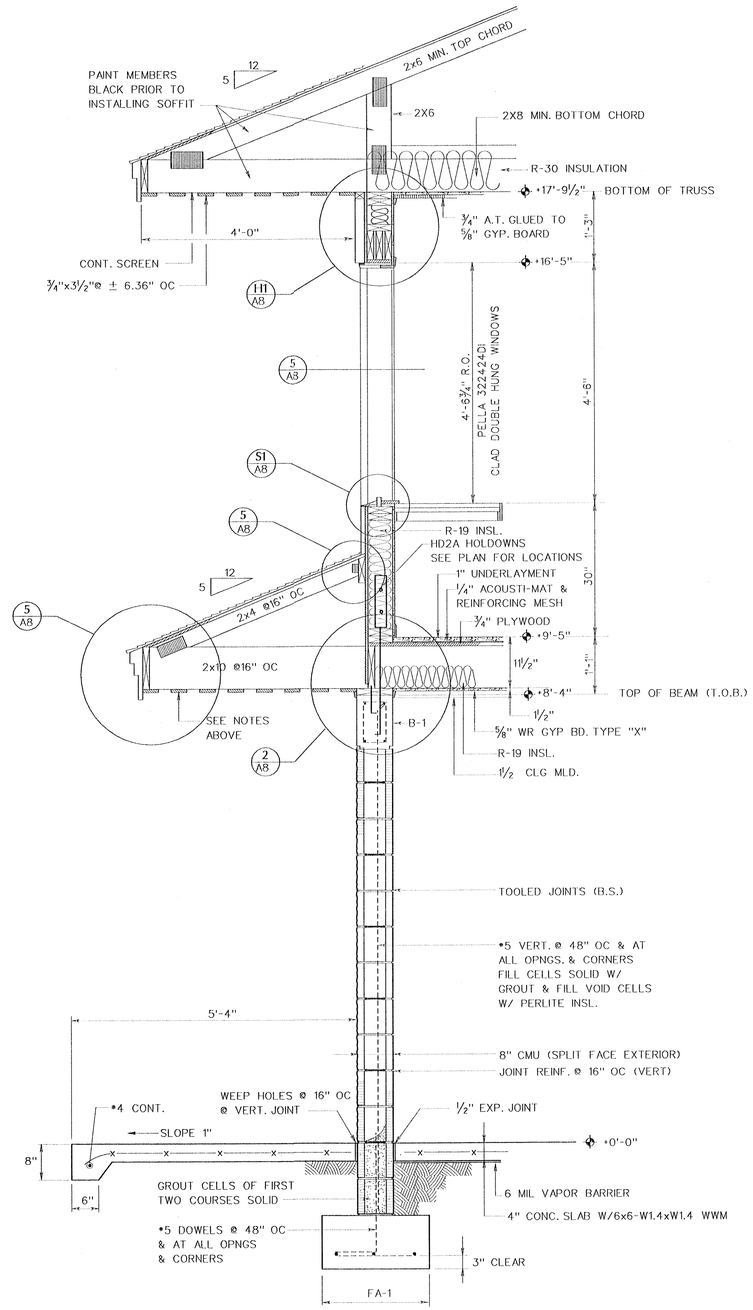
SIMPSON U210 JOIST HANGERS
FOR PERPENDICULAR CONDITIONS
10-16d NAILS
USE SIMPSON SUR210 SKEWED
JOIST HANGERS FOR 45° CONDITIONS
10-16d NAILS

Q/A5 TYPICAL JOIST CONNECTION



NOTE:
STAIR CONSTRUCTION SHALL MEET THE REQUIREMENTS OF ADA AND THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION OCTOBER 1997 EDITION

R/A5 SECTION THRU STAIRS
SCALE: ½"=1'-0"



1/A5 WALL SECTION
SCALE: ¾"=1'-0"

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1/4"=1'-0"	RWB	RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION BY DATE

CONCESSION BLDG.
DETAILS

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	A5
INDEX	OF SHT.

...\11232\11232.01\dgn\11232-a5.dgn Apr. 13, 1998 11:10:17

FINISH SCHEDULE LEGEND – CONCESSION FACILITY

FINISH DESIGNATION	SUBSTRATE	FINISH	COLOR CODE	REMARKS
FLOORS:				
FF-1	CONCRETE	CLEAR SEALER	CLEAR	
FF-2	CEMENTITIOUS UNDERLAYMENT	VINYL COMPOSITION TILE	NOTE A	
BASE:				
BF-1	CONCRETE MASONRY	SATIN ENAMEL PAINT	NOTE A	
BF-2	GYPSUM BOARD OR CONCRETE MASONRY	VINYL OR RUBBER	NOTE A	
WAINSCOT:				
WALLS:				
WF-1	CONCRETE MASONRY	SATIN ENAMEL PAINT	NOTE A	
WF-2	5/8" GYPSUM BOARD	LATEX PAINT	NOTE A	
CEILING:				
CF-1	WP GYPSUM BOARD 5/8" TYPE "X"	SATIN ENAMEL PAINT	NOTE A	
CF-2	5/8"GYPSUM BOARD	12"X12" ACOUSTIC TILE ADHESIVE APPLIED	NOTE A	
CF-3	GYPSUM BOARD 5/8" TYPE "X"	LATEX PAINT	NOTE A	
CF-4	WOOD	HOUSE PAINT	NOTE A	
CF-5	5/8" GYPSUM BOARD	LATEX PAINT	NOTE A	

FINISH NOTES:

A – COLOR TO BE SELECTED BY OWNER.

DOOR SCHEDULE – CONCESSION FACILITY

DOOR NO.	DOOR LOCATION FROM	TO	DOOR TYPE	LEAFS	DOOR SIZE WIDTH	HEIGHT	THK.	DOOR MATL.	FINISH	PANELS	WALL TYPE	DOOR NO.	DOOR FRAME MATL.	FINISH	JAMB	HEAD	THRESHOL TYPE	RATING MATL.	LABEL	HARDWARE SET NUMBER	REMARKS
D1	101	EXT.	A	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	FLUSH	W-1	D1	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-1	
D2	102	EXT.	A	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	FLUSH	W-1	D2	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-2	
D3	103	EXT.	C	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	LOUVER	W-1	D3	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-3	NOTE H
D4	105	EXT.	A	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	FLUSH	W-1	D4	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-4	
D5	106	EXT.	C	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	LOUVER	W-1	D5	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-3	NOTE H
D6	108	EXT.	A	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	FLUSH	W-1	D6	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-2	
D7	109	EXT.	A	1	3'-0"	7'-0"	1-3/4"	F'GL	PAINT	FLUSH	W-1	D7	F'GL	PAINT	J-1	H-1	T-1	ALUM	–	HW-4	
D8	110	101	A	1	3'-0"	7'-0"	1-3/4"	WOOD	PAINT	FLUSH	W-2	D8	H.M.	PAINT	J-2	H-2	–	–	–	HW-5	
D9	107	106	A	1	3'-0"	6'-0"	1-3/4"	WOOD	STAIN	FLUSH	W-2	D9	H.M.	PAINT	J-2	H-2	–	–	–	HW-6	NOTE B
D10	106	TLT	A	1	2'-0"	6'-0"	1-3/8"	WOOD	STAIN	FLUSH	W-3	D10	H.M.	PAINT	J-3	H-3	–	–	–	HW-7	NOTE B
D11	103	TLT.	A	1	2'-0"	6'-0"	1-3/8"	WOOD	STAIN	FLUSH	W-3	D11	H.M.	PAINT	J-3	H-3	–	–	–	HW-7	NOTE B
D12	103	TLT.	A	1	2'-0"	6'-0"	1-3/8"	WOOD	STAIN	FLUSH	W-3	D12	H.M.	PAINT	J-3	H-3	–	–	–	HW-7	NOTE B
D13	103	TLT.	A	1	2'-0"	6'-0"	1-3/8"	WOOD	STAIN	FLUSH	W-3	D13	H.M.	PAINT	J-3	H-3	–	–	–	HW-7	NOTE B
D14	103	TLT.	A	1	2'-0"	6'-0"	1-3/8"	WOOD	STAIN	FLUSH	W-3	D14	H.M.	PAINT	J-3	H-3	–	–	–	HW-7	NOTE B
D15	103	TLT.	A	1	2'-0"	6'-0"	1-3/8"	WOOD	STAIN	FLUSH	W-3	D15	H.M.	PAINT	J-3	H-3	–	–	–	HW-7	NOTE B
D16	104	103	A	1	3'-0"	6'-0"	1-3/4"	WOOD	STAIN	FLUSH	W-2	D16	H.M.	PAINT	J-2	H-2	–	–	–	HW-6	NOTE B
D17	207	208	A	1	3'-0"	7'-0"	1-3/4"	WOOD	STAIN	FLUSH	W-1	D17	H.M.	PAINT	J-5	H-5	–	–	1-HR (B)	HW-8	
D18	201	203	B	1	3'-0"	7'-0"	1-3/4"	WOOD	STAIN	GLASS	W-4	D18	H.M.	PAINT	J-4	H-4	–	–	–	HW-9	NOTE I
D19	205	202	A	1	3'-0"	7'-0"	1-3/4"	WOOD	STAIN	FLUSH	W-1	D19	H.M.	PAINT	J-5	H-5	–	–	1-HR (B)	HW-8	
D20	204	207	A	1	3'-0"	7'-0"	1-3/4"	WOOD	STAIN	FLUSH	W-4	D20	H.M.	PAINT	J-4	H-4	–	–	–	HW-10	

DOOR SCHEDULE NOTES:

A – ALL WOOD DOORS SHALL BE SOLID CORE.

B – BOTTOM OF TOILET COMPARTMENT DOORS SHALL BE SET AT 6" ABOVE FLOOR LINE.

C – DOORS TO BE STAINED SHALL HAVE A BIRCH OR ASH VENEER.

D – STAIN FINISH SHALL INCLUDE 1-COAT OF STAIN PLUS 2-COATS OF LOW-LUSTER POLYURETHANE FINISH. SAND BETWEEN FINISH COATS

E – STAIN AND SEAL ALL EDGES OF BIRCH OR ASH DOORS – PAINT EDGES OF ALL OTHER DOORS.

F – F'GL INDICATES FIBERGLASS DOORS & FRAMES. (CHEM-PRUF DOOR CO. OR APPROVED EQUAL)

G – GROUT SOLID DOOR FRAMES SET IN MASONRY WALLS.

H – DOOR LOUVERS: PENN VENTILATOR "AIRSTREAN" MODEL RAH – 6063-T5 ALLOY EXTRUDED ALUMINUM 1-INCH (24"X24") 90-DEGREE CHEVRON HORIZONTAL

I – 1/4-INCH CLEAR TEMPERED PLATE GLASS (24"x36":)

FINISH HARDWARE SCHEDULE – CONCESSION FACILITY

HDW SET NO.	BUTTS NO.	SIZE	TYPE	LATCHSET LOCKSET	PANIC DEVICE	FUNCTION
HW-1	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	PRIVACY LATCH CYLINDER LOCK	–	OUTSIDE: ALWAYS FREE INSIDE: BUTTON LOCK BOTH SIDES: KEY LOCK/UNLOCK
HW-2	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. BB FULL MORTICE	PASSAGE LATCH CYLINDER LOCK	RIM TYPE KEY LOCK	INSIDE: ALWAYS FREE OUTSIDE: KEY LOCK/UNLOCK
HW-3	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	PASSAGE LATCH CYLINDER LOCK	–	BOTH SIDES: ALWAYS FREE OUTSIDE: KEY LOCK/UNLOCK
HW-4	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	PASSAGE LATCH CYLINDER LOCK	–	BOTH SIDES: ALWAYS FREE OUTSIDE: KEY LOCK/UNLOCK
HW-5	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	PASSAGE LATCH	–	BOTH SIDES: ALWAYS FREE
HW-6	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	PRIVACY LATCH	–	OUTSIDE: SCREW DRIVER OPEN INSIDE: BUTTON LOCK
HW-7	1-1/2-PR.	4 x 4	ST. STL. FULL MORTICE	PRIVACY LATCH	–	OUTSIDE: SCREW DRIVER OPEN INSIDE: BUTTON LOCK
HW-8	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. BB FULL MORTICE	PASSAGE	RIM TYPE	BOTH SIDES: ALWAYS FREE
HW-9	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	ENTRANCE LOCK	–	OUTSIDE: KEY LOCK/UNLOCK INSIDE: BUTTON LOCK
HW-10	1-1/2-PR.	4-1/2 x 4-1/2	ST. STL. FULL MORTICE	CLASSROOM LOCK	–	OUTSIDE: KEY LOCK/UNLOCK INSIDE: ALWAYS FREE

FINISH HARDWARE SCHEDULE – CONCESSION FACILITY

HDW SET NO.	CLOSERS	STOPS	THRESHOLD	FRAME SILENCERS	BASIC FINISH	OTHER HARDWARE REQUIREMENTS	REMARKS
HW-1	–	–	TT-1 1665D	YES	630 (32D)	WEATHERSTRIP NOTE – E	FRAME: 306AV – DOOR: 216AV D-1 (NOTE G)
HW-2	LCN 4210 SERIES	–	TT-1 1665D	NO	630 (32D)	WEATHERSTRIP NOTE – E	FRAME: 306AV – DOOR: 216AV D-2 & D-6 (NOTE I)
HW-3	–	FLOOR	TT-1 1665D	YES	630 (32D)	WEATHERSTRIP NOTE – E	FRAME: 306AV – DOOR: 216AV D-3 & D-5 (NOTE G)
HW-4	–	–	TT-1 1665D	YES	630 (32D)	WEATHERSTRIP NOTE – E	FRAME: 306AV – DOOR: 216AV D-4 & D-7 (NOTE G)
HW-5	–	FLOOR	–	YES	626 (26D)	–	D-8
HW-6	–	FLOOR	–	YES	626 (26D)	–	D-9 & D-16
HW-7	–	WALL	–	YES	626 (26D)	–	D-10 THRU D-15
HW-8	LCN 4210 SERIES	–	–	YES	630 (32D)	–	D-17 & D-19 (NOTE J)
HW-9	–	FLOOR	–	YES	626 (26D)	–	D-18
HW-10	–	FLOOR	–	YES	626 (26D)	–	D-20

HARDWARE SCHEDULE NOTES:

A – MOUNT CLOSERS ON THE INSIDE FACE OF THE DOOR.

B – ALL CLOSERS SHALL MEET HANDICAP (ADA) OPENING FORCE REQUIREMENTS.

C – PROVIDE FLOOR OR WALL STOPS AT ALL LOCATIONS WHERE DOOR LOCK/LATCHSET COULD STRIKE WALL. WALL STOPS: GLYNN-JOHNSON "A" OR "B" OR APPROVED EQUAL QUALITY. FLOOR STOPS: GLYNN-JOHNSON "D" OR "F" OR APPROVED EQUAL QUALITY.

D – ALL LOCK/LATCHSETS SHALL BE LEVER HANDLE TYPE MEETING HANDICAP (ADA) REQUIREMENTS.

E – THRESHOLDS & WEATHERSTRIPS: PEMKO OR APPROVED EQUAL.

F – MASTER KEY ALL LOCKS.

G – CYLINDER LOCKS, EXCEPT AS OTHERWISE NOTED, SHALL BE DOUBLE TYPE (KEY BOTH SIDES).

H – LOCKS/LATCHSETS SHALL BE EQUAL TO SCHLAGE ("LEVON" STYLE LEVER HANDLES)

I – RIM TYPE PANIC DEVICE: VON DUPRIN 98/99 RIM DEVICE – OUTSIDE KEY LOCK, LEVER 992L SCHLAGE B502-191 CYLINDER LOCK

J – RIM TYPE PANIC DEVICE: VON DUPRIN 98/99 RIM DEVICE

ROOM FINISH SCHEDULE – CONCESSION FACILITY

ROOM/SPACE NUMBER	NAME	FLOOR	AREA	BASE	WAINSCOT	WALLS N	S	E	W	ROOM/SPACE NUMBER	NAME	CEILING	CEILING HEIGHT	ROOM SIGNAGE	REMARKS
100	SERVICE AREA	FF-1	137	BF-1	–	–	–	–	WF-1	100	SERVICE AREA	CF-4	+ 8'-4"	–	
101	CONCESSION	FF-1	206	BF-1	–	WF-1	WF-1	WF-1	WF-1	101	CONCESSION	CF-1	+ 8'-4"	–	
102	STAIRS	FF-1	117	BF-1	–	WF-1	WF-1	WF-1	WF-1	102	STAIRS	CF-3	–	S-1	
103	WOMEN	FF-1	168	BF-1	–	WF-1	WF-1	WF-1	WF-1	103	WOMEN	CF-1	+ 8'-4"	S-1/S-2	
104	HANDICAP	FF-1	52	BF-1	–	WF-1	WF-1	WF-1	WF-1	104	HANDICAP	CF-1	+ 8'-4"	S-3	
105	ELECTRIC	FF-1	107	BF-1	–	WF-1	WF-1	WF-1	WF-1	105	ELECTRIC	CF-1	+ 8'-4"	S-5	
106	MEN	FF-1	120	BF-1	–	WF-1	WF-1	WF-1	WF-1	106	MEN	CF-1	+ 8'-4"	S-1/S-4	
107	HANDICAP	FF-1	52	BF-1	–	WF-1	WF-1	WF-1	WF-1	107	HANDICAP	CF-1	+ 8'-4"	S-3	
108	STAIR	FF-1	117	BF-1	–	WF-1	WF-1	WF-1	WF-1	108	STAIR	CF-3	–	S-1	
109	STORAGE	FF-1	64	BF-1	–	WF-1	WF-1	WF-1	WF-1	109	STORAGE	CF-1	+ 8'-4"	–	
110	STORAGE	FF-1	26	BF-1	–	WF-1	WF-1	WF-1	WF-1	110	STORAGE	CF-1	+ 8'-4"	–	
201	CLASSROOM	FF-2	378	BF-2	–	WF-1	WF-1	WF-2	WF-2	201	CLASSROOM	CF-2	+ 8'-3"	–	
202	STAIRS	FF-1	117	BF-1	–	WF-1	WF-1	WF-1	WF-1	202	STAIRS	CF-3	+ 8'-3"	S-1	
203	OFFICE	FF-2	138	BF-2	–	WF-2	WF-2	WF-2	WF-2	203	OFFICE	CF-2	+ 8'-3"	–	
204	STORAGE	FF-2	67	BF-2	–	WF-2	WF-2	WF-2	WF-2	204	STORAGE	CF-5	+ 8'-3"	–	
205	OBSERVATION	FF-2	132	BF-2	–	–	WF-2	WF-2	WF-1	205	OBSERVATION	CF-2	+ 8'-3"	–	
206	OBSERVATION	FF-2	110	BF-2	–	–	WF-1	WF-2	WF-2	206	OBSERVATION	CF-2	+ 8'-3"	–	
207	OBSERVATION	FF-2	110	BF-2	–	WF-1	WF-2	–	WF-2	207	OBSERVATION	CF-2	+ 8'-3"	–	
208	STAIRS	FF-1	117	BF-1	–	WF-1	WF-1	WF-1	WF-1	208	STAIRS	CF-3	+ 8'-3"	S-1	
209	OBSERVATION	FF-2	132	BF-2	–	WF-1	–	WF-2	WF-2	209	OBSERVATION	CF-2	+ 8'-3"	–	
*	TOTAL FLOOR AREA:		2,467 . FT. NET AREA												

FINISH NOTES:

A – COLORS TO BE SELECTED BY OWNER.

SIGNAGE SCHEDULE: CONFORM TO ADA/CODE REQUIREMENTS FOR DISABLED PERSONS

S-1 NO SMOKING (BLACK ON GRAY) MOUNT ON WALL

S-2 WOMEN (WHITE ON BLUE) MOUNT ON SCREEN WALL

S-3 HANDICAP SYMBOL (BLUE ON WHITE) MOUNT ON DOOR

S-4 MEN (WHITE ON BLUE) MOUNT ON SCREEN WALL

S-5 ELECTRIC ROOM (WHITE ON RED) MOUNT ON WALL BESIDE DOOR

Rights in these architectural drawings, D. J. DONOVAN, NC, are reserved. If not given, state accordingly. This drawing is the property of BASKERVILLE DONOVAN, NC, and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
		RET		SEPT 97

NOT RELEASED FOR CONSTRUCTION

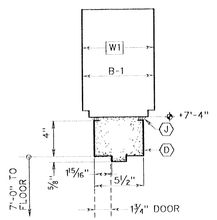
BY	DATE

CONCESSION BLDG. SCHEDULES

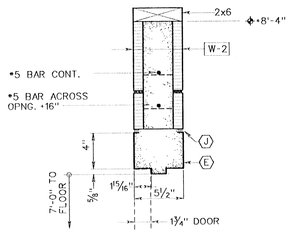
DESTIN SPORTS COMPLEX – CITY OF DESTIN

PROJECT NO.	NO.
11232.01	A6
INDEX	OF SHT

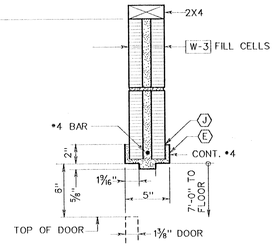
K:\11232\11232-01\dgn\11232-A6.dgn PWP 16 1998 14:26:37



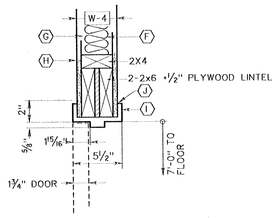
H1 A7 HEAD
SCALE: 1½" = 1'-0"



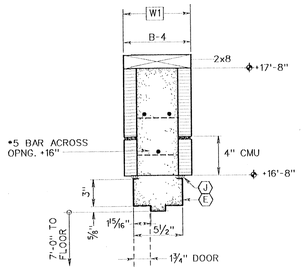
H2 A7 HEAD
SCALE: 1½" = 1'-0"



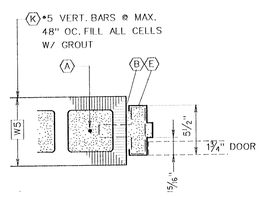
H3 A7 HEAD
SCALE: 1½" = 1'-0"



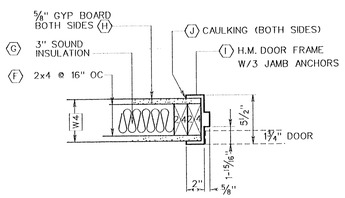
H4 A7 HEAD
SCALE: 1½" = 1'-0"



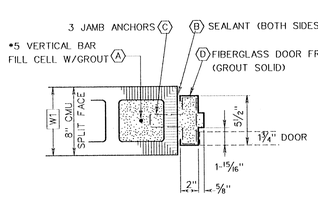
H5 A7 HEAD
SCALE: 1½" = 1'-0"



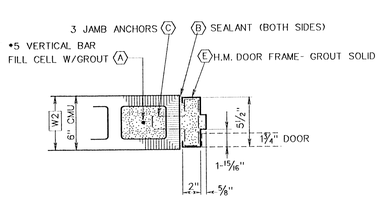
J1 A7 JAMB
SCALE: 1½" = 1'-0"



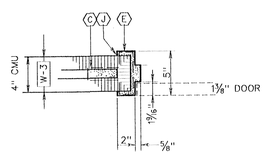
J2 A7 JAMB
SCALE: 1½" = 1'-0"



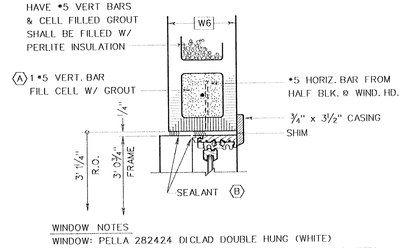
J3 A7 JAMB
SCALE: 1½" = 1'-0"



J4 A7 JAMB
SCALE: 1½" = 1'-0"

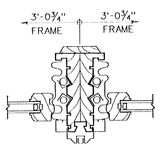


J5 A7 JAMB
SCALE: 1½" = 1'-0"

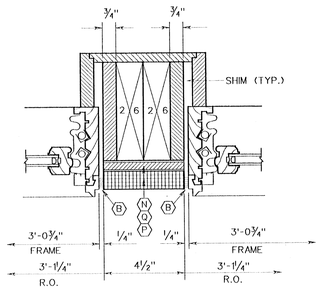


WINDOW NOTES
WINDOW: PELLA 282424 DICLAD DOUBLE HUNG (WHITE)
GLASS: CLEAR DOUBLE PANE INSULATING TYPE (BRONZE TINTED)
B SEALANT: DOW CORNING 790 SILICONE BUILDING SEALANT (WHITE)

J16 A7 JAMB
SCALE: 1½" = 1'-0"



M1 A7 MULLION
SCALE: 3" = 1'-0"



M2 A7 MULLION
SCALE: 3" = 1'-0"

KEY NOTES

- A *5 VERTICAL BAR - FILL CELL W/ GROUT
- B SEALANT(BOTH SIDES)
- C 3 JAMB ANCHORS
- D FIBERGLASS DOOR FRAME (GROUT SOLID)
- E H.M. DOOR FRAME - GROUT SOLID - 3 JAMB ANCHORS
- F 2x4 @ 16" OC
- G 3" SOUND INSULATION
- H 5/8" GYP BOARD BOTH SIDES
- I H.M. DOOR FRAME W/3 JAMB ANCHORS
- J CAULKING (BOTH SIDES)
- K *5 VERT. BARS @ MAX 48" OC - FILL ALL CELLS W/ GROUT
- L 2x6 @ 16" OC - R-19 INSULATION
- M 2¼" CASING
- N 5/8" EXT. PLYWOOD
- O 2" STYROFOAM INSULATION BD. W/ MECH. FASTENERS
- P DRIVIT ULTRAMESH FINISH SYSTEM
- Q 1" STYROFOAM INSUL. BD. W/ MECH. FASTENER
- R ½" SEALANT PLUS BACKER ROD
- S 1x6 "V" GROOVE T&G CEILING
- T ¾" EXT. PLYWOOD & FIBERGLASS- CLASS A SHINGLES ON 2 LAYERS OF 15# ROOF FELT
- U 1*5 VERT. BAR FILL CELL W/ GROUT
- V PLASTIC LAMINATE 2-LAYER ¾" EXTERIOR PLYWOOD
- W SEALANT

Bar is one inch on original drawing D ——— 1" If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced or used for any purpose whatsoever without the written permission of BASKERVILLE DONOVAN, INC.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

DESIGNED	DRAWN	CHECKED
	RET	

SCALE AS SHOWN | DATE SEPT 97

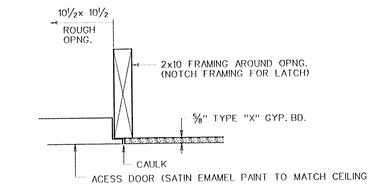
NOT RELEASED FOR CONSTRUCTION BY DATE

CONCESSION BLDG.
WALL, DOOR & WINDOW DETAILS

DESTIN SPORTS COMPLEX - CITY OF DESTIN

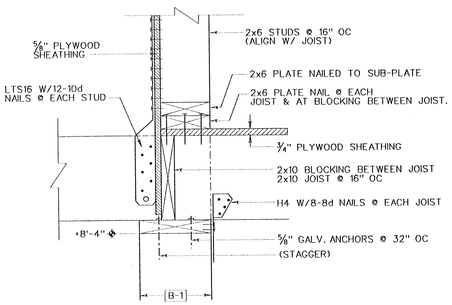
PROJECT NO. 11232.01
NO. A7
INDEX
OF SHT

k:\11232\11232-01\dgn\11232-a7.dgn Mar 05, 1998 14:08:53

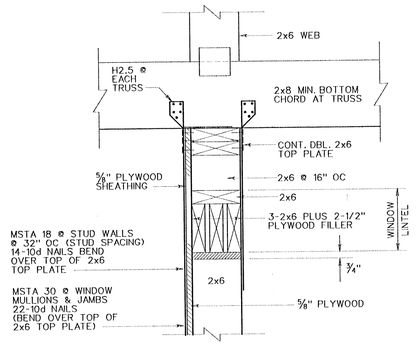


ACCESS DOORS:
MILCOR NO. 3210-012 (12"x12")
1-HR RATING
KEY LATCH (SPRING BOLT ACTION)
CONTINUOUS PIANO HINGE

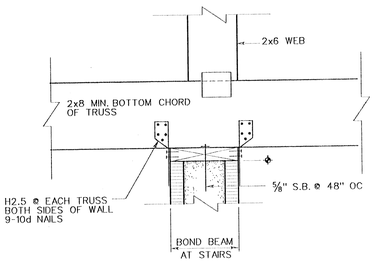
1
A8 SCALE: 3"



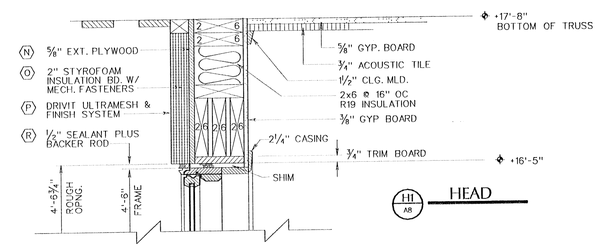
2/X ANCHOR DETAIL
SCALE: 1½" - 1'-0"



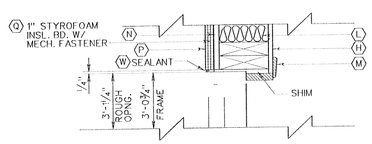
3/A8 ANCHOR DETAIL
SCALE: 1½" - 1'-0"



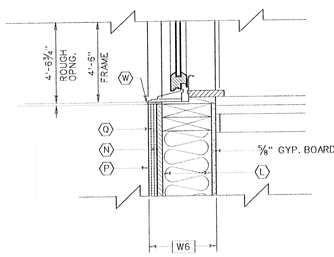
4/A8 ANCHOR DETAIL
SCALE: 1½" - 1'-0"



H1/A8 HEAD

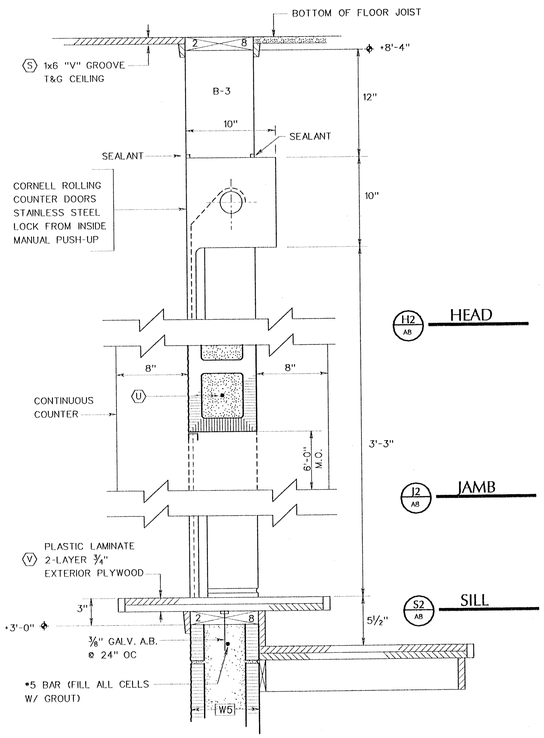


J1/A8 JAMB

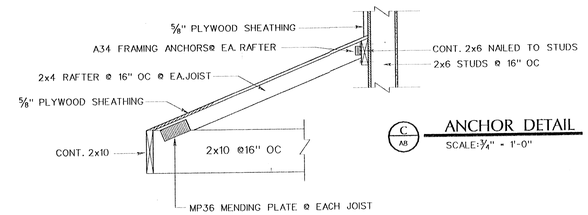


S1/A8 SILL

5/A8 WINDOW DETAILS
SCALE: 1½" - 1'-0"

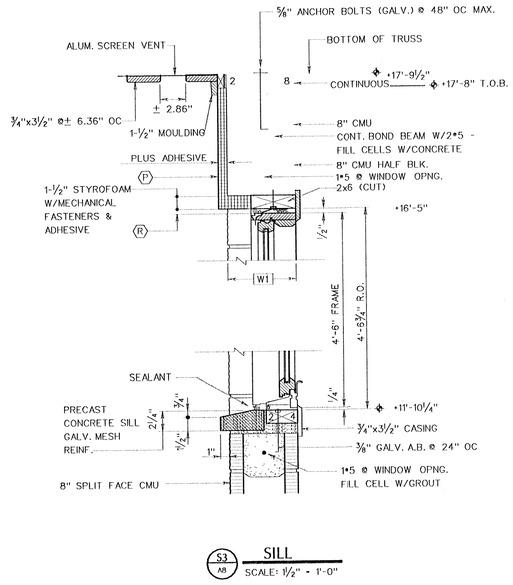


6/A8 CONCESSION COUNTER DETAILS
SCALE: 1½" - 1'-0"



C/A8 ANCHOR DETAIL
SCALE: ¾" - 1'-0"

5/A8 FRAMING DETAIL
SCALE: ¾" - 1'-0"



S3/A8 SILL
SCALE: 1½" - 1'-0"

KEY NOTES

- (A) •5 VERTICAL BAR - FILL CELL W/ GROUT
- (B) SEALANT (BOTH SIDES)
- (C) 3 JAMB ANCHORS
- (D) FIBERGLASS DOOR FRAME (GROUT SOLID)
- (E) H.M. DOOR FRAME - GROUT SOLID - 3 JAMB ANCHORS
- (F) 2x4 @ 16" OC
- (G) 3" SOUND INSULATION
- (H) ⅝" GYP BOARD BOTH SIDES
- (I) H.M. DOOR FRAME W/3 JAMB ANCHORS
- (J) CAULKING (BOTH SIDES)
- (K) •5 VERT. BARS @ MAX 48" OC - FILL ALL CELLS W/ GROUT
- (L) 2x6 @ 16" OC - R-19 INSULATION
- (M) 2¼" CASING
- (N) ⅝" EXT. PLYWOOD
- (O) 2" STYROFOAM INSULATION BD. W/ MECH. FASTENERS
- (P) DRIVIT ULTRAMESH FINISH SYSTEM
- (Q) 1" STYROFOAM INSL. BD. W/ MECH. FASTENER
- (R) ½" SEALANT PLUS BACKER ROD
- (S) 1x6 "V" GROOVE T&G CEILING
- (T) ¾" EXT. PLYWOOD & FIBERGLASS-CLASS A SHINGLES ON 2 LAYERS OF 15• ROOF FELT
- (U) 1•5 VERT. BAR FILL CELL W/ GROUT
- (V) PLASTIC LAMINATE 2-LAYER ¾" EXTERIOR PLYWOOD
- (W) SEALANT

Bar is one inch on original drawing. If this print scale accordingly.
This drawing is property of BASKERVILLE DONOVAN, INC. and is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
AS SHOWN		RET		SEPT. 97

NOT RELEASED FOR CONSTRUCTION BY
DATE

CONCESSION BLDG.
DETAILS

DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	A8
INDEX	OF SHT

K:\11211\11232.01\dgn\11232-A8.dgn Mon, 15, 1998 14:31:41

1.00 GENERAL

1.01 ALL CONSTRUCTION SHALL CONFORM TO THE STANDARD BUILDING CODE, 1994 EDITION. REFERENCE TO OTHER STANDARD SPECIFICATIONS OR CODES SHALL MEAN THE LATEST STANDARD OR CODE ADOPTED AND PUBLISHED.

1.02 DRAWINGS SHOW TYPICAL AND CERTAIN SPECIFIC CONDITIONS ONLY. FOR DETAILS NOT SPECIFICALLY SHOWN, PROVIDE DETAILS SIMILAR TO THOSE SHOWN. FOR DIMENSIONS NOT SHOWN, SEE ARCHITECTURAL DRAWINGS.

1.03 THE DESIGN, ADEQUACY, AND SAFETY OF ERECTION BRACING, SHORING, TEMPORARY SUPPORTS, ETC., IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

1.04 COORDINATE STRUCTURAL CONTRACT DOCUMENTS WITH ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING AND CIVIL. NOTIFY STRUCTURAL ENGINEER OF ANY CONFLICT AND/OR OMISSION. CONTRACTOR SHALL MAKE NO DEVIATION FROM DESIGN DRAWINGS WITHOUT WRITTEN APPROVAL OF THE STRUCTURAL ENGINEER.

1.05 REVIEW OF SUBMITTALS AND/OR SHOP DRAWINGS BY THE STRUCTURAL ENGINEER DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO REVIEW AND CHECK SHOP DRAWINGS BEFORE SUBMITTAL TO THE STRUCTURAL ENGINEER. THE CONTRACTOR REMAINS SOLELY RESPONSIBLE FOR ERRORS AND OMISSIONS ASSOCIATED WITH THE PREPARATION OF SHOP DRAWINGS AS THEY PERTAIN TO MEMBER SIZES, DETAILS, AND DIMENSIONS SPECIFIED IN THE CONTRACT DOCUMENTS. CONTRACTOR IS ALSO RESPONSIBLE FOR MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES OF CONSTRUCTION.

1.06 SUPERIMPOSED DESIGN LOADS:

ROOF
DEAD LOAD: 20 PSF
LIVE LOAD: 20 PSF **

SECOND FLOOR
DEAD LOAD: 26 PSF
LIVE LOAD: 50 PSF

** LIVE LOAD REDUCTION FOR TRIBUTARY AREA IS TAKEN AS PER CODE.
WIND LOAD IS BASED ON A WIND SPEED OF 120 MPH.

2.00 REINFORCED CONCRETE

2.01 ALL CONCRETE WORK SHALL CONFORM TO ACI.301-89, SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS. DESIGN IS BASED ON ACI.318-95, BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE.

2.02 UNLESS NOTED OTHERWISE, ALL CONCRETE SHALL BE NORMAL WEIGHT AND HAVE THE FOLLOWING MINIMUM 28 DAY COMPRESSIVE STRENGTHS:

TIE BEAMS . . . . . 4000 PSI

2.03 THE PROPOSED MATERIALS AND MIX DESIGN SHALL BE FULLY DOCUMENTED AND REVIEWED BY THE OWNER'S TESTING LABORATORY. RESPONSIBILITY FOR OBTAINING THE REQUIRED DESIGN STRENGTH IS THE CONTRACTOR'S.

2.04 USE OF CALCIUM CHLORIDE, CHLORIDE IONS, OR OTHER SALTS IN CONCRETE IS NOT PERMITTED.

2.05 DETAIL CONCRETE REINFORCEMENT AND ACCESSORIES IN ACCORDANCE WITH ACI.315-80, DETAILING MANUAL. SUBMIT SHOP DRAWINGS FOR APPROVAL, SHOWING ALL FABRICATION DIMENSIONS AND LOCATIONS FOR PLACING REINFORCING STEEL AND ACCESSORIES. DO NOT BEGIN FABRICATION UNTIL SHOP DRAWINGS ARE COMPLETED AND REVIEWED.

2.06 REINFORCING STEEL SHALL CONFORM TO ASTM A615, GRADE 60 UNLESS NOTED OTHERWISE.

2.07 ANCHOR BOLTS INDICATED TO SECURE 2x8 PLATE TO TOP OF TIE BEAMS & BOND BEAMS MAY BE PROVIDED BY USE OF HILTI ANCHORS PROVIDED & INSTALLED ACCORDING TO MANUFACTURER'S DIRECTIONS AS APPROVED BY THE ENGINEER.

2.08 TIE ALL REINFORCING STEEL AND EMBEDMENT SECURELY IN PLACE PRIOR TO PLACING CONCRETE. PROVIDE SUFFICIENT SUPPORTS TO MAINTAIN THE POSITION OF REINFORCEMENT WITHIN SPECIFIED TOLERANCE DURING ALL CONSTRUCTION ACTIVITIES. "STICKING" DOWELS INTO WET CONCRETE IS NOT PERMITTED.

2.09 PROVIDE CONTINUOUS REINFORCEMENT WHEREVER POSSIBLE: SPLICE ONLY AS SHOWN OR APPROVED; STAGGER SPLICE WHERE POSSIBLE; USE FULL TENSION SPLICE (CLASS "B") UNLESS NOTED OTHERWISE. DOWELS SHALL MATCH THE SIZE AND SPACING OF THE SPECIFIED REINFORCEMENT AND SHALL BE LAPPED WITH FULL TENSION SPLICES (CLASS "B") UNLESS NOTED OTHERWISE. TERMINATE BARS WITH STANDARD HOOKS.

2.10 REINFORCING STEEL SHALL HAVE THE FOLLOWING CONCRETE COVER UNLESS NOTED OTHERWISE:

FOOTINGS. . . . . 3"
BEAMS . . . . . 1½"

2.11 DO NOT PLACE PIPES OR DUCTS EXCEEDING ONE-THIRD THE SLAB OR WALL THICKNESS WITHIN THE SLAB OR WALL UNLESS SPECIFICALLY SHOWN AND DETAILED ON STRUCTURAL DRAWINGS.

2.12 DO NOT WELD OR TACK WELD REINFORCING STEEL UNLESS APPROVED OR DIRECTED BY THE STRUCTURAL ENGINEER.

2.13 ALL REINFORCING STEEL PLACEMENT SHALL BE REVIEWED BY A REGISTERED STRUCTURAL ENGINEER , OR BY A REPRESENTATIVE RESPONSIBLE TO HIM. (RE: ACI.318-89, 1.3.1)

3.00 MASONRY

3.01 CONCRETE MASONRY DESIGN AND CONSTRUCTION SHALL CONFORM TO: ACI.530-88, BUILDING CODE REQUIREMENTS FOR CONCRETE MASONRY STRUCTURES AND ACI.530.1-88, SPECIFICATIONS FOR CONCRETE MASONRY CONSTRUCTION.

3.02 PROVIDE LIGHTWEIGHT, HOLLOW, LOAD-BEARING CONCRETE MASONRY UNITS (CMU) CONFORMING TO ASTM C90, GRADE N, TYPE 1, f'c = 2000 PSI (NET), UNLESS NOTED OTHERWISE.

3.03 PROVIDE MASONRY WITH MINIMUM COMPRESSIVE STRENGTH, F'M = 1,500 PSI.

3.04 PROVIDE TYPE "S" OR TYPE "M" MORTAR IN ACCORDANCE WITH ASTM C270, UNLESS NOTED OTHERWISE.

3.05 PROVIDE GROUT FOR REINFORCED MASONRY IN ACCORDANCE WITH ASTM C476 WITH MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 2,500 PSI UNLESS NOTED OTHERWISE.

3.06 PROVIDE HORIZONTAL JOINT REINFORCEMENT COMPLYING WITH ASTM A82, NO. 9 GAUGE OR HEAVIER, ZINC COATED, PLACED 16 INCHES ON CENTER UNLESS NOTED OTHERWISE.

3.07 PROVIDE MINIMUM 2 #5 VERTICAL, GROUTED FULL HEIGHT, AT EACH SIDE OF OPENINGS, CORNERS AND WALL ENDS. PROVIDE #5 @ 48" VERTICAL IN CELLS GROUTED SOLID IN ALL WALLS, U.N.O. TERMINATE VERTICALS INTO BOND BEAM WITH AN ACI STANDARD HOOK, 1" CLEAR FROM TOP OF WALL.

3.08 PROVIDE RUNNING BONDS WITH VERTICAL JOINTS LOCATED AT CENTER OF MASONRY UNITS IN THE ALTERNATE COURSE BELOW, UNLESS NOTED OTHERWISE.

3.09 PROVIDE LINTELS IN ACCORDANCE WITH DETAILS INDICATED ON THE DRAWINGS

3.10 USE DEVICES TO KEEP VERTICAL BARS CENTERED IN CELLS.

3.11 AT THE TIME OF LAYING, ALL MASONRY UNITS SHALL BE FREE OF EXCESSIVE DUST AND DIRT.

3.12 CLEANOUT CELLS SHALL BE PROVIDED AT THE BOTTOM OF ALL CELLS TO BE FILLED AT EACH POUR OF GROUT. ANY OVERHANGING MORTAR OR OTHER OBSTRUCTION OR DEBRIS SHALL BE REMOVED FROM THE INSIDES OF SUCH CELL WALLS. THE CLEANOUTS SHALL BE SEALED BEFORE GROUTING, AND AFTER INSPECTION.

3.13 VERTICAL STEEL REINFORCING BARS SHALL EXTEND A MINIMUM OF 48 BAR DIAMETERS ABOVE THE TOP COURSE TO BE POURED. REINFORCING BARS IN THE NEXT MASONRY LIFT SHALL LAP THE DOWELS FOR THE FULL 48 BAR DIAMETERS. TERMINATE BARS WITH STANDARD HOOKS.

3.14 ALL MASONRY BEARING WALLS SHALL BE SHORED TO BRACE THE WALLS AGAINST WIND FORCES AND CONSTRUCTION LOADINGS. THESE SHORES SHALL REMAIN IN PLACE UNTIL ROOF IS IN PLACE. CONTRACTOR TO SUBMIT SHORING AND BRACING DRAWINGS.

3.15 PROVIDE 8" DEEP BOND BEAMS WITH 2 #5 CONTINUOUS AT TOPS OF ALL 8" CMU WALLS, EXCEPT AS MAY OTHERWISE BE NOTED OR INDICATED ON THE DRAWINGS.

3.16 PLUMBING & ELECTRICAL DRAWINGS INDICATE PIPING, CONDUIT & OUTLET BOXES TO BE SET OR LOCATED WITHIN CMU; COORDINATE LAYING MASONRY WITH PLUMBING & ELECTRICAL CONTRACTORS. SAW CUT CMU WHERE REQUIRED.

4.00 WOOD FRAMING

GROUND (LP-2) ACCORDING TO AWPA/ASPB STANDARDS. PRESSURE TREATED WOOD USED IN AN ASSEMBLY SHALL BE DRIED TO A MOISTURE CONTENT OF 19 PER CENT OR LESS. MEMBERS SHALL BE IDENTIFIED BY A QUALITY MARK OF AN APPROVED INSPECTION AGENCY.

4.02 WOOD MEMBERS SHALL BE NO.2 SOUTHERN PINE, AND GRADED IN ACCORDANCE WITH 1994 SPIB STANDARD GRADING RULES FOR PINE LUMBER. EACH PIECE OF LUMBER SHALL BE IDENTIFIED BY THE GRADE MARK OF AN AGENCY CERTIFIED BY THE BOARD OF REVIEW OF THE AMERICAN LUMBER STANDARD COMMITTEE, AND MANUFACTURED IN ACCORDANCE WITH PRODUCT STANDARD PS 20-94 PUBLISHED BY THE U.S. DEPT. OF COMMERCE.

4.03 ALL ANCHORS, ANCHOR BOLTS AND RELATED ROUGH HARDWARE SHALL BE GALVANIZED.

4.04 WHERE PIPING OR CONDUIT PENETRATES THE SECOND FLOOR SYSTEM, SUCH PENETRATIONS SHALL

4.05 SECOND FLOOR SHEATHING SHALL BE 3/4-INCH EXTERIOR GRADE TUNG AND GROOVE PLYWOOD.

4.06 WALL AND ROOF SHEATHING SHALL BE 5/8-INCH EXTERIOR GRADE PLYWOOD.

4.07 WALL AND ROOF SHEATHING SHALL BE ATTACHED TO THE FRAMING SYSTEM WTH GALVANIZED RING

4.08 CONNECTORS AND NAILS ANNULAR RING FOR WOOD FRAMING SHALL BE GALVANIZED SIMILAR TO

4.09 PROVIDE SIMPSON 5/8-INCH PSC PLYWOOD SHEATHING CLIPS, GALVANIZED.
4.09 SECOND FLOOR BRIDGING SHALL BE SOLID 2x10's BETWEEN 2x10 JOIST.

5.00 WOOD TRUSSES

5.02 TRUSS PLATES SHALL BE GALVANIZED AND MEET THE REQUIREMENTS OF THE TRUSS PLATE INSTITUTE

5.03 SUBMIT SHOP DRAWINGS FOR REVIEW BY THE ENGINEER, THAT REPRESENT THE TRUSSES THAT ARE SUBMISSION SHALL BE SIGNED AND SEALED BY A STRUCTURAL ENGINEER LICENSED

5.04 CONFORM TO LOCAL BUILDING CODES AS WELL AS THE SOUTHERN FOREST PRODUCTS ASSOICATION AND

5.05 MINIMUM REQUIREMENTS (MAIN ROOF):

5.06 PROVIDE CONTINUOUS 2X4 BOTTOM CHORD BRIDGING AS INDICATED ON THE DRAWINGS.

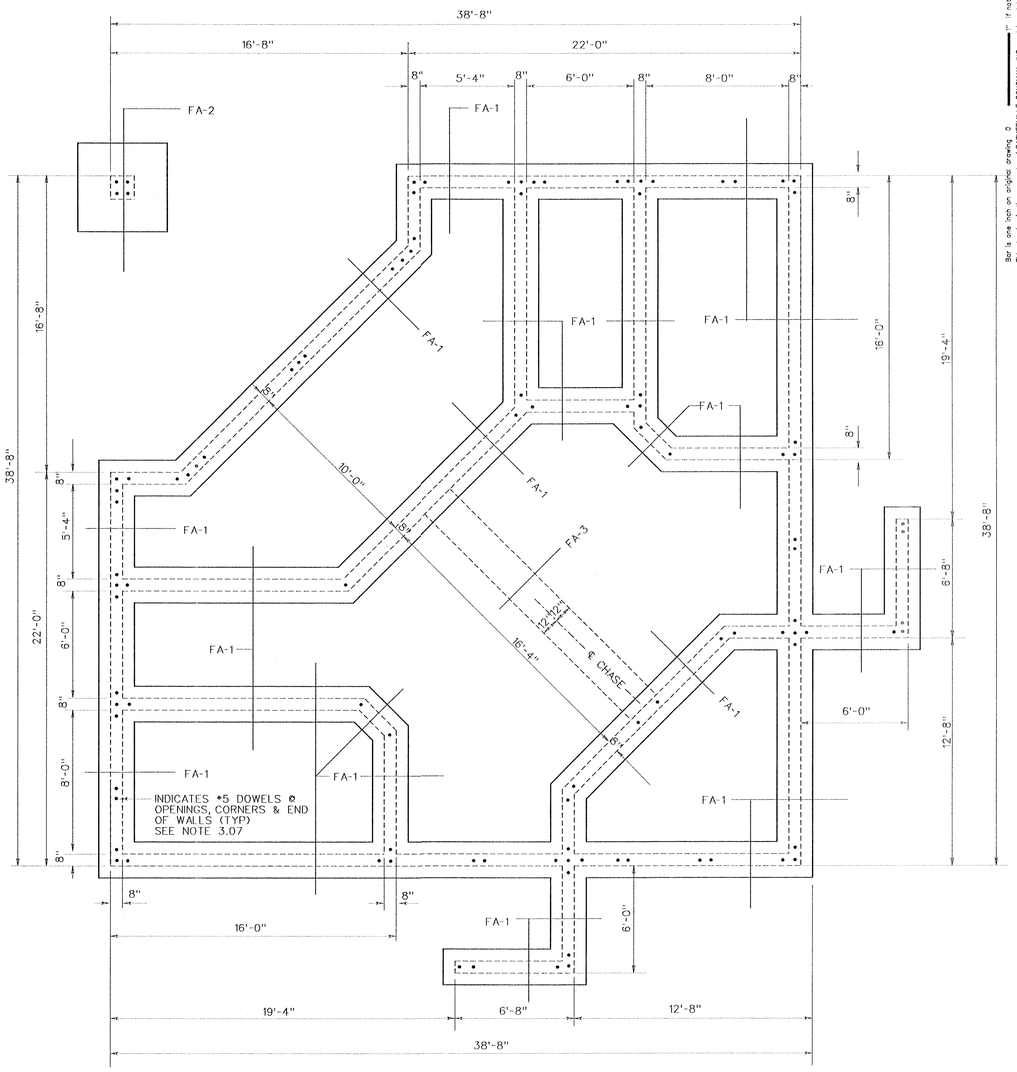
6.00 UNDERLAYMENT

6.01 INSTALL ¼- INCH "ACOUSTI-MAT" OVER ¾" PLYWOOD SUB-FLOOR (SEE 4.05).

6.02 SET REINFORCING MESH, AS RECOMMENDED BY MANUFACTURER, OVER THE ACOUSTI-MAT.

6.03 INSTALL 1-INCH GYP-CRETE 2000 RO MAXXON FLOOR UNDERLAYMENT. FLOAT SMOOTH & LEVEL.

6.04 INSTALLATION SHALL CONFORM TO MANUFACTURER'S SPECIFICATIONS AND THE FLOOR JOIST WITH GALVANIZED DECKING SCREWS.



THAT AS MANUFACTURED BY SIMPSON STRONG-TIE CONNECTORS. CONNECTOR NUMBERS INDICATED ON THE DRAWINGS ARE THOSE OF SIMPSON.

NOTE:
NOT ALL OF THE REQUIRED DOWELS ARE INDICATED ON FOUNDATION & FLOOR PLANS
SEE NOTE 3.07

5.01 LUMBER FOR WOOD TRUSSES SHALL MEET THE REQUIREMENTS INDICATED IN 4.01.

DESIGN SPECIFICATIONS FOR METAL PLATE CONNECTED WOOD TRUSSES (ROOF), TPI-85.

TO BE PROVIDED, INCLUDING DESIGN COMPUTATIONS, CONNECTIONS, MEMBER SIZES AND CONFIGURATIONS.

IN THE STATE OF FLORIDA.

SOUTHEASTERN LUMBER MANUFACTURERS ASSOCIATION.

BOTTOM CHORD 2X8 MINIMUM
TOP CHORD 2X6 MINIMUM
CONNECTION PLATES 20 GAUGE MINIMUM

FOUNDATION PLAN
SCALE: ¼"-1'-0"

NORTH

FA-3: 3#5 CONT, #3 CROSS @ 24" OC; 4" CONC. SLAB; 4" / 24" / 4"; 3" CL

FA-2: 6 #5 E.W. (TOP), 6 #6 E.W. (BOTTOM); 16" / 60" SQ; 3" CL (TYP)

FA-1: 3#5 CONT, #5 @ 24" CROSS; 12" / 24" CONT.; 3" CL (TYP)

TYPICAL FOOTINGS

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS

SCALE	DESIGNED	DRAWN	CHECKED	DATE
¼"-1'-0"	RWB	RET	DLP	SEPT 97

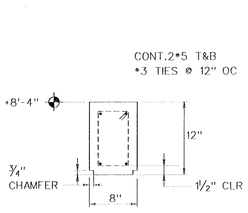
NOT RELEASED FOR CONSTRUCTION BY DATE

CONCESSION BLDG.
FOUNDATION PLAN & STRUCTURAL GENERAL NOTES

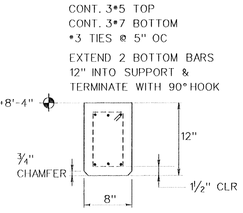
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO.	NO.
11232.01	S1
INDEX	OF SHT

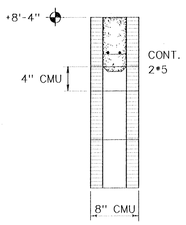
K:\11232\11232-01\dgn\11232-s1.dgn Mar 16, 1998 14:14:17



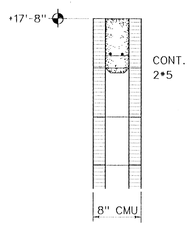
B-1



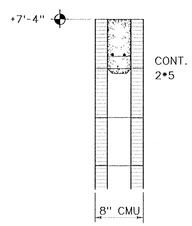
B-2



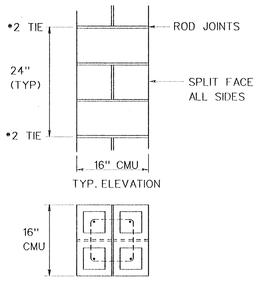
B-3



B-4



B-5



4#6 VERT., #2 TIES
@ 24" OC (VERT)
SET IN CMU JOINTS

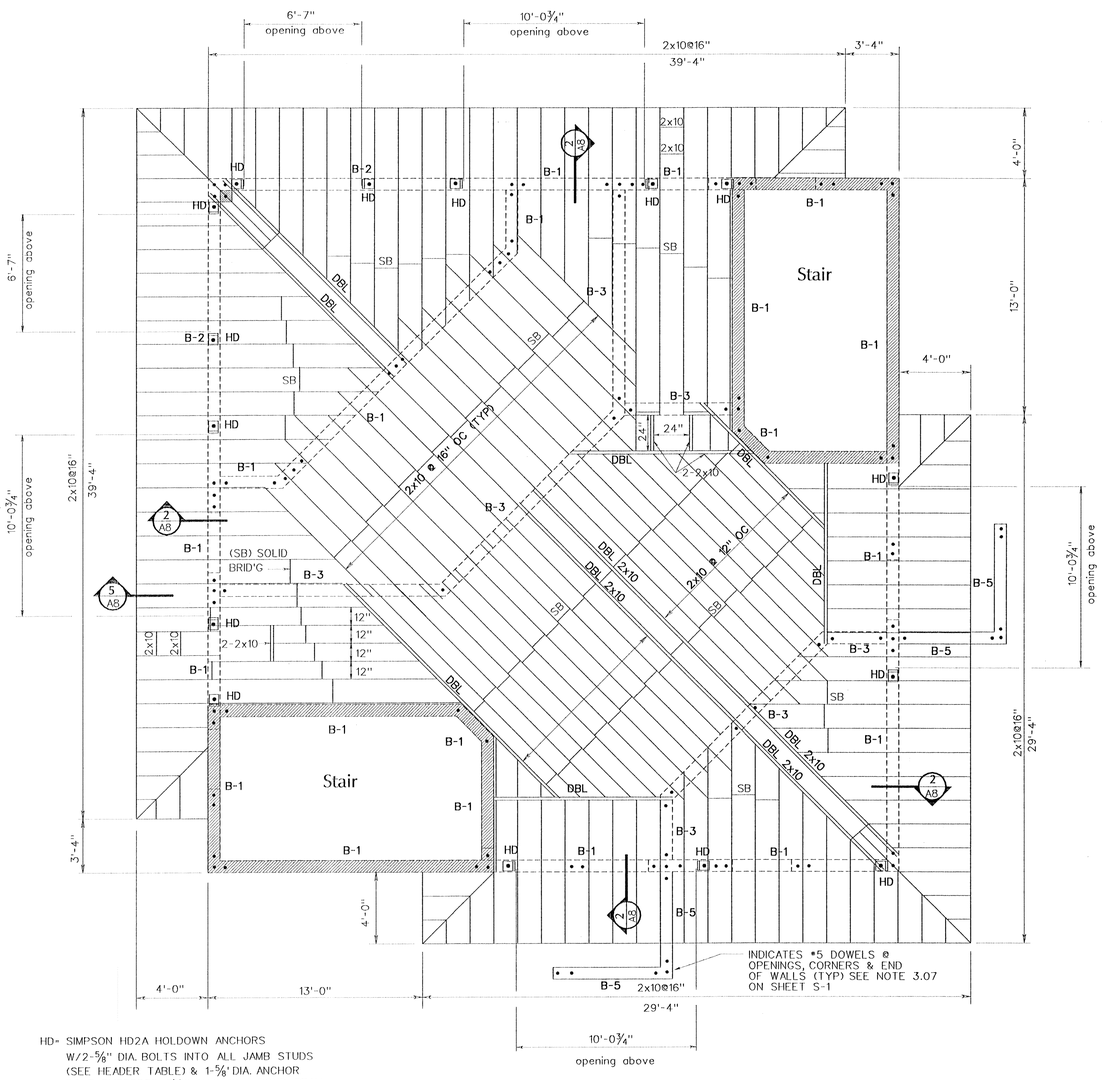
NOTE: STRAP TOP PLATES & BOTTOM TO STUDS WITH SIMPSON LTS12 W/ 12-10d INTO PLATES & 12-10d INTO STUDS

HEADERS

SPAN	FULL LENGTH STUDS E.S.	HEADER SUPPORT STUDS	STRAPS: SUPPORT STUDS TO SILL PLATES & HEADER TO SUPP. STUDS	HEADER
6-7	2	2	(2)LTSA24 W/9-10d NAILS INTO EACH SUPPORT STUD & 9-10d NAILS INTO HEADER OR SILL PLATE	2-2x10
10-0 3/4	2	2	(2)NST136 W/ 18-10d NAILS INTO EACH SUPPORT STUD & 18-10d NAILS INTO HEADER OR SILL PLATE	2-2x10

BEAM SCHEDULE

SCALE: 1"=1'-0"



HD= SIMPSON HD2A HOLDOWN ANCHORS W/2-5/8" DIA. BOLTS INTO ALL JAMB STUDS (SEE HEADER TABLE) & 1-5/8' DIA. ANCHOR BOLT EMBEDDED 6 1/2" INTO CMU BOND BEAM. PROVIDE IN LOCATIONS INDICATED.

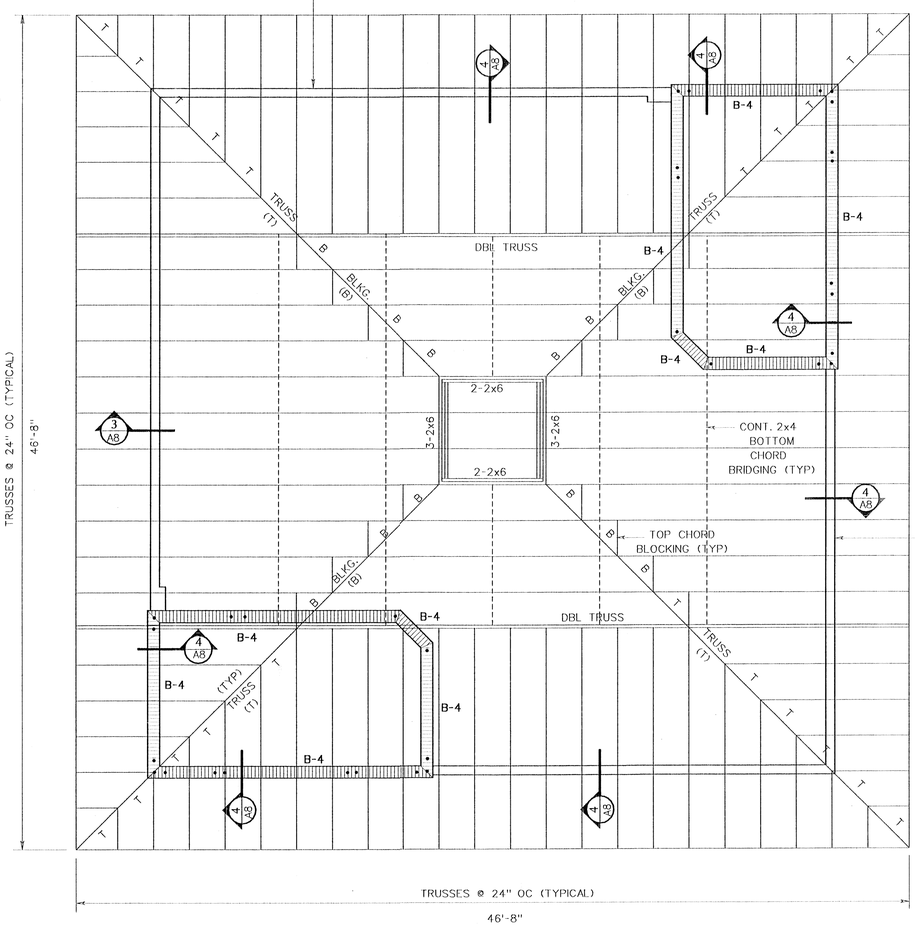
NOTE:
NOT ALL OF THE REQUIRED DOWELS ARE INDICATED ON FOUNDATION & FLOOR PLANS
SEE NOTE 3.07 ON SHEET S-1

SECOND FLOOR FRAMING PLAN

SCALE: 1/4"=1'-0"

COLUMN PLAN

SCALE: 3/4"=1'



NOTE:
SEE ANCHORAGE DETAILS ON SHEET A-8

ROOF FRAMING PLAN

SCALE: 1/4"=1'-0"

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

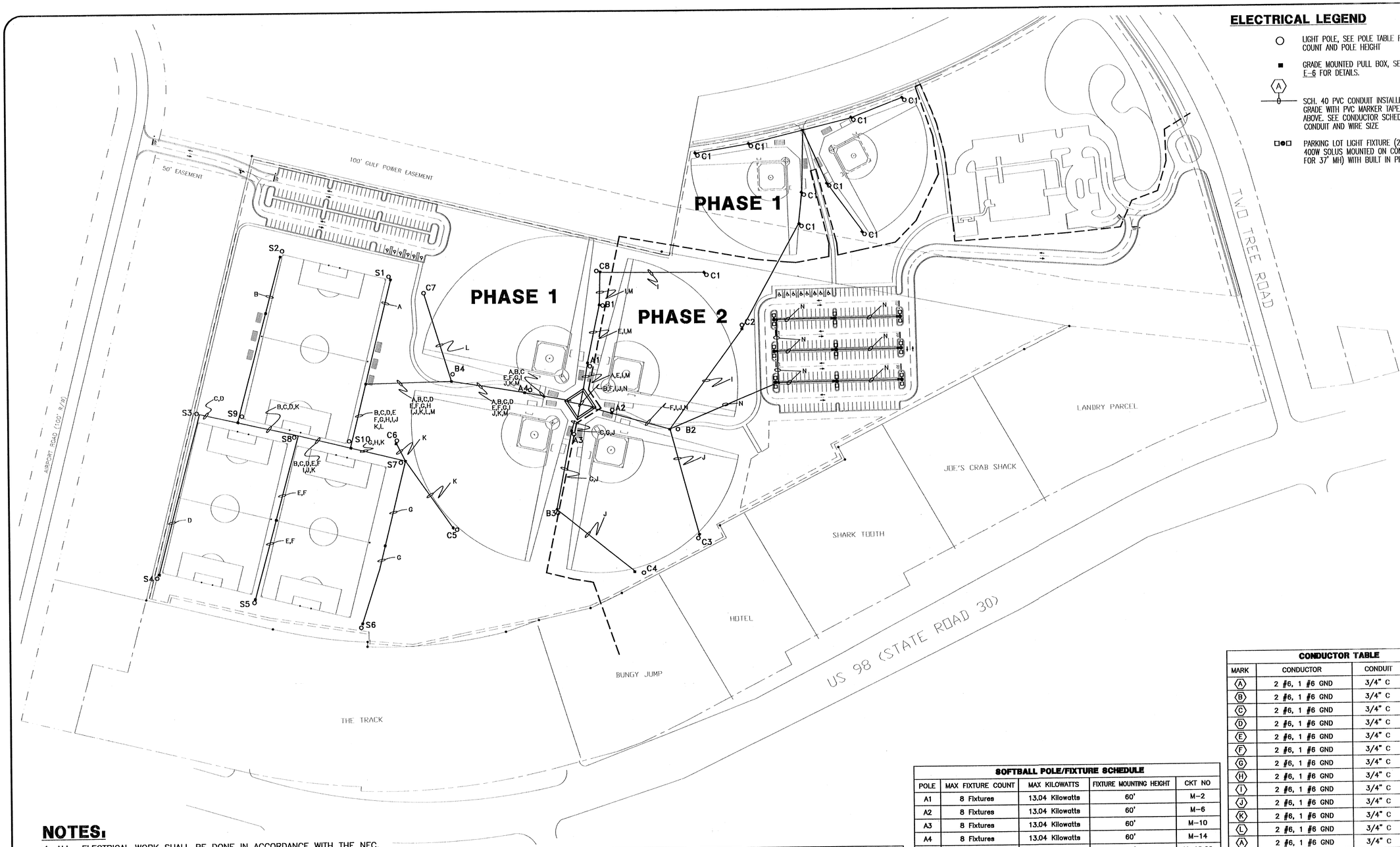
NO.	DATE	APPR.	REVISION

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
DESIGNED RWB | DRAWN RET | CHECKED | DATE SEPT 97
SCALE 1/4"=1'-0"
NOT RELEASED FOR CONSTRUCTION BY DATE

CONCESSION BLDG.
SECOND FLOOR & ROOF FRAMING PLAN
DESTIN SPORTS COMPLEX - CITY OF DESTIN

PROJECT NO. 11232.01
NO. S2
INDEX
OF SHT

K:\11211\11232.01\dgn\11232-s-s2.dgn Mar. 15, 1998 14:15:00



ELECTRICAL LEGEND

- ○ LIGHT POLE, SEE POLE TABLE FOR FIXTURE COUNT AND POLE HEIGHT
- ■ GRADE MOUNTED PULL BOX, SEE SHEET E-6 FOR DETAILS.
- (A) SCH. 40 PVC CONDUIT INSTALLED 36" BELOW GRADE WITH PVC MARKER TAPE INSTALLED 6" ABOVE. SEE CONDUCTOR SCHEDULE FOR CONDUIT AND WIRE SIZE
- □●□ PARKING LOT LIGHT FIXTURE (2--MOLDCAST 400W SOLUS MOUNTED ON CONCRETE POLE FOR 37' MH) WITH BUILT IN PHOTOCELL.

NOTES:

1. ALL ELECTRICAL WORK SHALL BE DONE IN ACCORDANCE WITH THE NEC.
2. ALL POLES SHALL BE DIRECT BURIAL CONCRETE DESIGNED FOR 130 MPH WIND LOADING WITH 1.3 GUST FACTOR.
3. ALL FIXTURES FOR SPORTS LIGHTING SHALL BE MOUNTED ON OSHA APPROVED CASES.
4. PROVIDE CLASS I, LPI APPROVED LIGHTNING PROTECTION SYSTEM FOR EACH LIGHT POLE.
5. ALL CONCRETE POLES SHALL BE LONESTAR OR EQUAL.
6. CONTRACTOR TO MEG ALL FEEDERS.
7. CONTRACTOR TO SUBMIT SHOP DRAWINGS PRIOR TO BID.
8. SPORTS LIGHT SHALL BE GE, STERNER, LITHONIA AND MEET OR EXCEED THE CALCULATIONS SHOWN ON SHEET E-2 WITH KW LESS THAN OR EQUAL TO SHEET E-1.
9. SIZE PULL BOXES PER NEC.

SOCCER POLE/FIXTURE SCHEDULE

POLE	MAX. FIXTURE COUNT	KILOWATT CONSUMPTION	FIXTURE MOUNTING HEIGHT	CKT NO
S1	10 Fixtures	16.30 Kilowatts	70'	S-1
S2	10 Fixtures	16.30 Kilowatts	70'	S-2
S3	10 Fixtures	16.30 Kilowatts	70'	S-5
S4	10 Fixtures	16.30 Kilowatts	70'	S-6
S5	20 Fixtures	32.60 Kilowatts	70'	S-9,10
S6	10 Fixtures	16.30 Kilowatts	70'	S-13
S7	10 Fixtures	16.30 Kilowatts	70'	S-14
S8	20 Fixtures	32.60 Kilowatts	70'	S-17,18
S9	10 Fixtures	16.30 Kilowatts	70'	S-21
S10	10 Fixtures	16.30 Kilowatts	70'	S-22
TOTALS				
10	120 Fixtures	195.60 Kilowatts Max.		

SOFTBALL POLE/FIXTURE SCHEDULE

POLE	MAX FIXTURE COUNT	MAX KILOWATTS	FIXTURE MOUNTING HEIGHT	CKT NO
A1	8 Fixtures	13.04 Kilowatts	60'	M-2
A2	8 Fixtures	13.04 Kilowatts	60'	M-6
A3	8 Fixtures	13.04 Kilowatts	60'	M-10
A4	8 Fixtures	13.04 Kilowatts	60'	M-14
B1	16 Fixtures	26.08 Kilowatts	70'	M-18,22
B2	18 Fixtures	29.34 Kilowatts	70'	M-26,30
B3	19 Fixtures	30.97 Kilowatts	70'	M-34,38
B4	20 Fixtures	32.60 Kilowatts	70'	M-13,17
C1	5 Fixtures	8.15 Kilowatts	60'	M-21
C2	5 Fixtures	8.15 Kilowatts	60'	M-21
C3	5 Fixtures	8.15 Kilowatts	60'	M-25
C4	5 Fixtures	8.15 Kilowatts	60'	M-25
C5	6 Fixtures	9.78 Kilowatts	60'	M-29
C6	6 Fixtures	9.78 Kilowatts	60'	M-29
C7	6 Fixtures	9.78 Kilowatts	60'	M-33
C8	10 Fixtures	16.30 Kilowatts	60'	S-25
TOTALS				
18	153 Fixtures	267.84 Kilowatts Max.		

CONDUCTOR TABLE

MARK	CONDUCTOR	CONDUIT	CKT NO.
(A)	2 #6, 1 #6 GND	3/4" C	S-1
(B)	2 #6, 1 #6 GND	3/4" C	S-2
(C)	2 #6, 1 #6 GND	3/4" C	S-5
(D)	2 #6, 1 #6 GND	3/4" C	S-6
(E)	2 #6, 1 #6 GND	3/4" C	S-9
(F)	2 #6, 1 #6 GND	3/4" C	S-10
(G)	2 #6, 1 #6 GND	3/4" C	S-13
(H)	2 #6, 1 #6 GND	3/4" C	S-14
(I)	2 #6, 1 #6 GND	3/4" C	S-17
(J)	2 #6, 1 #6 GND	3/4" C	S-18
(K)	2 #6, 1 #6 GND	3/4" C	S-21
(L)	2 #6, 1 #6 GND	3/4" C	S-22
(A)	2 #6, 1 #6 GND	3/4" C	M-2
(B)	2 #6, 1 #6 GND	3/4" C	M-6
(C)	2 #6, 1 #6 GND	3/4" C	M-10
(D)	2 #6, 1 #6 GND	3/4" C	M-14
(E)	2 #6, 1 #6 GND	3/4" C	M-18,22
(F)	2 #6, 1 #6 GND	3/4" C	M-26,30
(G)	2 #6, 1 #6 GND	3/4" C	M-34,38
(H)	2 #6, 1 #6 GND	3/4" C	M-13,17
(I)	2 #6, 1 #6 GND	3/4" C	M-21
(J)	2 #6, 1 #6 GND	3/4" C	M-25
(K)	2 #6, 1 #6 GND	3/4" C	M-29
(L)	2 #6, 1 #6 GND	3/4" C	M-33
(M)	2 #6, 1 #6 GND	3/4" C	S-25
(N)	2 #6, 1 #6 GND	3/4" C	--

NO.	DATE	APPR.	REVISION/ACTION TAKEN

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

SITE ELECTRICAL PLAN
DESTIN SPORTS COMPLEX - CITY OF DESTIN
FLORIDA

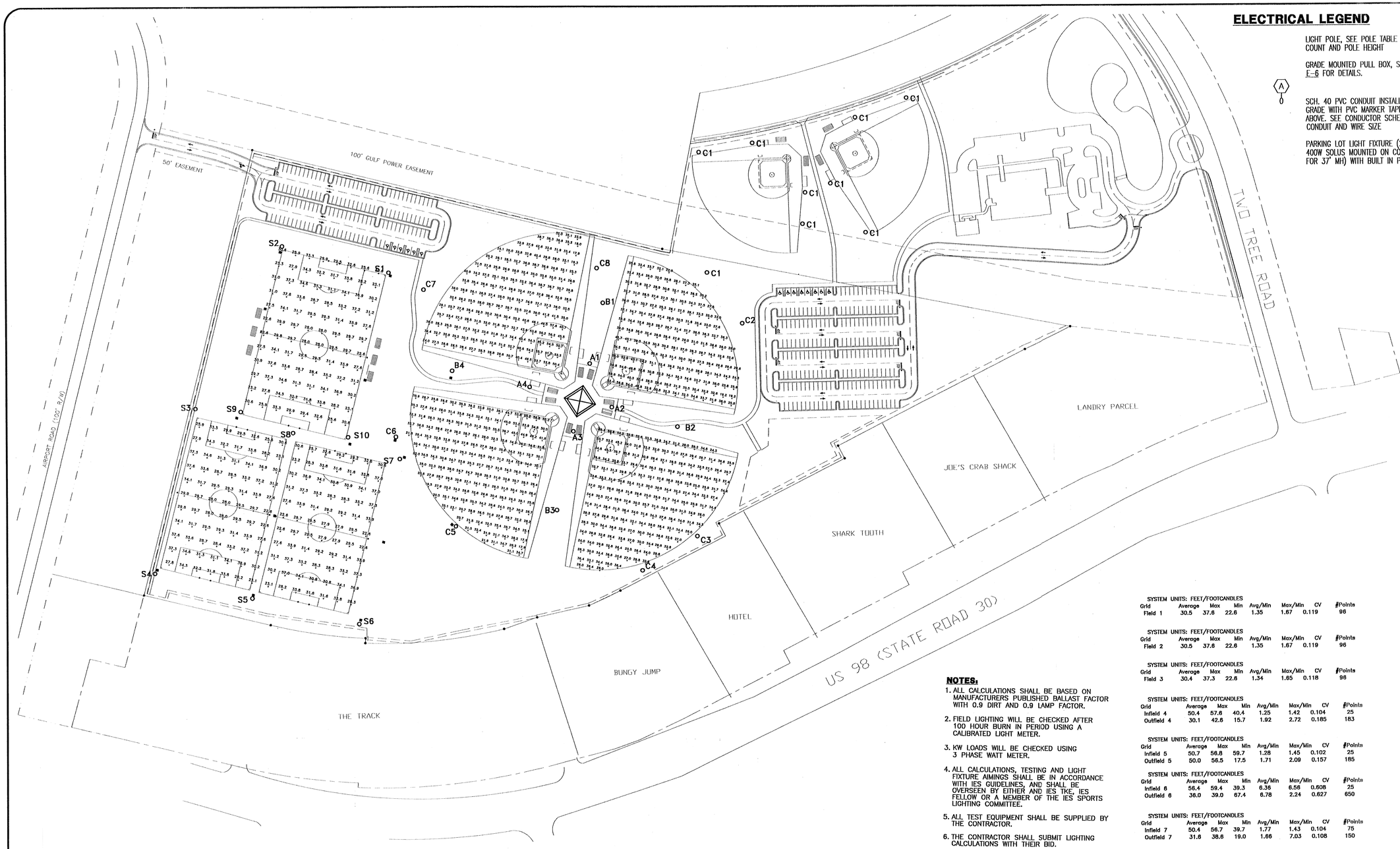
DESIGNED GRP	DRAWN HDE	CHECKED GRP	DATE APRIL 98

SCALE 1"=100'

PROJECT NO. 11232.01

NO. E1 OF SHT.

K:\112\11232.01\DWG\ELEC\11232ECHANGE Mon Apr 13 13:53:29 1998



ELECTRICAL LEGEND

LIGHT POLE, SEE POLE TABLE FOR FIXTURE COUNT AND POLE HEIGHT

GRADE MOUNTED PULL BOX, SEE SHEET E-6 FOR DETAILS.

SCH. 40 PVC CONDUIT INSTALLED 36" BELOW GRADE WITH PVC MARKER TAPE INSTALLED 6" ABOVE. SEE CONDUCTOR SCHEDULE FOR CONDUIT AND WIRE SIZE

PARKING LOT LIGHT FIXTURE (2-MOLDCAST 400W SOLUS MOUNTED ON CONCRETE POLE FOR 37' MH) WITH BUILT IN PHOTOCELL.

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NOTES:

1. ALL CALCULATIONS SHALL BE BASED ON MANUFACTURERS PUBLISHED BALLAST FACTOR WITH 0.9 DIRT AND 0.9 LAMP FACTOR.
2. FIELD LIGHTING WILL BE CHECKED AFTER 100 HOUR BURN IN PERIOD USING A CALIBRATED LIGHT METER.
3. KW LOADS WILL BE CHECKED USING 3 PHASE WATT METER.
4. ALL CALCULATIONS, TESTING AND LIGHT FIXTURE AIMINGS SHALL BE IN ACCORDANCE WITH IES GUIDELINES, AND SHALL BE OVERSEEN BY EITHER AND IES TKE, IES FELLOW OR A MEMBER OF THE IES SPORTS LIGHTING COMMITTEE.
5. ALL TEST EQUIPMENT SHALL BE SUPPLIED BY THE CONTRACTOR.
6. THE CONTRACTOR SHALL SUBMIT LIGHTING CALCULATIONS WITH THEIR BID.

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Field 1	30.5	37.6	22.6	1.35	1.67	0.119	98

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Field 2	30.5	37.6	22.6	1.35	1.67	0.119	98

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Field 3	30.4	37.3	22.6	1.34	1.65	0.118	98

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Infield 4	50.4	57.6	40.4	1.25	1.42	0.104	25
Outfield 4	30.1	42.6	15.7	1.92	2.72	0.185	183

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Infield 5	50.7	56.8	39.7	1.28	1.45	0.102	25
Outfield 5	50.0	56.5	17.5	1.71	2.09	0.157	185

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Infield 6	56.4	59.4	39.3	6.36	6.56	0.608	25
Outfield 6	36.0	39.0	67.4	6.78	2.24	0.627	650

SYSTEM UNITS: FEET/FOOTCANDLES

Grid	Average	Max	Min	Avg/Min	Max/Min	CV	#Points
Infield 7	50.4	56.7	39.7	1.77	1.43	0.104	75
Outfield 7	31.6	38.6	19.0	1.66	7.03	0.108	150

NO.	DATE	APPR.	REVISION/ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

CALCULATION PLAN

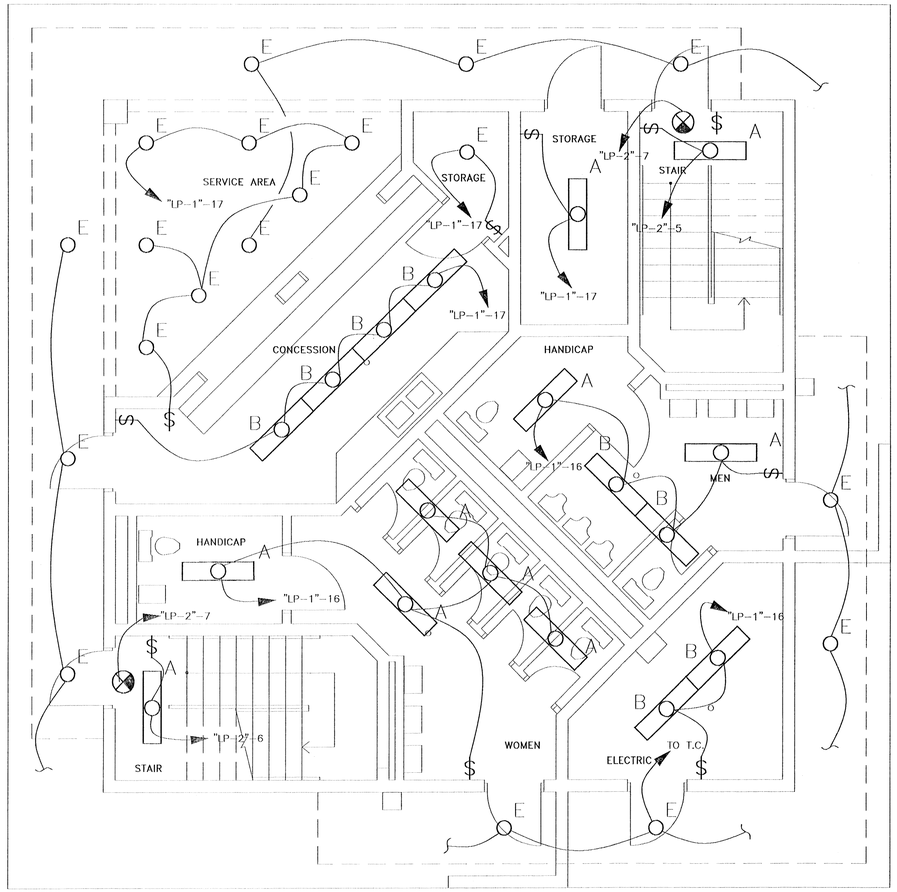
DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

DATE	CHECKED	DRAWN	DESIGNED	SCALE
APRIL 98	GRP	HDE	GRP	1" = 100'

PROJECT NO. 11232.01

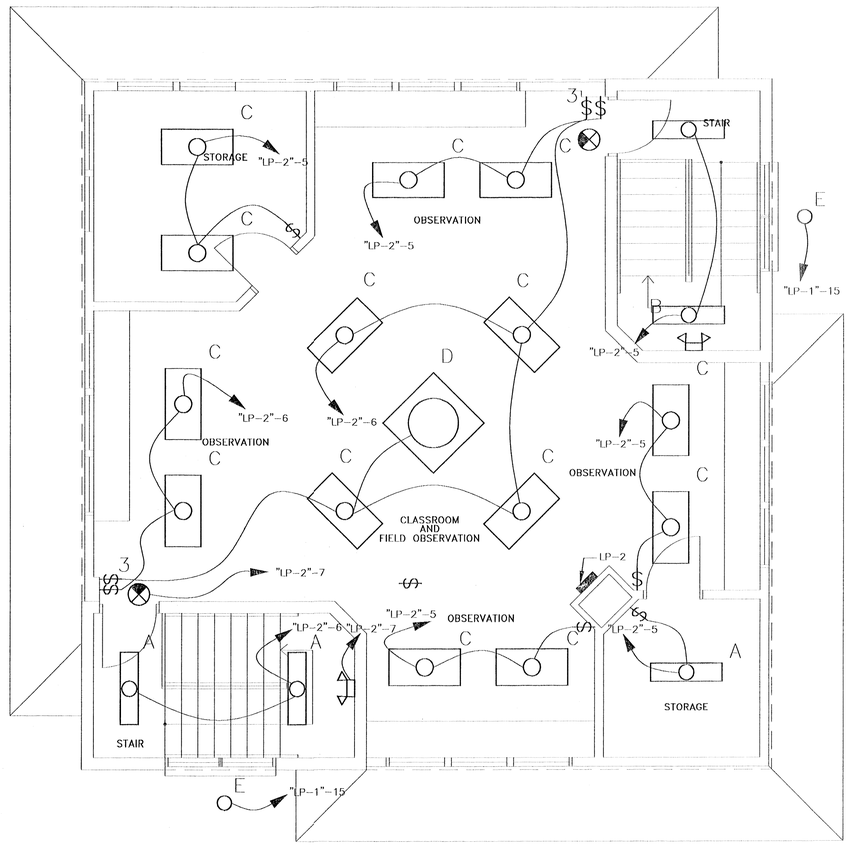
NO. E2 OF SHT.

K:\12\11232.01\DWG\ELEC\11232ECHANGE Mon Apr 13 13:59:54 1998



FIRST FLOOR LIGHTING PLAN

SCALE: 1/4"=1'-0"



SECOND FLOOR LIGHTING PLAN

SCALE: 1/4"=1'-0"

THE IDEAS AND DESIGNS SHOWN ON THIS DRAWING ARE THE PROPERTY OF BASKERVILLE-DONOVAN, INC. AND SHALL NOT BE USED IN ANY WAY FOR ANY PROJECT OTHER THAN THE ONE FOR WHICH THEY WERE PREPARED AND DEVELOPED, WITHOUT THE WRITTEN CONSENT OF BASKERVILLE-DONOVAN, INC. © 1997 ALL RIGHTS RESERVED. THIS DRAWING IS THE PROPERTY OF BASKERVILLE-DONOVAN, INC. AND IS NOT TO BE REPRODUCED IN WHOLE OR IN PART. IT IS NOT TO BE USED ON ANY OTHER PROJECT AND IS TO BE RETURNED UPON REQUEST.

NO.	DATE	APPR.	REVISION/ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32502 (904)438-9881
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

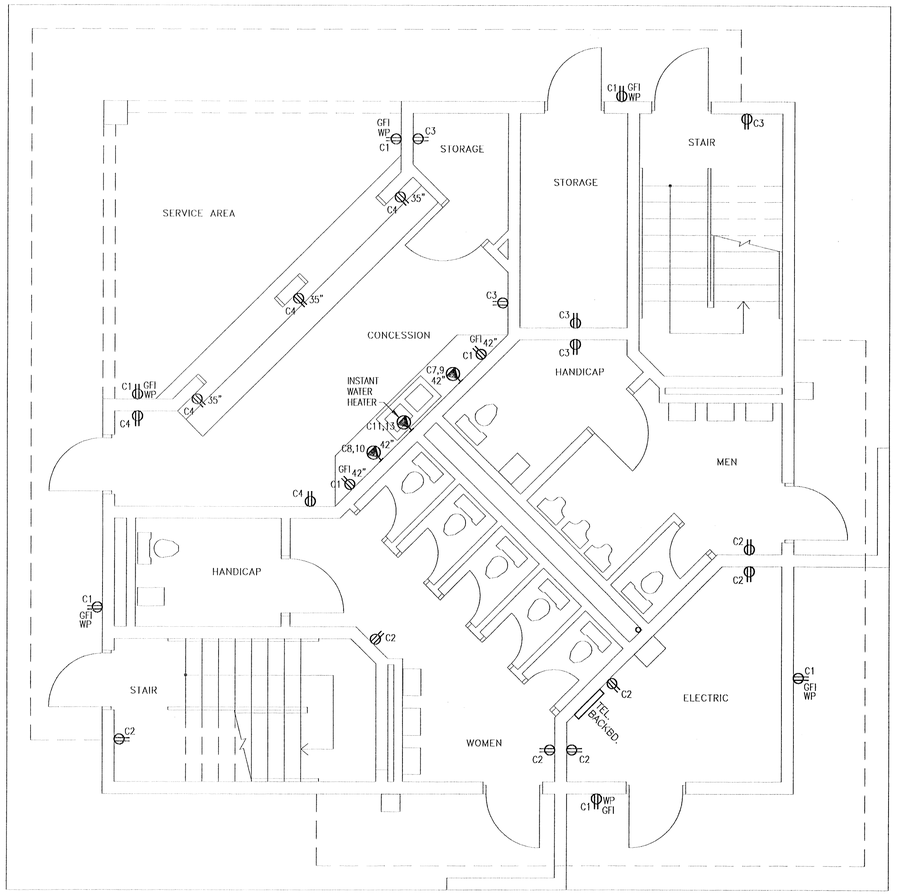
LIGHTING PLANS

DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

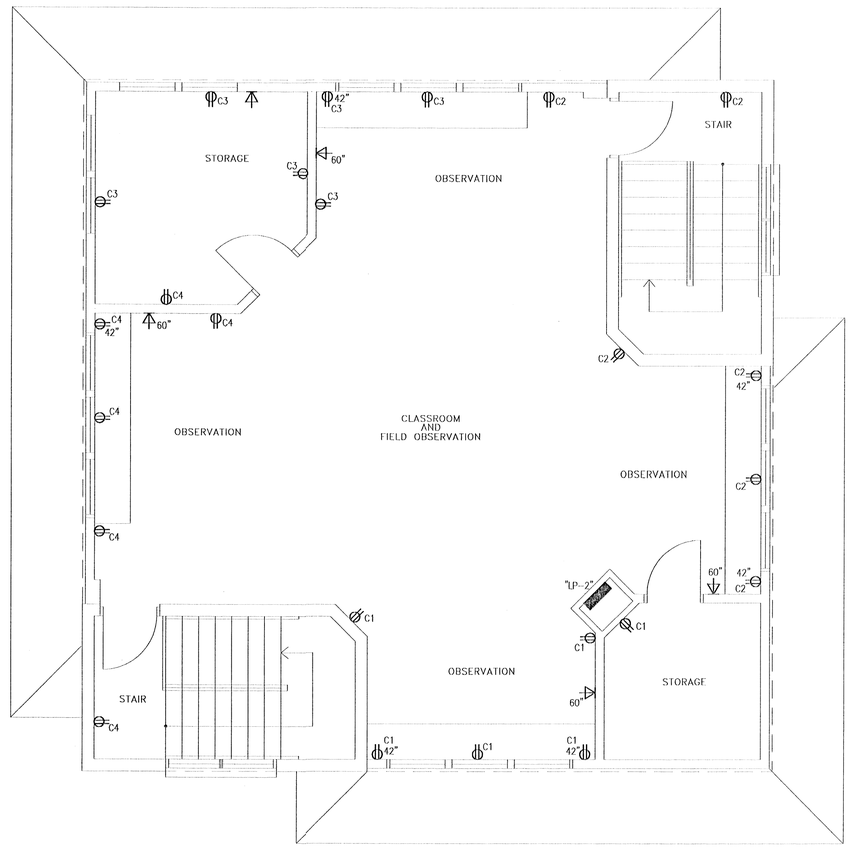
SCALE	DESIGNED	DRAWN	CHECKED	DATE
1/4"=1'-0"	GRP	HDE	GRP	SEPT 97

PROJECT NO. 11232.01

NO. E3 OF SHT.



FIRST FLOOR POWER PLAN
SCALE: 1/4"=1'-0"



SECOND FLOOR POWER PLAN
SCALE: 1/4"=1'-0"

NOT RELEASED FOR CONSTRUCTION

NO.	DATE	APPR.	REVISION/ACTION	BY	DATE
			TAXEN		

For use on projects designed by BASKERVILLE-DONOVAN, INC. Any use on other projects without written permission is prohibited. Reuse of these plans on any other project will be at reuser's sole risk and without liability to BASKERVILLE-DONOVAN, INC. and reuser shall indemnify and hold harmless BASKERVILLE-DONOVAN, INC. against all claims arising from such reuse. Visual contact with these plans shall constitute prima facie evidence of acceptance of these restrictions.

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

POWER PLANS

DESTIN SPORTS COMPLEX - CITY OF DESTIN
FLORIDA

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1/4"=1'-0"	GRP	HDE	GRP	SEPT 97

PROJECT NO. 11232.01

NO. E4 OF SHT.

PANEL: "M"

3 PH 4 WIRE VOLTAGE L-L: 480 L-N: 277 MAIN: 800 A MCB

LOCATION: Electrical Room — **MOUNTING: SURFACE**

CKT#	BKR.	POLE	DESCRIPTION	VOLT-AMP	PHASE A	PHASE B	PHASE C	VOLT-AMP	DESCRIPTION	POLE	BKR.	CKT#
1	400	3	Panel "S"	65095	71615			6520	Pole A1	2	40	2
3				65095		71615		6520				4
5				65095			71615	6520	Pole A2	2	40	6
7	70	3	Panel "LP"	15000	21520			6520				8
9				15000		21520		6520	Pole A3	2	40	10
11				15000			21520	6520				12
13	50	2	1/2 of Pole B4	8150	14670			6520	Pole A4	2	40	14
15				8150		14670		6520				16
17	50	2	1/2 of Pole B4	8150			14670	6520	1/2 of Pole B1	2	40	18
19				8150	14670			6520				20
21	50	2	Pole C1 & C2	8150		14670		6520	1/2 of Pole B1	2	40	22
23				8150			14670	6520				24
25	50	2	Pole C3 & C4	8150	15485			7335	1/2 of Pole B2	2	40	26
27				8150		15485		7335				28
29	50	2	Pole C5 & C6	9780			17115	7335	1/2 of Pole B2	2	40	30
31				9780	17115			7335				32
33	30	2	Pole C7	4890		13040		8150	1/2 of Pole B3	2	50	34
35				4890			13040	8150				36
37	30	3	Surge Protection		8150			8150	1/2 of Pole B3	2	50	38
39						8150		8150				40
41							0		Space			42
			TOTAL LOAD(VA)/PHASE THIS PANEL:		163225	159150	152630					

TOTAL CONNECTED LOAD(VA) THIS PANEL: 475005 — TOTAL CONNECTED LOAD (AMPS): 571

TOTAL DEMAND LOAD (VA) THIS PANEL: 475005 — TOTAL DEMAND LOADS (AMPS): 571

NOTES:
1. MINIMUM A.I.C. SHALL BE 14,000 AIC

PANEL: "S"

3 PH 4 WIRE VOLTAGE L-L: 480 L-N: 277 MAIN: 400 A MLO

LOCATION: Electrical Room — **MOUNTING: SURFACE**

CKT#	BKR.	POLE	DESCRIPTION	VOLT-AMP	PHASE A	PHASE B	PHASE C	VOLT-AMP	DESCRIPTION	POLE	BKR.	CKT#
1	50	2	Pole S1	8150	16300			8150	Pole S2	2	50	2
3				8150		16300		8150				4
5	50	2	Pole S3	8150			16300	8150	Pole S4	2	50	6
7				8150	16300			8150				8
9	50	2	1/2 of Pole S5	8150		16300		8150	1/2 of Pole S5	2	50	10
11				8150			16300	8150				12
13	50	2	Pole S6	8150	16300			8150	Pole S7	2	50	14
15				8150		16300		8150				16
17	50	2	1/2 of Pole S8	8150			16300	8150	1/2 of Pole S8	2	50	18
19				8150	16300			8150				20
21	50	2	Pole S9	8150		16300		8150	Pole S10	2	50	22
23				8150			16300	8150				24
25	50	2	Pole C8	8150	9650			1500	Parking Lot	2	30	26
27				8150		9650		1500				28
29			Space				0		Spare	2	50	30
31			Space		0							32
33			Space			0			Space			34
35			Space				0		Space			36
37	30	3	Surge Protection		0				Space			38
39						0			Space			40
41							0		Space			42
			TOTAL LOAD(VA)/PHASE THIS PANEL:		74850	74850	65200					

TOTAL CONNECTED LOAD(VA) THIS PANEL: 214900 — TOTAL CONNECTED LOAD (AMPS): 258

TOTAL DEMAND LOAD (VA) THIS PANEL: 214900 — TOTAL DEMAND LOADS (AMPS): 258

NOTES:
1. MINIMUM A.I.C. SHALL BE 14,000 AIC

PANEL: LP-1

3 PH 4 WIRE VOLTAGE L-L: 208 L-N: 120 MAIN: 125 A MCB

LOCATION: ROOM # — **MOUNTING: SURFACE**

CKT#	BKR.	POLE	DESCRIPTION	VOLT-AMP	PHASE A	PHASE B	PHASE C	VOLT-AMP	DESCRIPTION	POLE	BKR.	CKT#
1	20	1	GFI RECEPTACLE	1600	3000			1400	RECEPTACLE	1	20	2
3	20	1	RECEPTACLE	1000		2200		1200	RECEPTACLE	1	20	4
5	20	1	SPARE	640			1160	520	SPARE	1	20	6
7	30	2	SPECIAL OUTLET		0				SPECIAL OUTLET	2	30	8
9						0						10
11	30	2	INSTANT WATER HTR.				0		SPACE			12
13					0				EXHAUST FAN	1	20	14
15	20	1	SOFFIT LIGHTS	1100		1900		800	LIGHTING	1	20	16
17	20	1	LIGHTING				1050	1050	SPARE			18
19			SPACE		0				SPACE			20
21			SPACE			0			SPACE			22
23			SPACE				0		SPACE			24
25			SPACE		0				SPACE			26
27			SPACE			0			SPACE			28
29			SPACE				0		SPACE			30
			TOTAL LOAD(VA)/PHASE THIS PANEL:		3000	4100	2210					

TOTAL CONNECTED LOAD(VA) THIS PANEL: 9310 — TOTAL CONNECTED LOAD (AMPS): 26

TOTAL DEMAND LOAD (VA) THIS PANEL: 9310 — TOTAL DEMAND LOADS (AMPS): 26

NOTES:
1. MINIMUM A.I.C. SHALL BE

PANEL: LP-2

3 PH 4 WIRE VOLTAGE L-L: 208 L-N: 120 MAIN: 125 A MCB

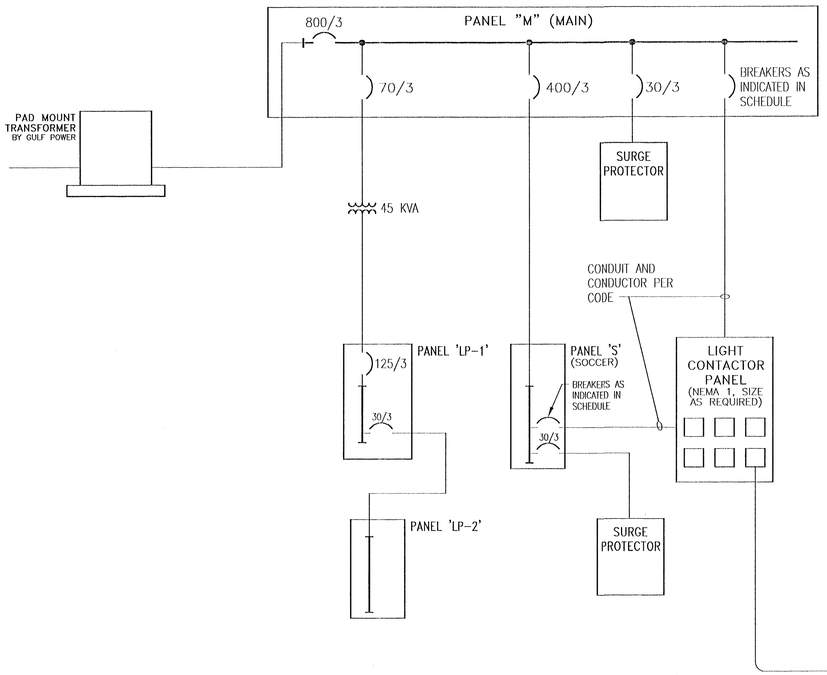
LOCATION: ROOM # — **MOUNTING: SURFACE**

CKT#	BKR.	POLE	DESCRIPTION	VOLT-AMP	PHASE A	PHASE B	PHASE C	VOLT-AMP	DESCRIPTION	POLE	BKR.	CKT#
1	20	1	RECEPTACLE	1200	2400			1200	RECEPTACLE	1	20	2
3	20	1	RECEPTACLE	1200		2400		1200	RECEPTACLE	1	20	4
5	20	1	LIGHTING	640			1160	520	LIGHTING	1	20	6
7	20	1	EXIT LT/EM.LT	20	20				SPARE	1	20	8
9	20	1	SPACE			0			SPACE	1	20	10
11	20	1	SPACE				0		SPACE	1	20	12
13	20	1	SPACE		0				SPACE	1	20	14
15	20	1	SPACE			0			SPACE	1	20	16
			TOTAL LOAD(VA)/PHASE THIS PANEL:		2420	2400	1160					

TOTAL CONNECTED LOAD(VA) THIS PANEL: 5980 — TOTAL CONNECTED LOAD (AMPS): 17

TOTAL DEMAND LOAD (VA) THIS PANEL: 5980 — TOTAL DEMAND LOADS (AMPS): 17

NOTES:
1. MINIMUM A.I.C. SHALL BE



CONTACTOR PANEL NOTES:

1. CONTACTOR PANEL TO BE BUILT BY CONTRACTOR IN ACCORDANCE WITH THE N.E.C. IN A UL APPROVED PANEL PRODUCTION FACILITY.
2. PANEL TO PROVIDE 1-CONTACTOR PER FIELD (60A, ELECTRICALLY HELD, 2 POLES PER LIGHT STANDARD)
3. PANEL TO HAVE H-O-A- SELECTOR SWITCH PER FIELD LOCATED ON DOOR.
4. PANEL TO HAVE LAMINATED MAP OF SITE INDICATING FIELD LAYOUT.
5. PANEL TO HAVE RUN HOUR METER FOR EACH CONTACTOR MOUNTED IN PANEL DOOR.

NOTES:

1. SURGE SUPPRESSORS SHALL BE CURRENT TECHNOLOGY MODEL SF100.

SINGLE LINE DIAGRAM

NO SCALE

Plan is the property of the Architect and is not to be used in whole or in part without the written consent of the Architect. Any unauthorized use of these plans will be prosecuted to the full extent of the law. The Architect shall not be responsible for any changes made in the plans without the written consent of the Architect.

NO.	DATE	APPR.	REVISION/ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION — BY — DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32502 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

SINGLE LINE DIAGRAM, PANEL SCHEDULES

DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

DATE SEPT 97 | CHECKED GRP | DRAWN HDE | DESIGNED GRP | SCALE NO SCALE

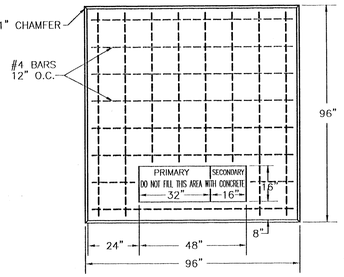
PROJECT NO. 11232.01 | NO. E5 | OF SHT.

LIGHTING FIXTURE SCHEDULE

MARK	SYMBOL	MANUFACTURER	CAT. NO	LAMPS	DESCRIPTION	NOTES
A		KENALL	7200-F32T8-EB	2-F32W18	1'X4' STATIC	2
B		KENALL	7100-F32T8-EB	1-F32W18	1'X4'	2
C		KENEALL	CMB100M120BPC	1-100MH	MOUNT 8' ABOVE FINISHED FLOOR MINIMUM.	2

NOTES

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE.
2. ALL LIGHTING SHALL FOLLOW THE STANDARDS SET BY THE ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA.



PLAN



ELEVATION

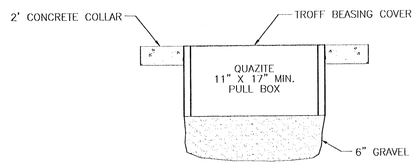
NOTES :

1. INSTALL WITH A MINIMUM CLEARANCE OF 10 FT. FROM ALL BUILDINGS AND 5 FT. FROM ALL OBSTRUCTIONS.
2. CONCRETE SHALL HAVE A MINIMUM ULTIMATE 28 DAY COMPRESSIVE STRENGTH OF NOT LESS THAN 3,000 LBS. PAD SHALL NOT BE CURED LESS THAN 72 HOURS.

GULF POWER CO.
TRANSFORMER PAD DETAIL

NOT TO SCALE

(300-1000 KVA 3 PHASE RADIAL OR LOOPFEED PAD MOUNTED TRANSFORMER)



ELECTRICAL PULL BOX

NTS

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced or used for any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION / ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32502 (904/438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

DETAIL SHEET

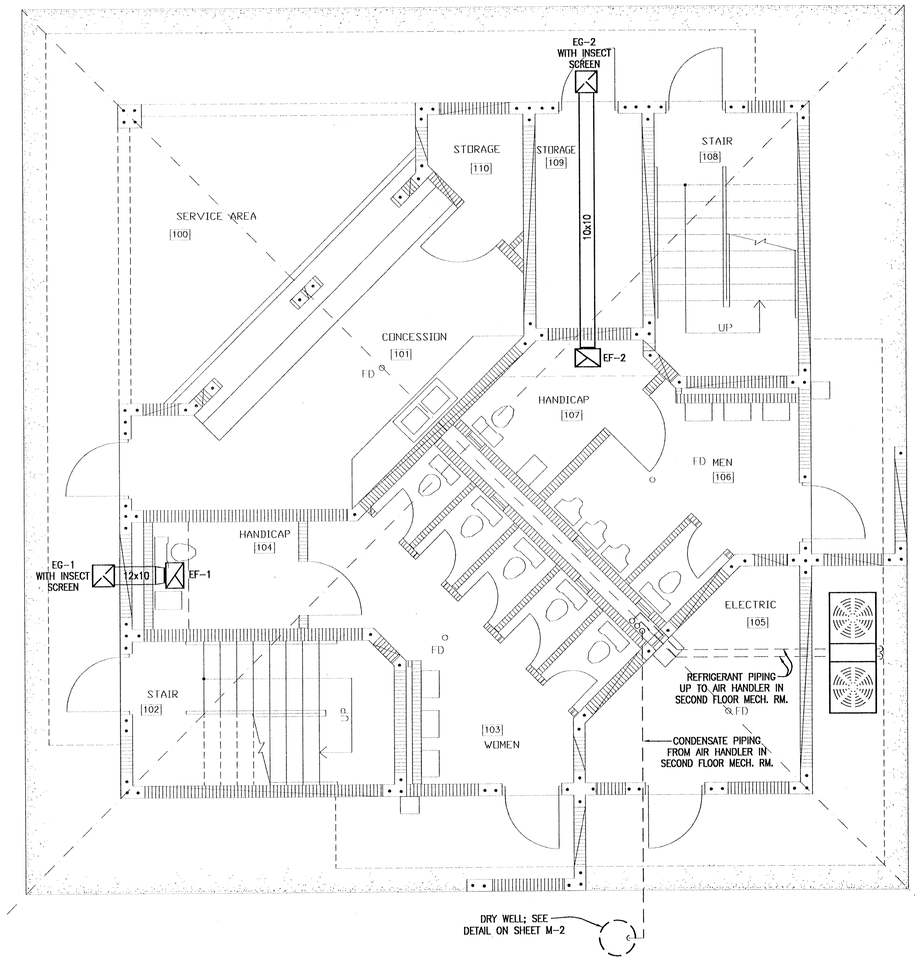
DESTIN SPORTS COMPLEX - CITY OF DESTIN
FLORIDA

SCALE	DESIGNED	DRAWN	CHECKED	DATE
NO SCALE	GRP	HDE	GRP	SEPT 97

PROJECT NO. 11232.01

NO. E6

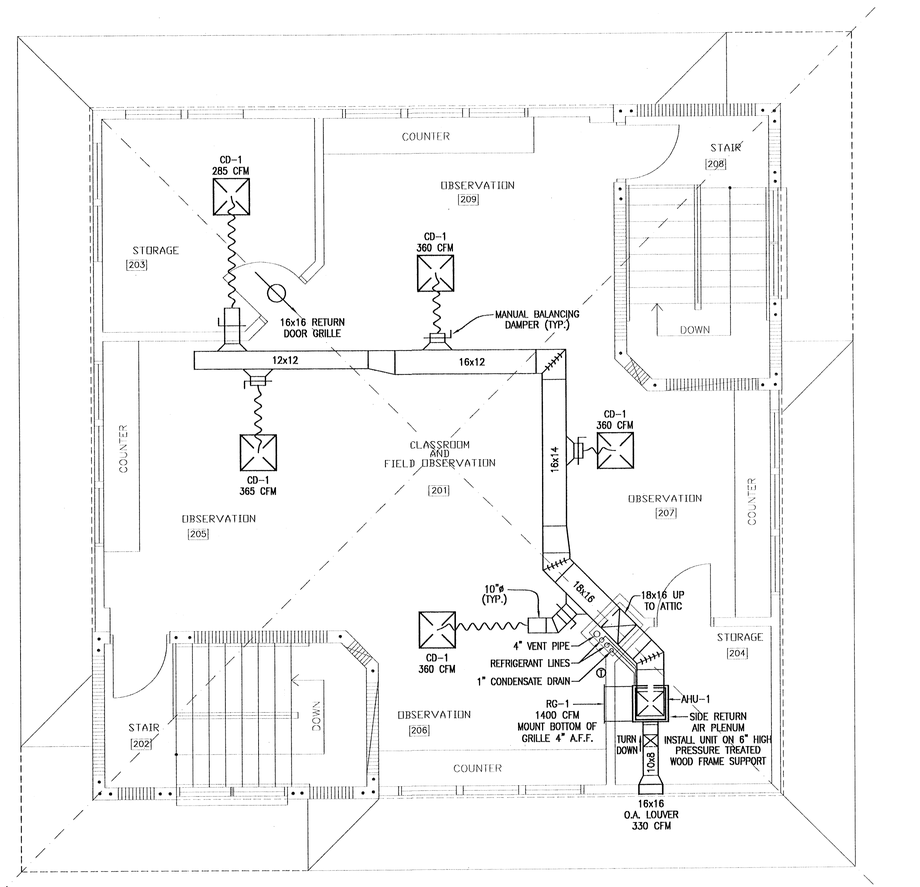
OF SHT.



N

1 / M-1 **FIRST FLOOR MECHANICAL PLAN**

SCALE: 1/4"=1'-0"



N

2 / M-1 **SECOND FLOOR MECHANICAL PLAN**

SCALE: 1/4"=1'-0"

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION / ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION — BY — DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

MECHANICAL FLOOR PLANS

DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

SCALE	DESIGNED	DRAWN	CHECKED	DATE
AS SHOWN	FPC	JPG	FPC	JAN 1998

PROJECT NO. 11232.01

NO. M-1 OF SHT.

EXHAUST FAN SCHEDULE

MARK EF–	LOCATION	SERVICE	FAN TYPE	WHEEL TYPE		TOTAL CFM	TOTAL S.P. INCHES	MAX. SONES	DRIVE TYPE	MAX. RPM	CONTROL	DAMPER	INTERLOCK	FAN CLASS	FAN MOTOR LOCATION	MOTOR DATA				REMARKS
				TYPE	MIN DIA. INCHES											HP (WATTS)	RPM	PH	VOLT	BASED ON COOK
1	WOMEN'S	TOILET	IN–LINE	FC	6.3	610	0.25	6	DIRECT	1375	SWITCH	BDD	LIGHTS	1	OUTSIDE	0.25	1625	1	115	MODEL GC–740
2	MEN'S	TOILET	IN–LINE	FC	6.3	430	0.25	4	DIRECT	1100	SWITCH	BDD	LIGHTS	1	OUTSIDE	0.25	1625	1	115	MODEL GC740

DIFFUSER AND GRILLE SCHEDULE

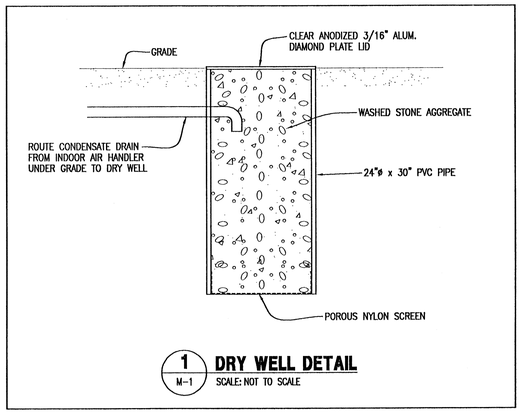
MARK	DESCRIPTION	MANUFACTURER	MODEL NO.	MODULE/DUCT SIZE	MOUNTING	DAMPER	MATERIAL	COLOR	REMARKS
CD–1	CEILING DIFFUSER	TITUS	TMSA–AA	24x24	SURFACE	YES	ALUM	WHITE	LOUVERED FACE
RG–1	RETURN GRILLE	TITUS	25RFL	24x20	WALL	NO	STEEL	WHITE	FILTER BAR GRILLE
EG–1	EXHAUST GRILLE	TITUS	56FL	12x12	SURFACE	NO	ALUM	WHITE	BAR GRILLE
EG–2	EXHAUST GRILLE	TITUS	56FL	10x10	SURFACE	NO	ALUM	WHITE	BAR GRILLE

SPLIT SYSTEM UNIT SCHEDULE

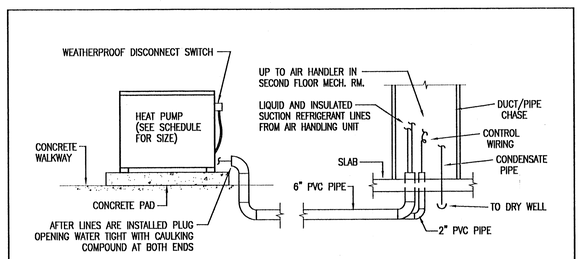
AIR HANDLING UNIT		MARK, AHU	1
		LOCATION	MECH. RM.
	FAN	TOTAL CFM	1730
		OUTSIDE AIR CFM	330
		TOTAL STATIC PRESSURE, IN. W.G.	0.90
		EXTERNAL STATIC PRESSURE, IN. W.G.	0.40
		WHEEL TYPE	FC
		WHEEL DIAMETER	12
		MOTOR HP (NOMINAL)	0.75
	COOLING COIL	ENTERING AIR, DB'F	79.2
		ENTERING AIR, WB'F	66.2
		LEAVING AIR, DB'F	56.3
		LEAVING AIR, WB'F	55.1
		TOTAL COOLING, BTU/HR (MIN)	58,500
		SENSIBLE COOLING, BTU/HR (MIN)	42,900
		LATENT COOLING, BTU/HR (MIN)	15,600
		HEATING CAPACITY, BTU/HR (HEAT PUMP)	63,000
		ENTERING AIR, DB'F	20
		STRIP HEAT, KW/# STAGES	23/2
		ELECTRICAL	208V/1ø/60HZ
		TYPE UNIT	VERTICAL DRAW–THRU
HEAT PUMP		MARK, HP	1
		TOTAL CAPACITY, BTU	58,500
		NO. OF COMPRESSORS	1
		COMPRESSOR FULL LOAD, AMPS	9.3
		SEER – MIN	10.85
		COP – MIN	3.2
		NO. OF FANS	1
		FAN FLA	0.5
		ELECTRICAL	460V/3ø/60HZ
COOLING AMBIENT TEMP, 'F			95
HEATING AMBIENT TEMP, 'F			47
UNIT RLA			9.8
UNIT MCA			14
UNIT MAX FUSE OR HACR BRKR			20

NOTES

1. EXTERNAL STATIC PRESSURES DO NOT INCLUDE PRESSURE DROP THROUGH INDOOR UNIT OR CLEAN FILTERS.
2. VERTICAL DRAW THRU WITH SUPPLEMENTAL ELECTRIC HEAT.
3. HEATING RATINGS ARE AT 47'F OUTDOOR TEMPERATURE.
4. PROVIDE OUTDOOR UNIT WITH CONDENSER COIL GUARDS, COMPRESSOR TIME DELAY ON RESTART CONTROL, AND SUCTION LINE(S), FILTER DRYER, REFRIGERANT SIGHT GLASS, AUTOMATIC DEFROST CYCLE, AND THERMOSTAT.
5. REFRIGERANT PIPING SIZE, ROUTING AND CONFIGURATION SHALL BE AS RECOMMENDED BY MANUFACTURER OF AIR HANDLING UNIT. INSULATE SUCTION LINE(S) WITH 3/4" THICK UNICELLULAR INSULATION. COVER INSULATION EXPOSED TO WEATHER WITH PVC JACKET.
6. ROUTE REFRIGERANT AND CONDENSATE DRAIN PIPING TO ALLOW CONVENIENT ACCESS TO INDOOR UNIT FOR SERVICING. ALLOW A MINIMUM OF 2'–0" CLEARANCE IN FRONT OF ALL UNIT ACCESS PANELS. ROUTE CONDENSATE PIPING TO DRY WELL.
7. PROVIDE 5 YEAR MANUFACTURER'S WARRANTY ON OUTDOOR COILS AND COMPRESSORS.
8. PROVIDE SINGLE POINT POWER CONNECTION FOR AHU AND STRIP HEAT.
9. INSTALLATION SHALL COMPLY WITH THE MANUFACTURER'S PRINTED INSTRUCTIONS, THE 1997 STANDARD MECHANICAL CODE AND ALL OTHER APPLICABLE CODES AND STANDARDS.



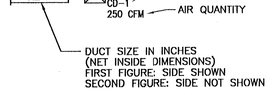
1 M–1 **DRY WELL DETAIL**
SCALE: NOT TO SCALE



2 M–1 **TYPICAL HEAT PUMP INSTALLATION DETAIL**
SCALE: NOT TO SCALE

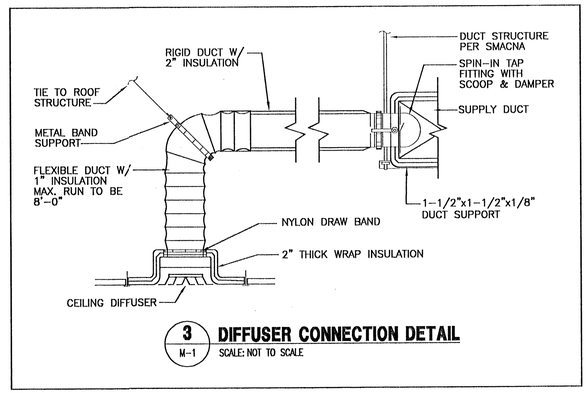
LEGEND

CD	CEILING DIFFUSER
RG	RETURN GRILLE
HP	HEAT PUMP
EF	EXHAUST FAN
O.A.	OUTSIDE AIR
T	THERMOSTAT
AHU	AIR HANDLING UNIT
	FLEXIBLE DUCT
ø	ROUND DUCT DIA.
	CEILING DIFFUSER (CD) LAY–IN OR CEILING MOUNT
	RETURN REGISTER (RR) OR RETURN GRILLE (RG) LAY–IN OR CEILING MOUNT
	EXHAUST GRILLE (EG) LAY–IN OR CEILING MOUNT
	RECTANGULAR MAIN/ ROUND BRANCH TAKE–OFF



NEW WORK NOTES

1. ENTIRE INSTALLATION SHALL COMPLY WITH THE STANDARD MECHANICAL CODE, AND ALL APPLICABLE LOCAL CODES AND ORDINANCES.
2. HVAC REGISTERS, GRILLES, DIFFUSERS, ETC. ARE SHOWN IN APPROXIMATE LOCATIONS. ACTUAL LOCATIONS SHALL BE DETERMINED IN THE FIELD, FULLY COORDINATED AND IN COMPLIANCE WITH ALL CONTRACT DOCUMENTS. IN NO INSTANCE SHALL THE LOCATION VIOLATE STANDARDS, CODES, GOOD HVAC PRINCIPLES, AND THE INTENT OF THE HVAC DESIGN. CONSULT WITH CONTRACTING OFFICER PRIOR TO RELOCATION.
3. PROVIDE ALL TRANSITION FITTINGS, OFFSETS, ETC., IN DUCTWORK NECESSARY FOR COMPLETE AND WORKING SYSTEM.
4. PROVIDE MANUAL BALANCING DAMPERS IN ALL BRANCH DUCTS.
5. HVAC DRAWINGS, IN SOME RESPECTS, ARE DIAGRAMMATIC. COORDINATION, LAYOUT OF SECTIONS, OR FIELD MEASUREMENTS MAY BE REQUIRED PRIOR TO FABRICATION OF DUCTWORK. MODIFY SIZES, AS APPROVED BY ENGINEER, FOR FIT.
6. ALL SUPPLY AIR DUCTWORK SHALL BE LOW PRESSURE RECTANGULAR OR ROUND SPIRAL SEAM, SMACNA STATIC PRESSURE CLASS 1" W.G., SEAL CLASS C, EXTERNALLY INSULATED. DUCT SIZES INDICATED ARE INTERNAL DIMENSIONS.
7. ALL RETURN AIR DUCTWORK SHALL BE LOW PRESSURE RECTANGULAR OR ROUND SPIRAL SEAM, SMACNA STATIC PRESSURE CLASS 1" W.G., SEAL CLASS B. DUCT SIZES INDICATED ARE INTERNAL DIMENSIONS.
8. ALL OUTSIDE AIR INTAKE DUCTWORK SHALL BE LOW PRESSURE RECTANGULAR, SMACNA STATIC PRESSURE CLASS 1" W.G., SEAL CLASS B, EXTERNALLY INSULATED. DUCT SIZES INDICATED ARE INTERNAL DIMENSIONS.
9. PROVIDE 2" THICK, R6, FSK INSULATION ON ALL SUPPLY AND OUTSIDE AIR DUCTS.
10. MOUNT ALL DUCTWORK AS HIGH AS POSSIBLE, BETWEEN FRAMING IF NECESSARY. AVOID ROUTING DUCTWORK OVER LIGHTS WHEREVER POSSIBLE. WHERE DUCTWORK MUST RUN OVER LIGHTS MAINTAIN MINIMUM 4" CLEARANCE BETWEEN DUCT INSULATION AND TOP OF LIGHTS.
11. PROVIDE 1–1/2" THICK 3/4 LB. DENSITY INTERNAL INSULATION IN RETURN PLENUM ONLY.
12. COORDINATE EXHAUST FANS AND DUCT INSTALLATION WITH FRAMING AND CEILING PLANS.
13. PROVIDE TESTING, ADJUSTING AND BALANCING BY AN INDEPENDENT AGENCY CERTIFIED BY AABC OR NEBB.



3 M–1 **DIFFUSER CONNECTION DETAIL**
SCALE: NOT TO SCALE

But is one hard on original drawing. © _____ 1" if not, actual size accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION/ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

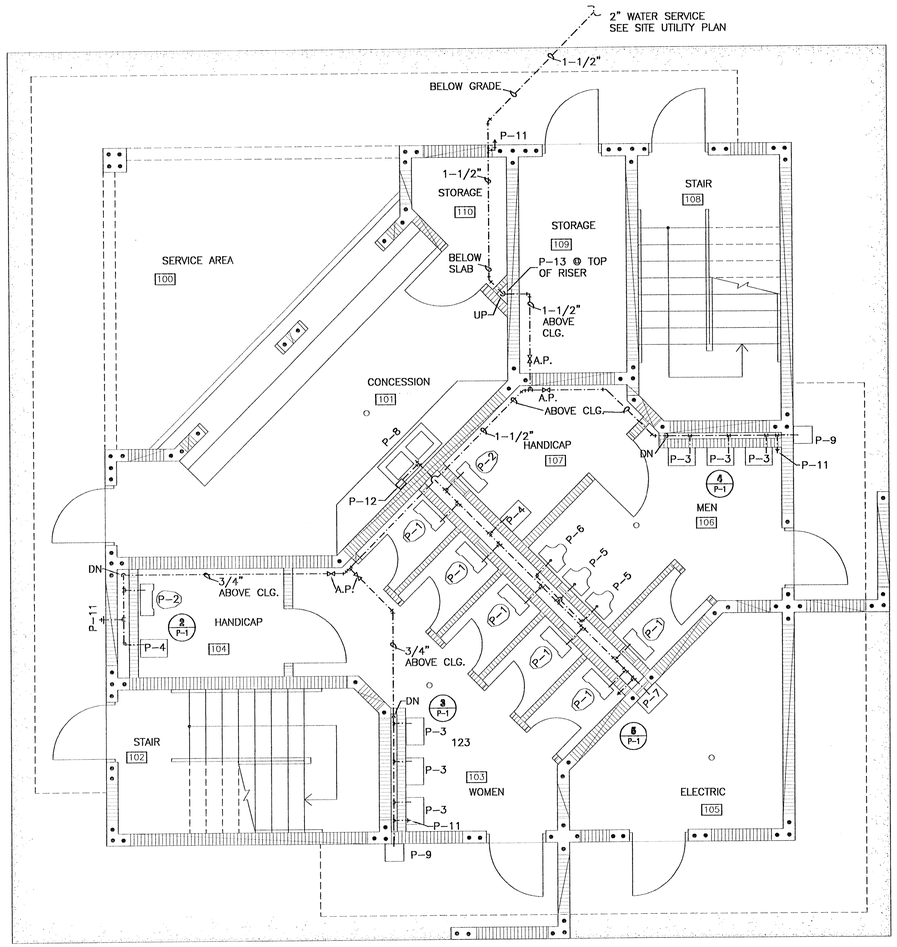
MECHANICAL SCHEDULES, DETAILS AND NOTES

DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

SCALE	DESIGNED	DRAWN	CHECKED	DATE
AS SHOWN	FPC	JPG	FPC	JAN 1998

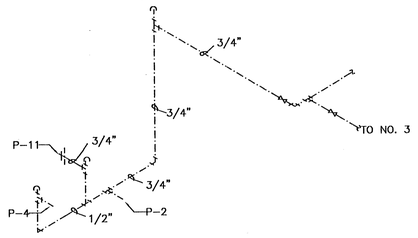
PROJECT NO. 11232.01

NO. M–2 OF SHT.

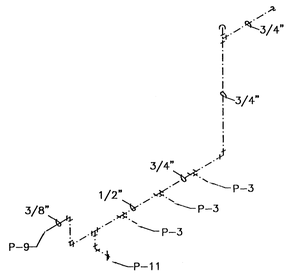


N

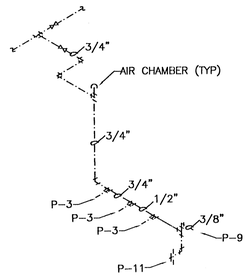
1 P-1 DOMESTIC WATER FLOOR PLAN
SCALE: 1/4"=1'-0"



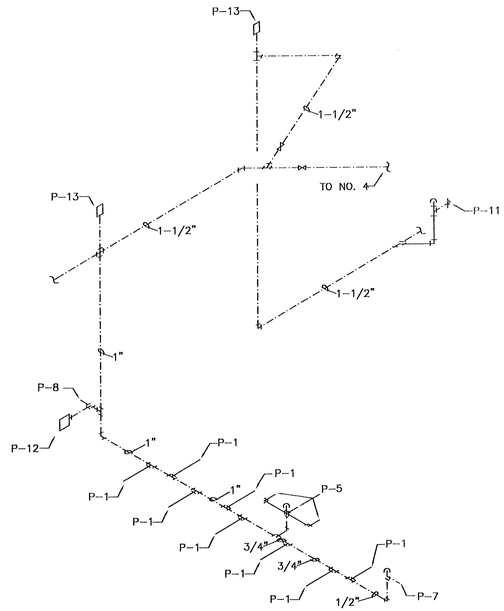
2 P-1 WATER RISER
SCALE: N.T.S



3 P-1 WATER RISER
SCALE: N.T.S



4 P-1 WATER RISER
SCALE: N.T.S



5 P-1 WATER RISER
SCALE: N.T.S

GENERAL PLUMBING NOTES

1. FOR HANDICAP PLUMBING FIXTURES, CONFORM TO ADA 1997 FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION REQUIREMENTS, INCLUDING BUT NOT NECESSARILY LIMITED TO MOUNTING HEIGHTS AND LOCATION WITH RESPECT TO WALLS AND ADJACENT FIXTURES.
2. INSULATE EXPOSED LAVATORY WASTE AND WATER SUPPLY LINES WITH "TRAP WRAP" SERIES 500 INSULATION AS MANUFACTURED BY BROCAR PRODUCTS, INC. 1-800-827-1207
3. DOMESTIC WATER LINES SHALL BE COPPER, AND INSULATED WITH 5/8" MINIMUM PIPE INSULATION.
4. SUPPORT ALL PIPING BY COPPER HANGERS OR CLAMPS. VERTICAL: 48" O/C MAXIMUM SPACING. HORIZONTAL: 72" O/C MAXIMUM SPACING.
5. PROVIDE TRAP PRIMERS AND 1/2" TRAP PRIMER LINES FROM EACH FLOOR DRAIN TO THE NEAREST LAVATORY.
6. CONTRACTOR SHALL PROVIDE APPROPRIATE PIPING IN ACCORDANCE WITH APPLICABLE CODE REQUIREMENTS AND ADJUST PIPING LOCATIONS WHERE NECESSARY TO MEET BUILDING CONDITIONS.
7. SLOPE WATER LINES TOWARD HOSE BIBBS NEAR ENDS OF WATER LINES SO THAT HOSE BIBBS MAY BE USED TO DRAIN THE SYSTEM WHEN THE STORAGE ROOM VALVE IS SHUT-OFF.
8. BUILDING SEWER SHALL HAVE A MINIMUM SLOPE OF 1/4" PER FOOT. BRANCH DRAINS SHALL HAVE A MINIMUM SLOPE OF 1/8" PER FOOT.
9. WASTE AND VENT PIPING SHALL BE SCHEDULE 40, PVC.
10. OFFSET VENT PIPING TO ONE SIDE OF DUCT/PIPING CHASE TO MAKE ROOM FOR HVAC DUCT WORK.
11. PROVIDE BACKFLOW PREVENTER AND WATER METER IN ACCORDANCE WITH THE UTILITY COMPANY REQUIREMENTS.

Blue ink indicates original drawings. Any other color ink, pencil, or ____" if not, set/cut scale accordingly. These drawings are the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any project and is to be returned upon request.

NO.	DATE	APPR.	REVISION/ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

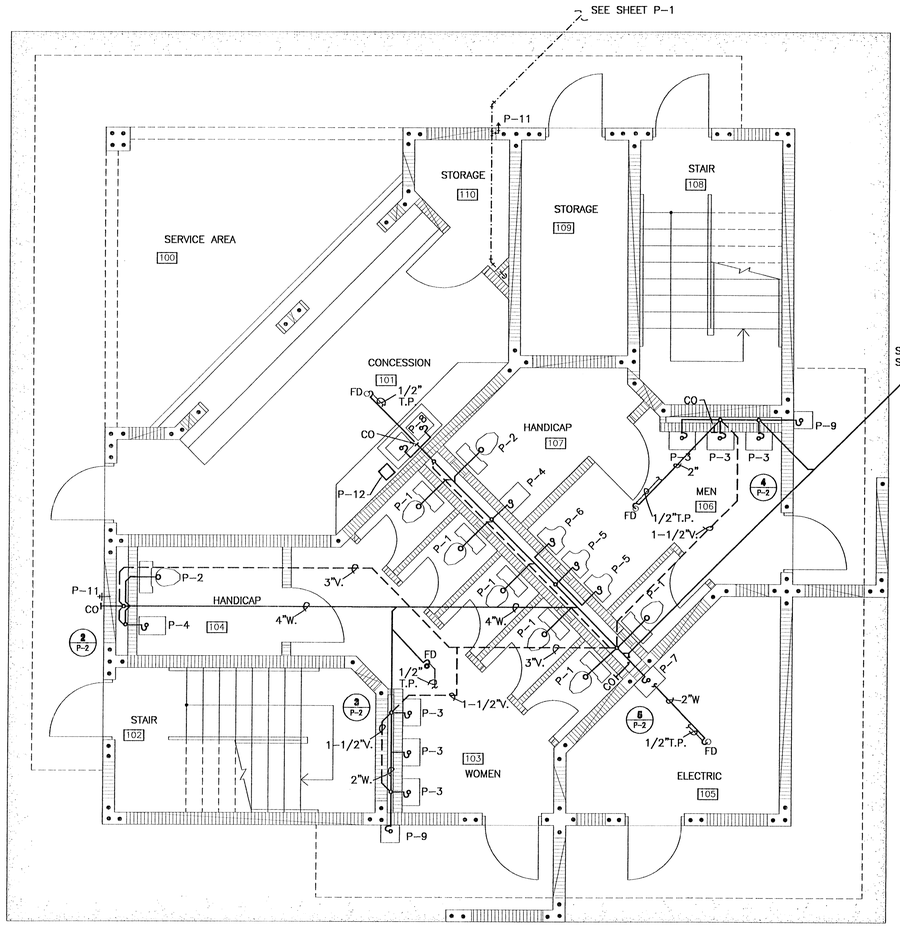
DOMESTIC WATER PLANS

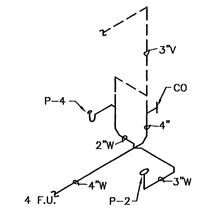
DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

DATE	CHECKED	DRAWN	DESIGNED	SCALE
JAN 1998		JAG		AS SHOWN

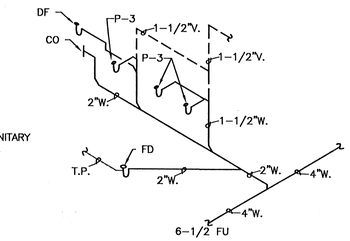
PROJECT NO. 11232.01

NO. P-1 OF SHT.

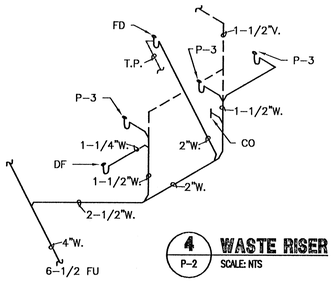




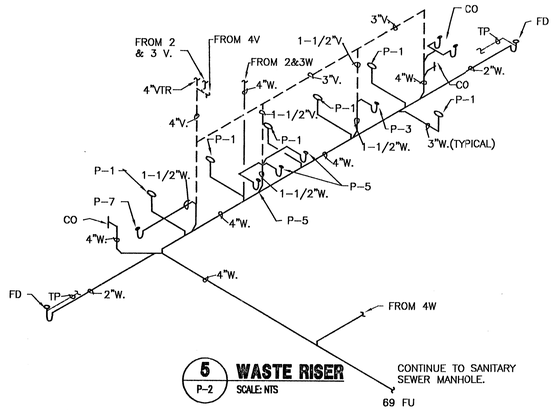
2 P-2 WASTE RISER SCALE: NTS



3 P-2 WASTE RISER SCALE: NTS



4 P-2 WASTE RISER SCALE: NTS



5 P-2 WASTE RISER SCALE: NTS

N

1 P-2 FIRST FLOOR WASTE PLAN SCALE: 1/4"=1'-0"

PLUMBING FIXTURE SCHEDULE

FIX. NO.	FIXTURE TYPE	DESCRIPTION
P-1	WATER CLOSET	CRANE MODEL 3-842/3-852, BOWL: 3-372 NEW GALAXY LITE ELONGATED RIM BOWL (14-1/2" HIGH), VITREOUS CHINA LOW CONSUMPTION, SIPHON ACTION; BOLT CAPS. TANK: 3-547 DELUXE RADCLIFFE 12" ROUGHING-IN VITREOUS CHINA TANK AND COVER WITH FLUSHVALVE, FLOAT VALVE WITH BACKFLOW PREVENTER, AND CHROME PLATED TRIP LEVER. SUPPLY: ANGLE SUPPLY PIPE (3/8" I.P.S.) WITH WHEEL HANDLE STOP, OPEN FRONT PLASTIC SEAT, NO COVER.
P-2	HANDICAP WATER CLOSET	CRANE MODEL 3-854/3-153E CONFORMING TO THE REQUIREMENTS OF ADA. BOWL: HYMONT 3-154E LOW CONSUMPTION, VITREOUS CHINA SIPHON ACTION, ELONGATED RIM BOWL (17-1/4" HIGH) WITH SELF DRAINING JET; BOLT CAPS. SUPPLY: ANGLE SUPPLY PIPE (3/8" I.P.S.) WITH WHEEL HANDLE STOP. TANK: 3-544E 12" ROUGH-IN TANK AND COVER WITH FLUSHVALVE, FLOAT VALVE WITH BACKFLOW PREVENTER AND CHROME PLATED TRIP LEVER. OPEN FRONT PLASTIC SEAT, NO COVER.
P-3	LAVATORY	CRANE MODEL 1-194-V. LAVATORY: NORWICH 1-194-V VITREOUS CHINA LAVATORY WITH BACK, RECTANGULAR BASIN (18" X 15-1/2"), SPLASH LIP, FRONT OVERFLOW, TRIM: CH-8000-G DIAL-ESE SUPPLY AND INDIRECT LIFT WASTE FITTING WITH AERATOR, 2-3/4" BLADE HANDLES WITH INDEXED BUTTONS, UNION RINGS AND 1-1/4" O.D. OUTLET TAILPIECE. INLETS ON 4" CENTERS; REST ROOMS DO NOT HAVE HOT WATER. SUPPORT: BUILT-IN WALL OR CHAIR CARRIER WITH CONCEALED ARMS. SUPPLIES: ANGLE SUPPLIES 3/8" I.P.S. WITH WHEEL STOPS AND FLEXIBLE RISERS. TRAP: 8-5260 CHROME PLATED CAST BRASS ADJUSTABLE "P" TRAP.
P-4	WHEELCHAIR LAVATORY	CRANE MODEL 1H-360 (20" X 27") CONFORMING TO THE REQUIREMENTS OF ADA. LAVATORY: VITREOUS CHINA WITH LOW SHELF BACK, CONTOURED FRONT, SHALLOW FRONT BASIN, FRONT OVERFLOW; DRILLED FOR CARRIER WITH CONCEALED ARMS. TRIM: CH-8006 (4") DIAL-ESE SUPPLY FITTING WITH GOOSENECK SPOUT, AREATOR, 4-1/2" BLADE HANDLES AND UNION RINGS. SUPPORTS: BUILT-IN WALL CARRIER WITH CONCEALED ARMS. SUPPLIES: C-1152 ANGLE SUPPLIES (3/8" I.P.S.) WITH LOOSE KEY STOPS. TRAP: 8-5260 CHROME PLATED CAST BRASS ADJUSTABLE "P" TRAP (1-1/4") WITH CLEANOUT AND WASTE TO WALL, INSULATION: BROCAR PRODUCTS INC. "TRAP WRAP" CONFORMING TO ADA REQUIREMENTS FOR WASTE AND WATER SUPPLY PIPING.
P-5	URINAL	CRANE MODEL 7-187 CROMWELL, URINAL: CROMWELL 7-187 VITREOUS CHINA WASHOUT WALL URINAL WITH INTEGRAL EXTENDED SHIELDS, FLUSHING RIM AND TRAP, 3/4" TOP SPUD, 2" I.P.S. FEMALE OUTLET CONNECTION AND CONCEALED SUPPORTING HANGERS, MOUNTING HEIGHT: 24" FROM FLOOR TO LIP.
P-6	HANDICAP URINAL	CRANE MODEL 7-187 CROMWELL, URINAL: CROMWELL 7-187 VITREOUS CHINA WASHOUT WALL URINAL WITH INTEGRAL EXTENDED SHIELDS, FLUSHING RIM AND TRAP, 3/4" TOP SPUD, 2" I.P.S. FEMALE OUTLET CONNECTION AND CONCEALED SUPPORTING HANGERS, MOUNTING HEIGHT: 16" FROM FLOOR TO LIP.
P-7	SERVICE SINK	CRANE MODEL 7-503, SINK: SERVICE SINK 7-503 VITREOUS CHINA WITH 9" HIGH DRILLED BACK AND SUPPORTING SCREW HOLE. TRIM: C-5048 ROUGHT CHROMIUM-PLATED UTILITY SINK FAUCET WITH DIAL-ESE CONTROLS, RIGID HOSE AND SPOUT WITH PAIL HOOK, INDEXED 2-3/4" BLADE HANDLES AND 1/2" FEMALE UNION INLETS WITH ADJUSTABLE FLANGES. RIM GUARD: 8-7083 RIM GUARD SET, TRAP: ACID RESISTING PORCELAIN ENAMELED INSIDE, CAST IRON ADJUSTABLE "P" TRAP STANDARD (3") WITH METAL STRAINER, GASKETS AND CLEANOUT PLUG.
P-8	KITCHEN SINK	CRANE MODEL 5-140-S, SINK: CRESTMONE 5-140 ACID-RESISTING, PORCELAIN ENAMELED STEEL, TWO COMPARTMENT (32" X 21") FLAT RIM COUNTERTOP SINK WITH EXTENDED BACK LEDGE WITH THREE (3) DRILLED HOLES. SUPPLIES: ANGLE SUPPLIES 3/8" I.P.S. WITH WHEEL HANDLE STOP AND FLEXIBLE RISERS. FRAME: S-1700 CHROME SINK FRAME.
P-9	DRINKING FOUNTAIN	CRANE 6-523, FOUNTAIN: NEU-WATERFALL 6-523 VITREOUS CHINA WALL-MOUNTED DRINKING FOUNTAIN WITH 6-5/8" HIGH BACK, ELEVATED BUBBLER BASE, INTEGRAL STRAINER, AND CONCEALED HANGER. TRIM: C-6029 SUPPLY FITTING CONSISTING OF - C-6001 PURFLO ANGLE STREAM BUBBLER; C-6021 AUTOMATIC STREAM REGULATOR; C-6010 PUSH BUTTON SELF-CLOSING VALVE; C-6014 SCREWDRIVER STOP; WITH C-6042 ACCESS COVER PLATE. TRAP: TRIMMED WITH 8-5684 CHROME PLATED CAST BRASS FEMALE "P" TRAP (1-1/4" I.P.S.) WITH CLEANOUT PLUG.
P-10	FLOOR DRAIN	ZURN Z-ZB-400-VP "TYPE H" ROUND STRAINER, ADJUSTABLE TOP AND SECURED HEELPROOF GRATE. PROVIDE TRAP AND TRAP PRIMER CONNECTION FOR 1/2" WATER LINE.
P-11	HOSE BIBB	WOODFORD MODEL 24P-1/2 WITH LOOSE KEY OPERATOR.
P-12	INSTANT WATER HEATER	EEMAX MODEL SP4208, SIZE: (10-3/4" X 5-1/4" X 2-1/8") - 208 VOLT, 4.1 KW OUTPUT, 19.7 AMPS. SUPPLY PIPE: 3/8" I.P.S. COMPRESSION PIPE FITTING, MOUNTING: BACK OF BASE CABINET BELOW KITCHEN SINK.
P-13	WATER HAMMER ARRESTOR	WATTS, SIZE TO MATCH PIPE SIZES.

PLUMBING FIXTURE CONNECTION SIZES

FIX. NO.	FIXTURE TYPE	MINIMUM TRAP SIZE	FIXTURE UNITS	WATER SUPPLY SIZE
P-1	WATER CLOSET	3"	4	3/8"
P-2	HANDICAP WATER CLOSET	3"	4	3/8"
P-3	LAVATORY	1-1/4"	1	3/8"
P-4	WHEELCHAIR LAVATORY	1-1/4"	1	3/8"
P-5	URINAL	2"	4	1-1/4"
P-6	HANDICAP URINAL	2"	4	1-1/4"
P-7	SERVICE SINK	3"	3	1/2"
P-8	KITCHEN SINK	1-1/2"	2	1/2"
P-9	DRINKING FOUNTAIN	1"	1/2	3/8"
P-10	FLOOR DRAIN	2"	3	1/2"
P-11	HOSE BIBB	---	---	1/2"
P-12	INSTANT WATER HEATER	---	---	1/2"
P-13	WATER HAMMER ARRESTOR	---	---	---

Bar is one inch on original drawing. If not, adjust scale accordingly.
This drawing is the property of BASKERVILLE DONOVAN, INC. and is not to be reproduced in whole or in part. It is not to be used on any other project and is to be returned upon request.

NO.	DATE	APPR.	REVISION / ACTION TAKEN

NOT RELEASED FOR CONSTRUCTION BY DATE

BASKERVILLE-DONOVAN, INC.
ENGINEERS ■ ARCHITECTS ■ SURVEYORS
316 S. BAYLEN ST., SUITE 300
PENSACOLA, FL. 32501 (904)438-9661
PENSACOLA ■ PANAMA CITY ■ TALLAHASSEE

FIRST FLOOR WASTE PLANS

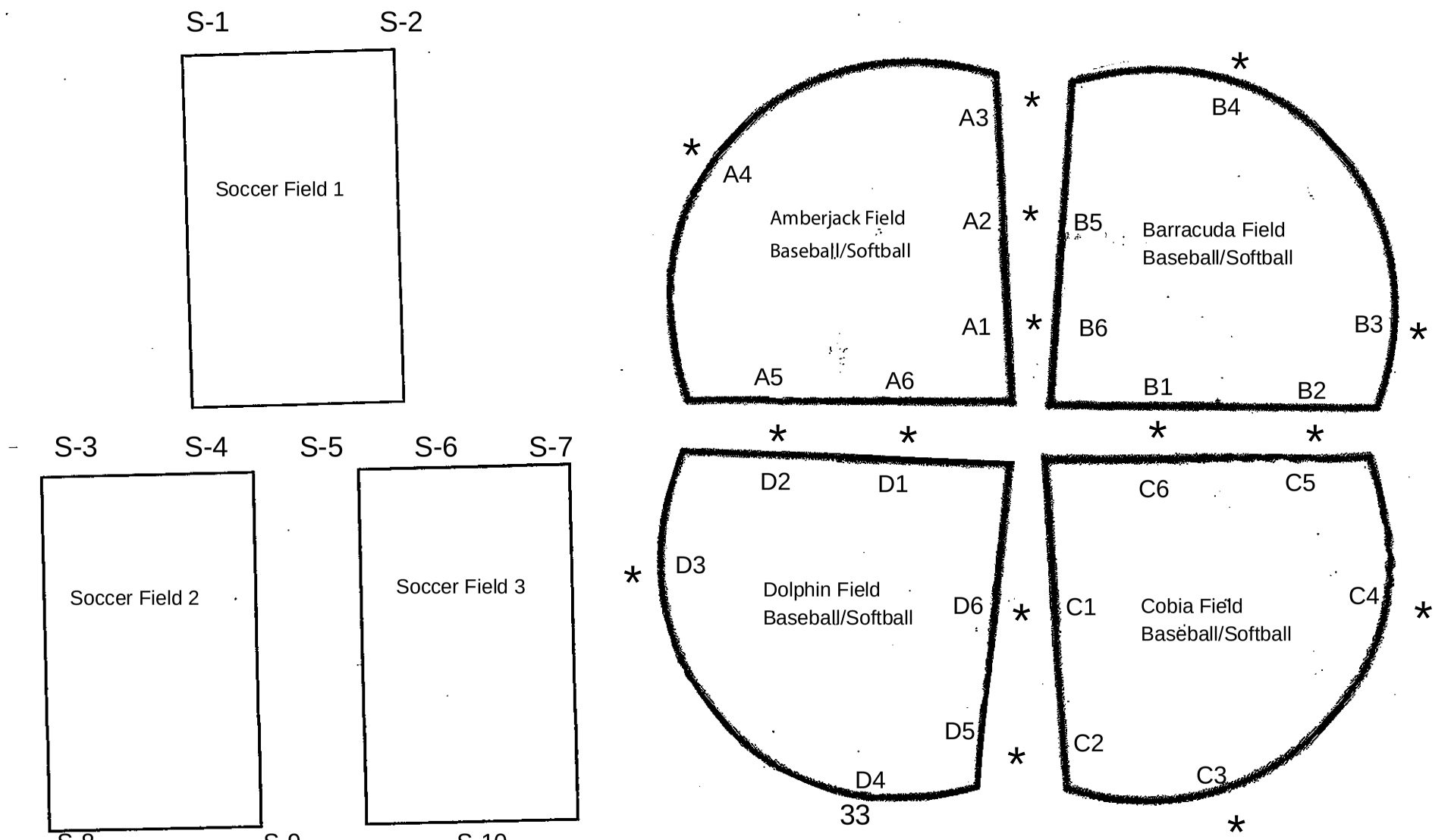
DESTIN SPORTS COMPLEX - CITY OF DESTIN FLORIDA

DATE	CHECKED	DRAWN	DESIGNED	SCALE
JAN 1998		JAG		AS SHOWN

PROJECT NO. 11232.01

NO. P-2 OF SHT.

Morgan Sports Center
Field Lights Diagram



2017 Little League®
Lighting Standards
& Safety Audit



Supplementing the Little League® 2017 Operating Manual Lighting Information

TABLE OF CONTENTS

Introduction 1

I. Required Minimum Standards

Part 1 - General

1.1 Lighting Performance 2
1.2 Environmental Light Control 4
1.3 Life-Cycle Costs 4
1.4 Warranty and Guarantee 4

Part 2 - Product

2.1 Lighting System Construction 4
2.2 Structural Parameters 6

Part 3 - Execution

3.1 Field Quality Control 6
3.2 Ongoing Quality Assurance 6

II. Desirable Features

4.1 Control & Monitoring System 7
4.2 Auxiliary Brackets 7
4.3 Field Perimeter Lighting 7

III. Life-Cycle Operating Cost Evaluation 8

IV. Little League Lighting Standards Checklist 9

V. Facility Drawings 10–11

VI. Safety Audit 12–15

©1992, 2017 Little League® Baseball and Softball

Lighting

Night games have been permitted in Little League® programs starting in 1957 with the second Little League International Congress in Chicago. Standards set by the Illuminating Engineering Society (IES) of North America were adopted by Little League Baseball in 1957, and have been updated with recommendations from the National Electric Code, the Uniform Building Code, and others.

Over the years, these standards have been refined and have been adopted by Little League Baseball, the National Recreation Society and other organizations. THE IMPORTANCE OF ADHERING TO THESE STANDARDS CANNOT BE OVERSTATED, TO ENSURE THE UNIFORMITY OF LIGHTING LITTLE LEAGUE FIELDS. ALL LIGHTING SYSTEMS MUST COMPLY WITH LITTLE LEAGUE STANDARDS, WITHOUT REGARD TO WHO INSTALLS OR FINANCES THE SYSTEM (such as city, county, private individual, etc.).

Many leagues operate in conjunction with other organizations or municipalities. This does not need to be a roadblock in making sure that standards are met. Instead, it is a matter of educating people at all levels on this vital aspect of league operations.

The District Administrator (and each local Little League President) are directly responsible for ensuring that any fields on which night games are played within his/her league or district are up to these standards. The potential liability risks we all face make compliance even more imperative.

As the Little League program grows and leagues charter more divisions, the demand for fields increases dramatically. For many leagues, a less costly alternative to constructing new fields is the installation of lighting, providing optimum use of available fields within the curfew limitations for each division. In planning for lights, it is most important that minimum lighting standards be attained. Every precaution should be taken to guard against mishaps that might result because of the installation of an inadequate lighting system. **The local district administrator must pre-approve plans for any new lighting system as being adequate and within minimum standards for play.** The District Administrator and President of the league must check the system after installation to determine that the installed system complies with the plans and meets or exceeds the minimum standards for play. Lighting systems must be checked once per year, and should be done before the season begins. Copies of project plans must be submitted to the District Administrator, for prior approval that the plans and installation comply with required standards.

The following standards have been adopted by Little League. They are divided into required minimum standards and desirable optional features. The minimum standards establish criteria which are important to the Little League activities. The desirable features are established to provide guidelines for adding important value to your lighting system.

Notice: Any upgrade or addition of lighting equipment to existing systems after July 1, 1992, must be done so that the systems will be in complete compliance with current standards.

Increasing field sizes – such as extending the outfield fence – and/or increasing the base path distances – such as from a 60-foot base path to a 70-foot base path – on a lighted Little League field involves many potential variables that need to be examined on a per-field basis. A lighting audit of such a field change must be performed to show the lighting on the increased area will still meet Little League standards. If it does not, any proposed update to the existing lighting system for a field should be done such that the manufacturer shows the Little League lighting standards will be maintained with the new design.

Standards for Lighting

I. Required Minimum Standards

These minimum standards are required for all lighting installations after the date of adoption of these standards. Any modification in existing lighting systems after this date should be done so as to result in a lighting system in compliance with these standards. To be in compliance, a system must meet all required minimum standards.

PART 1 – GENERAL

1.1 LIGHTING PERFORMANCE

A. Light Levels – Optic System Performance

The quantity of equipment needed to produce the target light levels on a field is determined by the efficiency of the lighting system.

Newest metal halide technology is capable of delivering equal or better results with as little as half the amount of equipment as common metal halide systems. This generation of lighting has high performance optic characteristics that enable reductions in the quantities of luminaires needed to meet design targets. The lighting designs for the specified field will show a reduced fixture count for systems using a high-performance optic system. Manufacturers should provide assurance that target light levels will be met over the life of the system.

As light emitting diode (LED) technology improves and costs decrease, LED lighting systems become more viable for sports facilities. LED light sources can have a much greater lifespan than metal halide light sources with significantly less lumen depreciation over typical sports lighting operating hours. For example, a metal halide light source may reach 70% lumen maintenance in as little as 2,100 – 3,000 hours while an LED light source may take 100,000 hours or more.

B. Light Levels – Sustaining Targets Over Time

The two methods of design to meet specified light levels are: to provide a constant light level during the guarantee period, or to apply a recoverable light loss factor to the initial design.

1. Constant Light Level Method

a. Metal Halide Light Source

The basics of this method are described under “Lumen Maintenance” in the IESNA Lighting Handbook Reference and Application, Tenth Edition, page 16-8: “Lumen maintenance control strategy calls for reducing the initial illumination of a new system to the designed minimum level. As lumen depreciation occurs, more power is applied to the lamps in order to maintain constant output.”

The term constant is intended to include any system that provides target light levels at 100 hours and maintains the target light levels throughout the system life. Light levels should be guaranteed with this technology.

Manufacturers should provide an independent test report signed by a licensed professional engineer certifying the lumen maintenance strategy and field performance of any constant light system.

b. Light Emitting Diode (LED) Light Source

Due to the increased lifespan of LED light sources the lumen maintenance strategy will need to be considered based on the expected operating hours. For low annual usage hours applying an appropriate recoverable factor to account of lumen maintenance is likely the preferred approach. For high annual usage hours applying a lumen maintenance strategy to adjust the power to the LEDs as depreciation occurs may be the better option to maintain constant light levels. When using lumen maintenance strategy based on power adjustments the TM-21-11 reports will not apply.

Level of Play/Description	Average Constant or Target Light Levels (Horizontal)	Maximum to Minimum Uniformity Ratio	Maximum Rate of Change
Standard — Competition	50 footcandles – Infield 30 footcandles – Outfield	2:1 – Infield 2.5:1 – Outfield	10% per 10 feet

2. Recoverable Light Loss Factor Method

a. Metal Halide Light Source

Computer designs are done using two sets of values. One shows the calculated "initial light levels" when lamps are new. The other predicts "target maintained light levels" after the lamps have passed through depreciation in light output. It is important to have the lighting designer use a maintenance factor adequate to account for this depreciation in light output throughout the life of the lamp.

According to best sports lighting practices, the recoverable light loss factor, or the value applied to the initial light level to predict the maintained light level values, should be in accordance with recommendations in the Pennsylvania State University report "Light Loss Factors for Sports Lighting," published in IES's Leukos, Vol. 6, No. 3, Jan., 2010, pages 183–201. The report's findings show a recoverable light loss factor of 0.65 should be used if lamps will be replaced at 3000 hours. Quality manufacturers are willing to provide guarantees of lighting performance.

b. Light Emitting Diode (LED) Light Source

The life of an LED is significantly longer than metal halide, and depreciation is more gradual early in life. If the amount of lumen depreciation will impact the target light levels during the system life then an appropriate lumen maintenance factor should be applied. It is recommended to obtain the lumen maintenance report per TM-21-11, of the fixture being proposed.

Level of Play/ Description	Initial Light Levels (Horizontal)	Average Constant or Target Light Levels (Horizontal)	Maximum to Minimum Uniformity Ratio	Maximum Rate of Change
Standard — Competition	77 footcandles – Infield 46 footcandles – Outfield	50 footcandles – Infield 30 footcandles – Outfield	2:1 – Infield 2.5:1 – Outfield	10% per 10 feet

C. Performance Requirements — Quantity

Playing surfaces shall be lit to an average target light level and uniformity as specified in the above charts. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified beginning on page 11 of these standards with the light meter held horizontally 36 inches above the field surface. Measured average illumination level shall be measured at the first 100 hours of operation.

D. Performance Requirements — Quality

The uniformity ratio of the lighting helps ensure the playing surface is uniform in appearance and there is the proper amount of light for the players. The comparison of the highest measure of quantity of light on the field to the lowest measurement shall not be greater than the ratios listed in the above charts. On the entire field area, the change in the quantity of horizontal footcandles should not occur at a greater rate than 10 percent per 10 feet, except for the outside perimeter readings which may change at a greater rate.

E. Glare for Participants

Pole heights, pole locations and fixture placements should be as shown on the layouts in the Appendix to enhance playability. Aiming angles are a function of both pole height and the distance from fixture to aiming point. Minimum pole heights and minimum aiming angles must be met to be in compliance.

1. Light fixtures which are set back from the foul lines between home plate to third base and between home plate to first base shall be mounted at a height above the playing surface such that a line from the lighting fixture to the point on the field where its maximum intensity is aimed is a line that is at least 25 degrees below horizontal.

2. Light fixtures positioned beyond the outfield fence or along the foul line beyond third base and first base shall be mounted at a height with a minimum aiming angle of 25 degrees below horizontal for fixtures aimed toward the infield and 21 degrees for fixtures aimed across the outfield.

3. Light fixtures should not be located in glare zones as indicated by Fig. A.

   Certain situations (spill and glare control, enhanced playability, and/or physical obstructions) may result in the light fixtures being located in glare zones. These fixtures should still be aimed as described above but also include shielding such that the glare when viewed from home plate is less than 1000 candela per fixture (measured at 60 inches above the field surface).

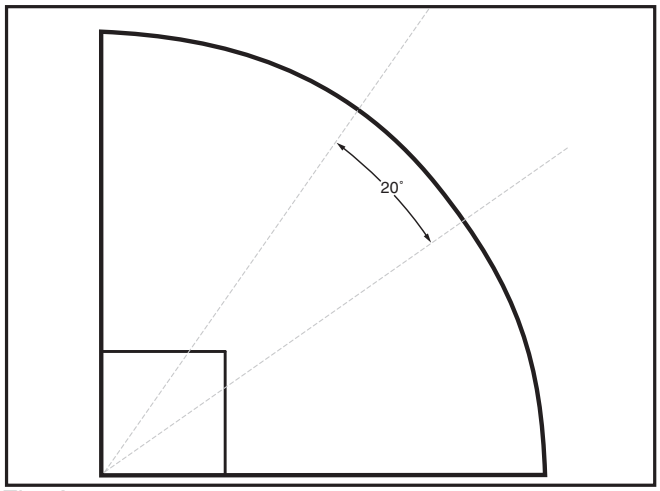


Fig. A.

1.2 ENVIRONMENTAL LIGHT CONTROL

Many facilities are located near residential or commercial properties or roadways, creating the possibility of spill and glare onto adjoining properties. Consideration should be given to this issue during the initial lighting design stage to minimize this effect. Some communities are implementing ordinances designed to minimize light pollution. Contact your local planning committee or zoning board.

The lighting equipment manufacturer can assist in assessing this issue and provide drawings showing maximum footcandles and candela at any points of concern on adjacent properties. Do not hesitate to investigate a manufacturer's reputation, abilities, and past experiences in working with local authorities and private property owners regarding glare and spill issues.

When considering lighting equipment that uses an LED light source, the off site light control should be at least as good as that of a metal halide source. Typically an LED light source can provide lower spill light values, but the glare from the fixture can end up being worse than a metal halide source if not properly designed.

1.3 LIFE-CYCLE COSTS

Leagues continue to struggle with operating budgets. Because the efficiency of lighting systems currently available can vary greatly, a life-cycle operating cost analysis should be considered when evaluating lighting systems. Owners should expect a quality lighting system to last many years. Regardless of source technology, the basics of lighting maintenance remain the same: relamping (metal halide), cleaning, monitoring, aiming alignment, and troubleshooting.

These standards provide a 10-year Life-Cycle Operating Cost Evaluation form to assist with the process. Items that should be included are energy consumption based upon the facility's expected usage, cost for spot relamping and maintenance, and any additional savings in energy or labor cost provided by automated on/off control systems. Contract price and life-cycle operating cost should both be considered in determining a lighting manufacturer for the project.

1.4 WARRANTY AND GUARANTEE

Product warranties are a good gauge of a manufacturer's confidence in their products. Prior generation equipment can range from 5 years to 10 years, and details of covered items and conditions vary greatly. New generation technology comes with warranty periods that may extend up to 25 years and includes guaranteed light levels, parts, on-site labor, lamp replacements, energy usage, monitoring and control services, spill light control, and structural integrity. The manufacturer should provide specially-funded reserves to ensure fulfillment of the warranty for the full term. It is highly recommended you consider these all-inclusive warranties to limit your league's future exposure to escalating costs and maintenance hassle.

LED products also range from 5 year to 10 year warranties. While the diodes themselves will typically outlast the length of the warranty, it is the other components that need to be covered in order to provide a system that will be operational for the length of the warranty. The basics of lighting maintenance remain the same: cleaning, monitoring, aiming alignment, and troubleshooting.

PART 2 – PRODUCT

2.1 LIGHTING SYSTEM CONSTRUCTION

A lighting system should consist of lighting, electrical, and structural components designed to work together as a system that is durable and provides safety features.

A. Outdoor lighting systems should consist of the following:

1. Galvanized steel poles and crossarm assembly. Wood poles are not allowed after September 1, 1994. Poles should be hot-dip galvanized to ASTM A123 standards. All accompanying hardware shall be galvanized or stainless steel. Direct burial of steel poles is not recommended because of the potential for deterioration at or below ground at critical stress points. If direct bury steel poles are used, leagues should have a foundation design completed by a structural engineer.

2. Reinforced concrete pole foundation. Foundations should provide for pole attachment a minimum of 18 inches above ground to avoid corrosive deterioration. Concrete should cure a minimum of 28 days to develop adequate strength before stress loads are applied unless a shorter cure time is approved by the structural engineer of record.

3. All ballasts, or drivers, and supporting electrical equipment shall be mounted onto the pole, away from the fixtures and crossarm to avoid problems of misalignment caused by the weight of these components. It is recommended that this equipment be placed in aluminum enclosures mounted remotely approximately 10 feet (3 meters) above grade. The enclosures shall be lockable and include safety disconnect and surge protection per circuit for each pole structure. Enclosures should be kept locked except during times of maintenance.

4. All wiring conductors above ground must be enclosed in rigid cover. It is recommended that the lighting system include a wire harness complete with an abrasion protection sleeve and strain relief.

5. The approved metal halide lamp for play is a 1500-watt ANSI code – M48/E.

6. For an efficient LED system the diodes should have a minimum color temperature of 5700 K and a CRI of 65+.

B. Manufacturing Requirements

It is recommended that all components be designed and manufactured as a system. All luminaires, wire

harnesses (if provided), ballast/driver and other enclosures should be factory assembled, aimed, wired and tested for reduced installation time and trouble-free operation.

C. Durability

It is recommended that all exposed components be constructed of corrosion resistant material and/or coated to help prevent corrosion. Look for items like hot dip galvanizing for steel poles, stainless steel fasteners, powder coat painted aluminum, and wiring enclosed within the crossarms, conduit, pole, or electrical enclosure.

D. Lightning Protection:

All outdoor structures need to be equipped with lightning protection meeting NFPA 780 standards. If lightning grounding is not integrated into the structure, it may be necessary to supplement with grounding electrodes, copper down conductors, and exothermic weld kits.

E. Safety

All system components need to be UL Listed for the appropriate application. All electrical conductor wires for distribution of power around the playing field should be buried underground at depths provided by local code.

F. Maximum total voltage drop

Voltage drop to the disconnect switch located on the poles should not exceed 3% of the rated voltage per IESNA RP-6-15, Annex D.

2.2 STRUCTURAL PARAMETERS

A. Location

Poles shall be located as shown on the drawings in the appendix to these standards. Whenever possible, poles should be located outside of fences to avoid causing an obstruction or safety hazard to the participants.

B. Foundation Strength

Project specific foundation drawings stamped by a licensed structural engineer shall be required, illustrating that the foundation design is adequate to withstand the forces imposed from the pole, fixtures, and other attachments to prevent the structure from leaning.

C. Wind Load Calculator

Wind load of poles and other support structures, fixtures, brackets, arms, bases, anchorages, and foundations shall be determined based on the 50-year mean recurrent isotach wind maps for the appropriate municipality per the state building code.

D. Structural Design

The stress analysis and safety factor of the poles shall conform to AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals.

E. Soil Conditions

The design criteria for these specifications are based on soil design parameters as outlined in the geotechnical report. If a geotechnical report is not provided by the school, the foundation design shall be based on soils that meet or exceed those of a Class 5 material as defined by 2015 IBC, Table 1806.2.

PART 3 – EXECUTION

3.1 FIELD QUALITY CONTROL

A. Illumination Measurements

Upon substantial completion of the project and in the presence of the Contractor, Project Engineer, League Representative, and Manufacturer's Representative, illumination measurements shall be taken and verified. The illumination measurements shall be conducted in accordance with IESNA RP-6-15, Annex B.

B. Correcting Non-Conformance

If, in the opinion of the Owner or his appointed Representative, the actual performance levels including footcandles, uniformity ratios, and maximum kilowatt consumptions are not in conformance with the requirements of the performance specifications and submitted information, the Manufacturer shall be liable to any or all of the following:

1. Manufacturer shall, at his expense, provide and install any necessary additional fixtures to meet the minimum lighting standards. The Manufacturer shall also either replace the existing poles to meet the new wind load (EPA) requirements or verify by certification by a licensed structural engineer that the existing poles will withstand the additional wind load.

2. Manufacturer shall minimize the Owner's additional long term fixture maintenance and energy consumption costs created by the additional fixtures by reimbursing the Owner the amount of $1,000 (one thousand dollars) for each additional fixture required.

3. Manufacturer shall remove the entire unacceptable lighting system and install a new lighting system to meet the specifications.

3.2 ONGOING QUALITY ASSURANCE

A. Full light and safety audits should be performed every year. See Lighting Safety Audit at the back of these standards.

II. Desirable Features

The following practices are recommended for increasing the lighting system performance.

4.1 CONTROL AND MONITORING SYSTEM

A remote control and monitoring system will provide ease of operation and management for your facility. Manufacturers providing systems with a long-term warranty of at least 10 years will use this system to ensure your lighting performs as required.

A. Remote Monitoring

Monitoring systems can check the lighting system each time it is turned on for luminaire outages. When an outage is detected, the manufacturer should notify the owner so that appropriate maintenance can be scheduled.

B. Remote Lighting Control

Lighting control systems allow owners and users with a security code to schedule on/off system operation in a variety of methods including web sites, phone, app, fax, or email. Look for manufacturers that provide trained staff available 24/7 to provide scheduling support. Also evaluate features such as memory back up in the event of power outages.

C. Management Tools

Some manufacturers provide a web-based database of actual field usage and provide reports by facility and user group.

D. Communication Costs

Leagues should request that manufacturers include communication costs for operating the control and monitoring system for the life of the lighting system.

4.2 AUXILIARY BRACKETS

Sports lighting manufacturers can provide accommodations for mounting auxiliary equipment, such as speakers and security lights, on sport lighting poles. This ensures poles will be sized to accommodate the weight, dimensions, and EPA of the additional equipment. Brackets shall be welded to the pole and fabricated from hot-dip galvanized steel with a covered hand hole access and internal wiring in the pole.

4.3 FIELD PERIMETER LIGHTING

The parking areas, major areas utilized for passage, and areas immediately bordering the facilities should be lighted. The spill light from the playing field may provide illumination for some of these areas when the field is in use. When a sports field is not in use its sports lights should be turned off. Then other security lighting would be needed. For appropriate levels, see local codes. Care should be taken to eliminate darkly shadowed areas.

For additional information, contact: Little League® International
PO Box 3485
Williamsport, PA 17701
570/326-1921
Fax: 570/326-1074

LIFE-CYCLE OPERATING COST EVALUATION

This form will assist you in comparing 10-year life-cycle operating costs from multiple manufacturers. Bid proposals should be evaluated based upon compliance with the specifications, contract price, and the following life-cycle operating cost evaluation.

BID ALTERNATE A:

A.	**Energy consumption** ____ Number of luminaires x ____ kW demand per luminaire x ____ kW rate x ____ annual usage hours x 10 years		
B.	**Demand charges, if applicable**	+	
C.	**Spot relamping and maintenance over 10 years (relamping not applicable for LED)** Assume ____ repairs at $ ____ each if not included	+	
D.	**Group relamps during 10 years (relamping not applicable for LED)** ____ annual usage hours x 10 years / lamp replacement hours x $125 lamp & labor x number of fixtures	+	
E.	**Extra energy used without control system** ____% x Energy Consumption in item A.	+	
F.	**Extra labor without control system** $____ per hour x ____ hours per on/off cycle x ____ cycles over 10 years	+	
G.	**TOTAL 10-Year Life-Cycle Operating Cost**		

BID ALTERNATE B:

A.	**Energy consumption** ____ Number of luminaires x ____ kW demand per luminaire x ____ kW rate x ____ annual usage hours x 10 years		
B.	**Demand charges, if applicable**	+	
C.	**Spot relamping and maintenance over 10 years (relamping not applicable for LED)** Assume ____ repairs at $ ____ each if not included	+	
D.	**Group relamps during 10 years (relamping not applicable for LED)** ____ annual usage hours x 10 years / lamp replacement hours x $125 lamp & labor x number of fixtures	+	
E.	**Extra energy used without control system** ____% x Energy Consumption in item A.	+	
F.	**Extra labor without control system** $____ per hour x ____ hours per on/off cycle x ____ cycles over 10 years	+	
G.	**TOTAL 10-Year Life-Cycle Operating Cost**		

LITTLE LEAGUE® LIGHTING STANDARDS CHECKLIST
DESIGN SUBMITTAL DATA CHECKLIST AND CERTIFICATION

This form will assist you in comparing proposals from various lighting manufacturers. All items listed below should comply with your project's specifications and be submitted according to your pre-bid submittal requirements.

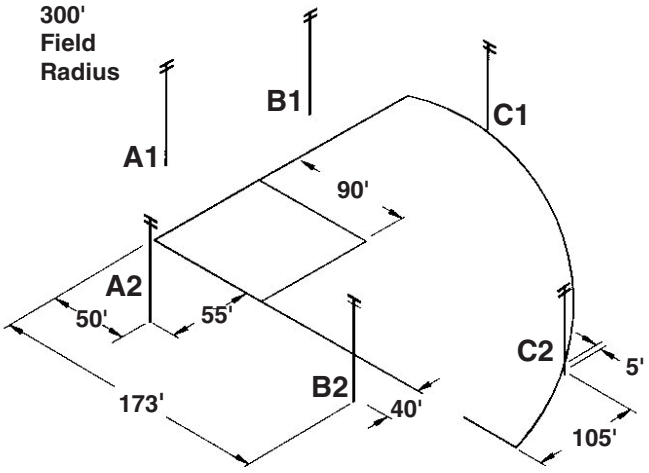
Included	Tab	Item	Description
	A	Letter/Checklist	Listing of all information being submitted must be included on the table of contents. List the name of the manufacturer's local representative and his/her phone number. Signed submittal checklist to be included.
	B	On Field Lighting Design	Lighting design drawing(s) showing: a. Field name, date, file number, prepared by, and other pertinent data b. Outline of field(s) being lighted, as well as pole locations referenced to home plate. Illuminance levels at grid spacing specified c. Pole height, number of fixtures per pole, as well as luminaire information including wattage, lumens and optics d. Height of meter above field surface should be 36 inches e. Summary table showing the number and spacing of grid points; average, minimum and maximum illuminance levels in foot candles (fc); uniformity including maximum to minimum ratio, coefficient of variance and uniformity gradient; number of luminaries, total kilowatts, average tilt factor; light loss factor. f. Manufacturers shall provide constant light level or provide both initial and maintained light scans using a maximum 0.65 Recoverable Light Loss Factor and lamp replacement interval at 3000 hours to calculate maintained values as shown in section 1.1.B.2.
	C	Off Field Lighting Design	Lighting design drawings showing spill light levels in footcandles and candela as specified.
	D	Photometric Report (glare concerns only)	Provide photometric report for a typical luminaire used showing candela tabulations as defined by IESNA Publication LM-35-02. Photometric data shall be certified by laboratory with current National Voluntary Laboratory Accreditation Program or an independent testing facility with over 5 years experience.
	E	Life Cycle Cost calculation	Document life cycle cost calculations as defined on the Life-Cycle Operating Cost Evaluation. Identify energy costs for operating the luminaires, maintenance cost for the system including spot lamp replacement, and group relamping costs. All costs should be based on 10 Years.
	F	Luminaire Aiming Summary	Document showing each luminaire's aiming angle and the poles on which the luminaries are mounted. Each aiming point shall identify the type of luminaire.
	G	Structural Calculations (if required)	Pole structural calculations and foundation design showing foundation shape, depth backfill requirements, rebar, and anchor bolts (if required). Pole base reaction forces shall be shown on the foundation drawing along with soil bearing pressures. Design must be stamped by a structural engineer licensed in the state where the project is located.
	H	Control and Monitoring (if required)	Manufacturer shall provide datasheet or schematics for automated control system to include monitoring. They shall also provide examples of system reporting, and access for user groups to operate the system.
	I	Electrical distribution plans	If bidding a system other than the base design, manufacturer must include a revised electrical distribution plan including changes to service entrance, panels, and wire sizing, signed by a licensed Electrical Engineer in the state where the project is located.
	J	Performance Guarantee	Provide written guarantee of illumination levels, including a commitment to undertake all corrections required to meet the performance noted in these specifications at no expense to the owner. Light levels must be guaranteed per the number of years specified.
	K	Warranty	Provide written warranty information including all terms and conditions.
	L	Project References	Manufacturer to provide a list of project references of similar products completed within the past three years.
	M	Product Information	Complete set of product brochures for all components, including a complete parts list and UL Listings.
	N	Non-Compliance	Manufacturer shall list all items that do not comply with Little League Lighting Standards.
	O	Compliance	Manufacturer shall sign off that all requirements of the specifications have been met at that the manufacturer will be responsible for any future costs incurred to bring their equipment into compliance for all items not meeting specifications and not listed in item N – Non-Compliance

Manufacturer: _____ **Signature:** _____

Contact Name: _____ **Date:** _____/_____/_____

Recommended Lighting Diagrams

Pole Quantities, Heights			
Field Radius	Location	Minimum Quantity	Minimum Mtg. Ht. †
200'	A	2	60'
	B	2	60'
Total		4	
225'	A	2	70'
	B	2	70'
Total		4	
250'	A	2	70'
to	B	2	70'
300'	C	2	60'
Total		6	



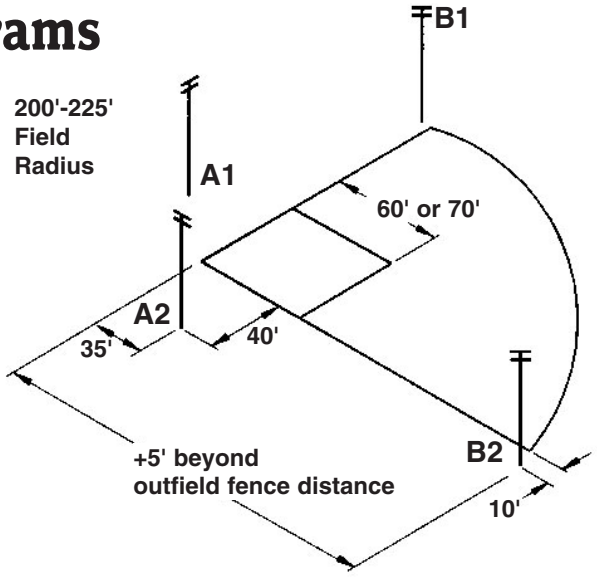
90-foot base lines;
outfield fence 300 feet from home plate.

NOTES:

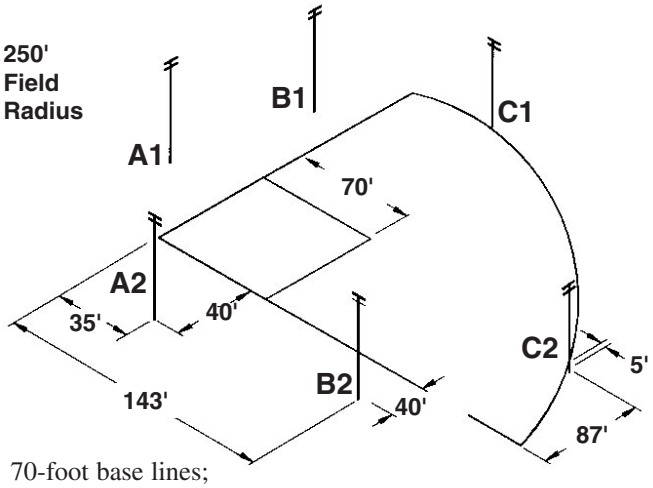
The number of fixtures necessary to meet minimum lighting requirements varies between manufacturers. Please be sure you are provided adequate documentation from the manufacturer showing Little League standards will be attained.

Increasing field sizes — such as extending the outfield fence — and/or increasing the base path distances — such as from a 60-foot base path to a 70-foot base path involves many potential variables that need to be examined on a per-field basis. A lighting audit of such a field change must be performed to show the lighting on the increased area will still meet Little League standards. If it does not, any proposed update to the existing lighting system for a field should be done such that the manufacturer shows the Little League lighting standards will be maintained with the new design.

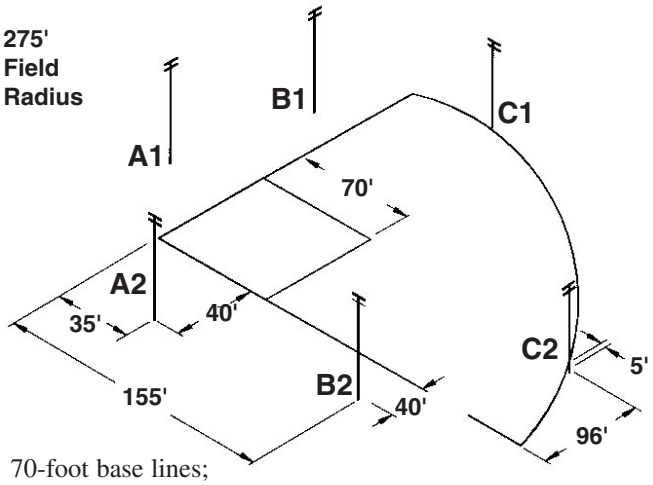
† For glare control, higher fixture mounting heights may be required. Also, if obstructions or common poles for multiple fields require poles to be set back farther from the field, then taller poles may be required.



60- or 70-foot base lines;
outfield fence 200–225 feet from home plate.



70-foot base lines;
outfield fence 250 feet from home plate.



70-foot base lines;
outfield fence 275 feet from home plate.

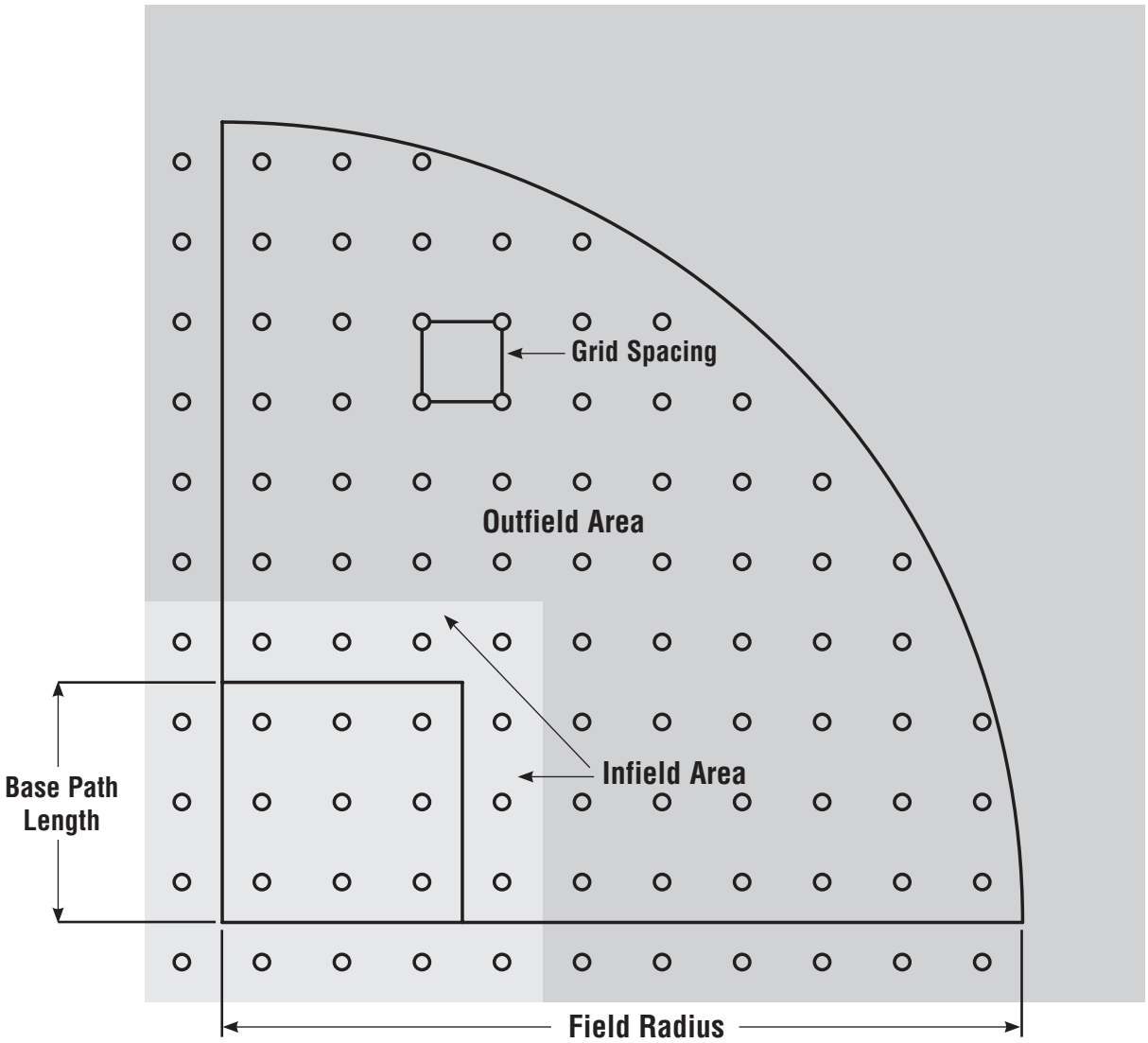


Fig. B4. Illuminance measuring points for baseball and softball. **Illuminating Engineering Society of North America Sports Lighting-RP-6-15**

Field Radius	Base Path Length	Grid Spacing	Total Number of Grid Points	
			Infield	Outfield
175 feet	60 feet	20 feet x 20 feet	25	54
200 feet	60 feet	20 feet x 20 feet	25	75
225 feet	60 feet	20 feet x 20 feet	25	96
225 feet	70 feet	25 feet x 25 feet	25	58
250 feet	70 feet	25 feet x 25 feet	25	75
275 feet	70 feet	25 feet x 25 feet	25	92
300 feet	90 feet	30 feet x 30 feet	25	73

Light meter should be held horizontally at 36 inches above the surface.

Little League®
Lighting Safety Audit

Little League requirements call for regular inspections of your lighting system. The following safety audit will:

1. Identify components that may need repair or replacement.
2. Help you determine whether the performance of the system meets Little League minimum standards as outlined in the Standards of Lighting section of the Little League Operating Manual.

A copy of this completed form must be sent to your District Administrator and the original should be retained in league records.

Important - Inspection, testing and repair must be done by qualified person prior to season play each year.

Plans for new lighting must be approved by local District Administrator as being within minimum standards.

For additional information contact your District Administrator or Little League Headquarters.

League Name_____

Charter No.___ ___ ___ ___ – ___ ___ ___ – ___ ___ ___ ___

Town_____ State_____

Number teams in league _____

Name of field _____

Number leagues using field _____

We share the field with_____ League

Total # of fields_____ # lighted_____

Date of Inspection _____

Inspected by_____

Testing & Repairs by _____

Lighting Performance

This field has the following light levels and uniformity:

Infield _____ Average footcandles

_____ :1 Uniformity

Outfield _____ Average footcandles

_____ :1 Uniformity

Date lighting equipment installed or last upgraded

_____
month / year

Readings are taken in the middle of each square represented on the chart below.

To obtain average footcandle value:

1. Record light readings within each numbered square.
2. Infield = Total of infield readings ÷ 25
3. Outfield = Total of outfield readings ÷ number of readings.

To obtain uniformity ratio for infield or outfield:

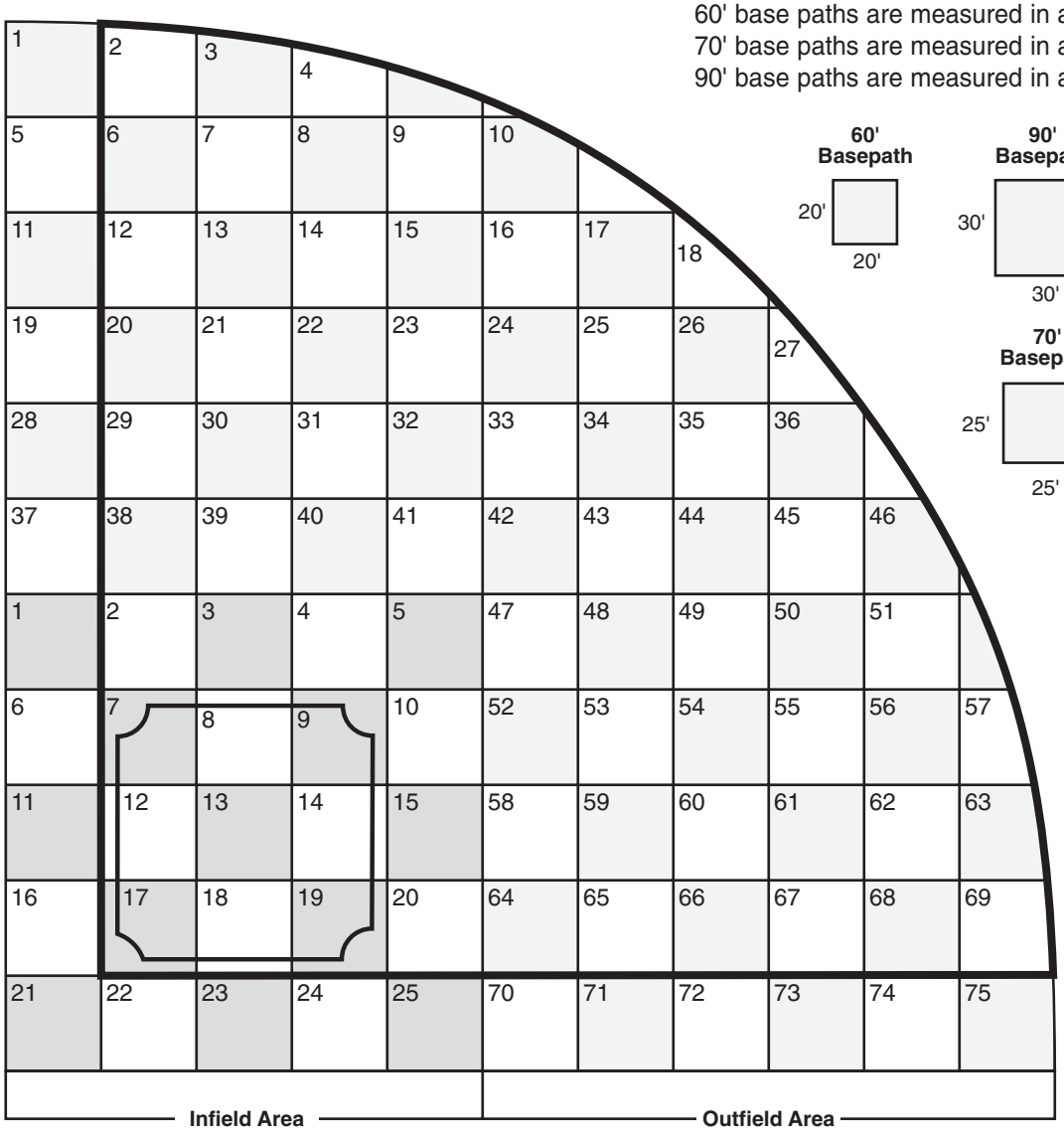
1. Divide highest (maximum) light level reading by the lowest (minimum) light level reading.

For example:

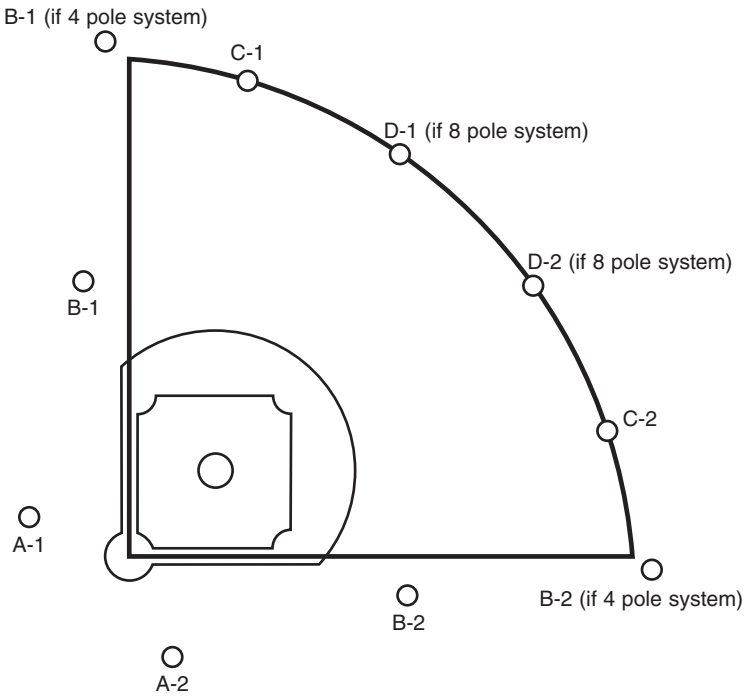
61 footcandles (infield maximum) ÷ 31 footcandles (infield minimum) = 2:1

NOTE:

60' base paths are measured in a 20' x 20' grid;
70' base paths are measured in a 25' x 25' grid;
90' base paths are measured in a 30' x 30' grid.



Equipment Listing



Fill in the number of fixtures on each pole and mounting heights:

	Pole	Number of Fixtures
	A-1	_____
	A-2	_____
	B-1	_____
4 Pole System	B-2	_____
	C-1	_____
6 Pole System	C-2	_____
	D-1	_____
8 Pole System	D-2	_____
	Total	_____

Type of poles: ❑ steel ❑ concrete

Fixture height above field: _____

Base path length: ❑ 60' ❑ 70' ❑ 90'

Distance from home plate to foul pole:

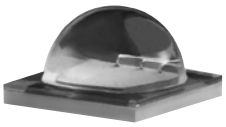
❑ 175' ❑ 200' ❑ 225' ❑ 275'

❑ 300' ❑ other _____

Lamp Type:



❑ Metal Halide



❑ LED

❑ OTHER _____

Lightning Grounding System Test

THREE POINT FALL OF POTENTIAL TEST* - This test measures the resistance of the ground rod to earth. This method also measures the effect of a variety of conditions such as soil composition, drought conditions, etc. A ground resistance tester is used for the following testing procedure:

a. Two additional temporary grounds, consisting of short rods 2–3 feet long, must be driven in the ground at an appropriate distance from the ground being tested.

b. The instrument is connected to all three grounds by means of insulated leads. A magneto or a battery in the instrument furnishes the necessary power for the test.

c. The instrument reads the ground resistance directly in ohms.

d. The process is repeated for a series of points and a resistance curve is plotted.

NOTE: The National Electrical Safety Code (NEC) implies that the ground resistance should be measured at the time of installing the ground and that the ground resistance must not exceed 25 ohms for a single, 8-foot long buried or driven electrode.

* See IEEE #81 — Recommended Guide for Measuring Ground Resistance and Potential Gradients in the Earth

1. It is recommended that testing procedures for grounding be in accordance with local, state, or national code.
2. Because connections can deteriorate over time, increasing resistance, it is recommended that the ground resistance tester be connected to the down conductor — not the electrode itself. This will provide a more accurate ground resistance reading.

System Operation

WARNING!! Turn off electricity at power source and at safety disconnect on the pole.

	OK	Needs Repair	Notes
Service Entrance & Pole Distribution Boxes			
Check service panel for proper markings. • Emergency information should be visible.			
• Warning stickers, wiring diagrams, circuit labels, and other servicing information signs should be posted and clearly legible			
Test reset action on all service breakers. • Snap all breakers on and off to ensure firm contact.			
Check the wiring.* • Insulation around wiring should show no signs of deterioration.			
• Wiring should show no heat discoloration.			
Check all taped connections.* • Signs of wear should be replaced.			
Make sure no live parts are exposed. • Bare wires and exposed connections should be wrapped with insulated covering.*			
Padlocks for service entrance & distribution boxes should be in place and operational.			
Poles			
Check that poles aren't leaning.			
Check wood poles for decay or twisting. Twisted pole may require re-aiming of fixtures. • Effective Sept. 1, 1994, wood poles are no longer approved on new installations.			
Check base-plate of steel poles for signs of deterioration. • Check anchor bolt for signs of corrosion.			
• Check grouting under pole to make sure proper drainage exists.			
Check bolts and fittings for tightness. • Check all metal parts for signs of corrosion.			
Check to see that wiring covers are in place.			
Check all cables and conduits. • Pull on conduit to check for looseness.			
• Check for loose fittings and damaged conduit.			
• All cables should be straight and properly strapped.*			
• If cables are exposed to the elements, make sure the insulation has the proper rating.*			
Check overhead wiring. • Wiring should be properly secured*			
• Check that new growth on tree branches and limbs won't obstruct or interfere with overhead wiring.			
Check pole climbing equipment (if provided) • Check inspection cards on climbing harness and pole equipment. Are inspections up to date?			
• Check for proper cable tension. Cable should not be loose.			
Luminaires			
Check fixture housings. • Housings should show no sign of cracking, large dents, and/or water leakage.			
Check lenses. • Clean lenses.			
• Replace broken lenses.			
Replace burned-out lamps.			
Check luminaire fuses. • Fuses should be the correct size.			
• All fuses should be operational.			
Insulation covering on wiring should show no signs of wear or cracking.			
Ground wire connections must be secure.			
Check around ballasts for signs of blackening. (metal hallide)			
Check that capacitors aren't bulging. (metal hallide)			
Check aiming alignment of all fixtures. • On wooden poles, see if crossarms are still aligned with the field and horizontal.			
Ground			
Check grounding connections.*			
Check nearby metal objects. • Make sure metal bleachers and other metal objects are located at least 6' from the electrical components.			
• Metal objects, such as bleachers, must have their own individual grounding system.			

* These tests and/or repairs require the services of a qualified electrician.

For additional information contact:
LITTLE LEAGUE® INTERNATIONAL
PO Box 3485
Williamsport, PA 17701
570/326-1921
Fax: 570/326-1074

M-1425-enUS-17

TECHLINE SPORTS LIGHTING

To Whom it May Concern,

Techline Sports Lighting had already mailed our bid upon receipt of Addendum 1. Please replace the corresponding documents with the ones enclosed here for accurate pricing based on the Addendum 1 specification for remote drivers.

We have also included information regarding our integral driver system in the pages that follow. As you will see, our integral driver system would save the city $80,000 on this project and comes with many benefits that remote drivers lack. Should the city choose to honor it's initial RFP allowing integral drivers, our original price will stand.

Thank you for your attention to this matter. We look forward to your feedback and the opportunity to continue collaborating on this project.

Regards,

Rodney Hawthorne
President
Techline Sports Lighting

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: Techline Sports Lighting

Address: 15303 Storm Dr.

City & State: Austin, TX 78734 Zip Code: 78734

Telephone: ( ) 512-788-2862 E-mail: chase@sportlighting.com Fax: ( )

Number of Years in Business: 25 Contact Name Chase Hawthorne

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ 424k
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ 219k
Replacement/retrofit of lighting for two (2) parking lot areas	$ 20k
10 year Warranty Service	$ 15k

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Avery Hawthorne – Sales Manager
(Print or Type)

Signature: Avery Hawthorne

Date of Bid: 11/26/24

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

ADDENDUM #1

CITY OF DESTIN, FLORIDA
REQUEST FOR BID (RFB) NO. 24-14-REC
DESTIN MORGAN SPORTS COMPLEX
LIGHTING

November 21, 2024

This addendum forms a part of the Contract Documents and modifies the original bid documents. Acknowledge receipt of this addendum in the space provided on the Bid Form. **Failure to do so may subject the Bidder to disqualification.** The following items shall become a part of the construction documents for the above referenced project.

Additions:

1. Location of Osprey platforms. Attached.

Clarifications:

1. Lightning rod: grounding- Is this a requirement for the parking lots, too?
   If required by the lightning manufacturer

2. Is there a preferred Eagle nesting platform?
   No

3. RFP note: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.
4. Question: Regarding access control; please provide additional details- is this for each site: fields and parking lots?
   Only for the laydown area as needed by the winning bidder.

5. What date can respondents expect to get answers?
   Questions and answers will be provided through an addendum, to plan holders.

6. Will questions and answers be emailed to all respondents?
   Questions and answers will be provided through an addendum, to plan holders.

7. Orion requests a (1) week extension since proposal is to be mailed, received by 11/26 - there is limited time to get answers and then to go back out for material quotes, if needed.
   The bid opening date remains as Thursday, November 26, 2024, at 2 pm.

8. Did the city decide to put eagle nest platforms on all poles or just a few?
   Yes, there are three proposed. Please see attached map.

9. Do you require new wires underground to the poles?
   No, we do not.

10. Who would handle the removal of the existing bird nest(s)?
    The City will remove the remaining nests.

11. Who is responsible for repairs of any fencing, fields, or pavements that could be damaged during installation?
The winning bidder would be responsible.

12. Do you want the light head for light head installation on the parking lot lights?
Presuming the "light head" is the hardware connecting the pole with the light fixture, yes.

13. Does each pole require the platforms for the Osprey nests or are there specified poles?
No. Only three are proposed to have platforms. Please see map for marked locations.

14. The RFB does not specify the location of the drivers for the lighting system. Most manufacturers can provide a remote driver system typically mounted at a height accessible by a ladder for ease of maintenance. Are remote drivers required or preferred?
Approximately 10' on pole, remote drivers are required.

15. To prevent damage to the sensitive electronic components in modern LED systems, it is common industry standard to require new grounding systems on retrofits of existing poles. What are the grounding requirements for the new LED system?
As required per lighting manufacturer's specs.

16. The maximum ground resistance per NFPA code is 25 ohms. If new grounding systems are not required, what are the testing requirements for the existing pole grounding? Who is responsible for testing and verifying grounding meets code?
The winning bidder will be responsible for testing/verifying grounding meets code.

17. The RFB specifies a horizontal footcandle value no more than 0.2 fcs at the property line. Glare is measured in candela. Candela values from LED luminaires can vary greatly from manufacture to manufacture. How will glare be evaluated? What are the candela or glare requirements or values for the new LED system? Will there be candela value requirements at the complex property line?
Glare impact scans shall be provided from the field edge on a map of the surrounding area and shall be submitted showing the maximum candela until less than 10,000 candela is met.

18. Which poles get osprey platforms? What are the structural requirements for the platforms and will engineered drawings be required?
See the attached sketch. Yes, platforms must meet the wind code.

The bid opening date remains as Tuesday, November 26, 2024, at 2 pm.

END OF ADDENDUM #1

A copy of this Addendum #1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum #1 is hereby acknowledged:

Avery Hawthorne
Print Name

Amy Hunter

Signature

11/25/24

Date

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:

Name: Techline Sports Lighting

Address: 15303 Storm Dr

City, State, Zip: Austin, TX 78734

Telephone No.: 512-788-2862

Email: chase@sportlighting.com

Check One

Corporation	☑
Partnership	☐
Individual	☐
Other	☐

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   Techline Sports Lighting, LLC

   The address of the principal place of business is:

   15303 Storm Dr

   Austin, TX 78734

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: 1999

   b. State of Incorporation: Texas

   c. President's name: Rodney Hawthorne

   d. Vice President's name: Wes Wiese

e. Secretary's name: Becky Kale

f. Treasurer's name: Lewis Rhoden

g. Name and address of Resident Agent: Rodney Hawthorne
15303 Storm Dr. Austin, TX 78734

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: _____

b. Name, address and ownership units of all partners:

_____

_____

_____

c. State whether general or limited partnership: _____

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

_____

_____

_____

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

n/a

6. How many years has your organization been in business under its present business name?

25 years

Under what other former names has your organization operated?

n/a

_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

EC13011617

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

no, Techline has completed every project in our 25 years of business

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

key personnel sheet included

10. State the name of the individual who will have personal supervision of the work:

Danny Leydig

11. State the name and address of attorney, if any, for the business of the responsive bidder:

n/a

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

Rodney Hawthorne 40%

Bob Brode 27%

Robert Brode 15%

Lauren Brode Irons Irrevocable Trust 2012 15%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

BDRR Properties (real estate)

15303 Storm Dr

Austin, TX 78734

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	7
b.	Non-Governmental Related Work	8
	Total Work (a +b):	9

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
PNC Bank	1703 W 5th St Austin, TX 78703 ste500	512-421-6781

Due to Techline's success over the last 25 years, we operate with no debt, large inventory, and large cash reserves and therefore only deal with a single bank

16. What will be your turnaround time for written responses to City inquires?

48 hours

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

n/a

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

Techline Sports Lighting, LLC vs Future Legends, LLC for non-payment of $1.6M

Techline Sports Lighting, LLC vs Mako Sports Lighting, LLC for non-payment of $267k
Cease + Desist against Todd Gaines and Frank Heys with Musco Sports Lighting, LLC for wrongful, illegal + unethical post bid misconduct
* more details available upon receipt of NDA with the City of Destin

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

n/a

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

NO

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Amy Hunter

(Title) Sales Manager

Subscribed and sworn to before me

This 21 day of November, 2024

Katelyn Jackson

Notary Public (Signature)

Katelyn Jackson
My Commission Expires
10/20/2026
Notary ID 134025516

My Commission Expires: 10/20/2026

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 RFB NO. 24-14-REC

2. This sworn statement is submitted by Techline Sports Lighting whose business address is 15303 Storm Dr. Austin, TX 78734

and (if applicable) Federal Employer Identification Number (FEIN) is 74-2904678 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Avery Hawthorne and my relationship to the entity named above is sales manager

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 bid 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 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, shall be a prima facie case that one person controls another person.

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: Techline Sports Lighting

ADDRESS: 15303 Storm Dr

CITY: Austin STATE: TX ZIP CODE: 78734

TELEPHONE NUMBER: 800-500-3161

SIGNATURE: Avery Hawthorne DATE: 11/21/24

NAME (TYPED OR PRINTED): Avery Hawthorne

TITLE: Sales Manager

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Avery Hawthorne (insert name) as Sales Manager (insert title) on behalf of Techline Sports Lighting (insert entity name) under penalty of perjury hereby attest as follows:

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

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 vendor 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 vendor list. (please attach a copy of the final order)

____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Amy Hamilton Date: 11/21/24

(Signature)

STATE OF ~~FLORIDA~~ Texas
COUNTY OF Travis

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 21 day of November, 2024, and is personally known to me, or has provided _____ as identification.

Katelyn Jackson
Notary Public

My Commission expires: 10/20/2026

END OF SECTION



RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Teihline Sports Lighting
Bidder's Company Name

15303 Storm Dr

Austin, TX 78745
Address

800-500-3161
Phone #

74-2904678
Federal ID # or SS #

Authorized Signature

Authorized Signatory (Print Name)

Vice President of Operations
Title

N/A
Fax #

FURTHER AFFIANT SAYETH NAUGHT.

Avery Hawthorne
Printed Name: Avery Hawthorne
Title: Sales Manager
Nongovernmental entity: Techline Sports Lighting
Date: 11/21/24

STATE OF Texas
COUNTY OF Travis

SWORN TO AND SUBSCRIBED before me ✓ in person or _____ remote notarization by Katelyn Jackson as Notary Public on behalf of Techline Sports Lighting, who is personally known to me or who produced _____ as identification this 21 day of November, 2024.

Katelyn Jackson
Notary Public

(Notary Seal)



The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM



Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcLr	PtSpcTb	CV	UG
END OF AIRPORT_Cd_Seg1	60' x 60'	N.A.	2646	5615	718	7.82	25	30	30	N.A.	N.A.
MAX CANDELA #1_Cd_Seg1	300' RADIUS	N.A.	5981	9501	2540	3.74	57	30	30	N.A.	N.A.
MAX CANDELA #2_Cd_Seg1	60' x 60'	N.A.	3208	9583	566	16.93	61	30	30	N.A.	N.A.
MAX CANDELA #3_Cd_Seg1	300' RADIUS	N.A.	2530	9721	304	31.98	86	30	30	N.A.	N.A.
MAX CANDELA #4_Cd_Seg1	60' x 60'	N.A.	6736	9803	1268	7.73	89	30	30	N.A.	N.A.

*** DISCLAIMER ***
DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MESAUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN.*

Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
A1	6400
A2	6400
A3	7200
A4	6400
B1	12800
B2	12000
B3	12000
B4	12800
C1	4800
C2	4800
C3	4800
C4	4800
C5	4800
C6	4800
C7	4800
C8	4800
TOTAL	114400

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
A1-BB#1	4	60'
A1-BB#4	4	60'
A2-BB#1	4	60'
A2-BB#2	4	60'
A3-BB#2	5	60'
A3-BB#3	4	60'
A4-BB#3	4	60'
A4-BB#4	4	60'
B1-BB#1	8	70'
B1-BB#4	8	70'
B2-BB#1	8	70'
B2-BB#2	7	70'
B3-BB#2	7	70'
B3-BB#3	8	70'
B4-BB#3	8	70'
B4-BB#4	8	70'
C1	6	60'
C2	6	60'
C3	6	60'
C4	6	60'
C5	6	60'
C6	6	60'
C7	6	60'
C8	6	60'

Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	13	TSLW-EV-NLV	0.950	800	Single
	126	TSLM-EV-NLV	0.950	800	Single
	4	TSLEW-EV-NLV	0.950	800	Single

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOFTBALL RETROFIT - 50/30 FC
24-1824-BB-MAX CANDELA.AGI

DRAWN BY: AMP
Date:11/25/2024
SCALE: NTS
Page 1 of 2
24-1824-BB-MAX CANDELA.AGI



Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	36	TSLM-EV-NLV	0.950	800	Single

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
A5	4	60'
A6	4	60'
A7	4	60'
A8	4	60'
B5	5	60'
B6	5	60'
B7	5	60'
B8	5	60'

Calculation Summary										
Scene: DEFAULT										
Label	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcl.r	PtSpcTb	CV	UG
MAX CANDELA #1_Cd_Seg1	N.A.	3118	9898	648	15.27	50	20	20	N.A.	N.A.
MAX CANDELA #2_Cd_Seg1	N.A.	4694	9885	1699	5.82	46	20	20	N.A.	N.A.
MAX CANDELA #3_Cd_Seg1	N.A.	5524	9802	1892	5.18	56	20	20	N.A.	N.A.

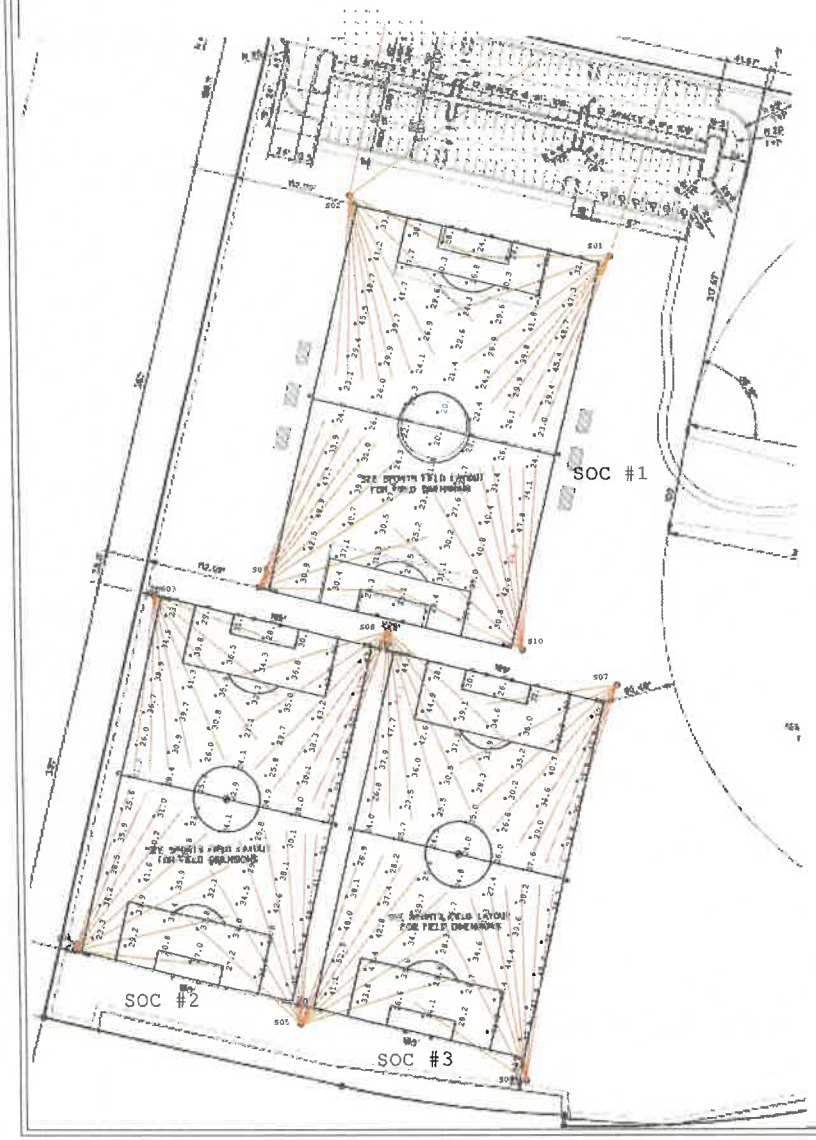
Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
A5	3200
A6	3200
A7	3200
A8	3200
B5	4000
B6	4000
B7	4000
B8	4000
TOTAL	28800

*** DISCLAIMER ***
DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MEASUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN."

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOFTBALL RETROFIT - 50/30 FC
24-1822-SB-MAX CANDELA.AGI

DRAWN BY: AMP
Date:11/25/2024
SCALE: NTS
Page 1 of 2
24-1822-SB-MAX CANDELA.AGI





Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
S01	8000
S02	8800
S03	6400
S04	6400
S05	11200
S06	6400
S07	6400
S08	11200
S09	7200
S10	7200
TOTAL	79200

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
S01	9	70'
S01-PK	1	70'
S02	9	70'
S02-PK	2	70'
S03	8	70'
S04	8	70'
S05-SC#2	8	70'
S05-SC#3	6	70'
S06	8	70'
S07	7	70'
S08-SC#2	7	70'
S08-SC#3	8	70'
S09	9	70'
S10	9	70'

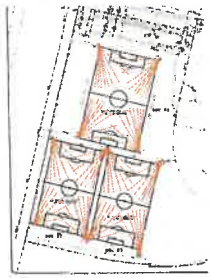
Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	99	TSLM-EV-NLV	0.950	800	Single

Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcLr	PtSpcTb	CV	UG
PARKING LOT	-	Fc	4.14	9.5	1.4	6.64	456	10	10	N.A.	N.A.
SOCCER #1	360' x 225'	Fc	31.81	49.3	20.3	2.43	84	30	30	0.25	1.55
SOCCER #2	330' x 195'	Fc	33.58	53.5	22.3	2.40	77	30	30	0.21	1.47
SOCCER #3	330' x 195'	Fc	33.54	53.1	21.8	2.44	77	30	30	0.22	1.42

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOCCER - 30 FC
24-1917-SC.AGI

DRAWN BY: AMP
Date:11/25/2024
SCALE: NTS
Page 1 of 1
24-1917-SC.AGI



Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
S01	7200
S02	7200
S03	6400
S04	6400
S05	11200
S06	6400
S07	6400
S08	11200
S09	7200
S10	7200
TOTAL	76800

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
S01	9	70'
S02	9	70'
S03	8	70'
S04	8	70'
S05-SC#2	8	70'
S05-SC#3	6	70'
S06	8	70'
S07	7	70'
S08-SC#2	7	70'
S08-SC#3	8	70'
S09	9	70'
S10	9	70'

Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	96	TSLM-EV-NLV	0.950	800	Single

Calculation Summary											
Scene: DEFAULT											
Label	Description	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcLr	PtSpcTb	CV	UG
MAX CANDELA #1_Cd_Seg1	1200 FT AWAY	N.A.	739.24	994	358	2.78	101	30	30	N.A.	N.A.
MAX CANDELA #2_Cd_Seg1	1650 FT AWAY	N.A.	583.73	999	126	7.93	114	30	30	N.A.	N.A.
MAX CANDELA #3_Cd_Seg1	1500 FT AWAY	N.A.	798.61	1148	186	6.17	118	30	30	N.A.	N.A.
MAX CANDELA #4_Cd_Seg1	770 FT AWAY	N.A.	3968	5700	1425	4.00	225	10	10	N.A.	N.A.

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOCCER - 30 FC
24-1917-SC-MAX CANDELA.AGI

DRAWN BY: AMP
Date:11/25/2024
SCALE: NTS
Page 1 of 1
24-1917-SC-MAX CANDELA.AGI

MERCHANTS BONDING COMPANY
Merchants National Bonding, Inc. P.O. BOX 14498, DES MOINES, IOWA 50306-3498
PHONE: (800) 678-8171 FAX: (515) 243-3854

BID BOND
PUBLIC WORK

Bond No. Bid Bond

KNOW ALL PERSONS BY THESE PRESENTS:

That Techline Sports Lighting, LLC

(hereinafter called the Principal) as Principal, and the Merchants National Bonding, Inc.

(hereinafter called Surety), as Surety, are held and firmly bound to City of Destin, Florida

4200 Indian Bayou Trail, Destin, FL 32541

(hereinafter called the Obligee) in the full and just sum of (5%)

Five Percent of Amount Bid Dollars

good and lawful money of the United States of America, to the payment of which sum of money well and truly to be made, the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed and dated this 26th day of November, 2024.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Obligee shall make any award to the Principal for

Morgan's Sports Complex Lighting

according to the terms of the proposal or bid made by the Principal therefore, and the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award, and shall give bond for the faithful performance thereof with the Merchants National Bonding, Inc., as Surety, or with other Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure to do so, pay to the Obligee the damages which the Obligee may suffer by reason of such failure, not exceeding the penalty of this bond, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed.

Witness:

Techline Sports Lighting, LLC
Principal

By

Attest:
Ricky Pleasant, Jr.

Merchants National Bonding, Inc.

By Courtney J. Goulding, Attorney-in-Fact

CON 0333 (2/15)

MERCHANTS
BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, **Courtney J. Goulding**

Surety Bond #: Bid Bond
Principal: Techline Sports Lighting, LLC
Obligee: City of Destin, Florida

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 26th day of November , 2024 .

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.
On this 26th day of November, 2024 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA

PENNI MILLER
Commission Number 787952
My Commission Expires
January 20, 2027

Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 26th day of November , 2024

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

William Warner Jr.
Secretary

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Techline Sports Lighting, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . P

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

15303 Storm Drive

Requester's name and address (optional)

6 City, state, and ZIP code

Austin, TX 78734

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

7	4	–	2	9	0	4	6	7	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [signature] Date 8/15/24

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Client#: 935931 TECHLSPO

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/13/2023

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

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

PRODUCER USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 855 874-1450	CONTACT NAME: Beth Richardson PHONE (A/C, No, Ext): 713 490-4600 FAX (A/C, No): 713-490-4700 E-MAIL ADDRESS: Beth.Richardson@usi.com
INSURED Techline Sports Lighting, LLC BDRR Properties, LLC 9609 Beck Circle Austin, TX 78758	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Hartford Accident and Indemnity Co — 22357 INSURER B : Hartford Casualty Insurance Company — 29424 INSURER C : Hartford - WC Multiple Issuing Cos — 00914 INSURER D : Hartford Fire Insurance Company — 19682 INSURER E : INSURER F :

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:			65UENAX6ZSW	11/03/2023	11/03/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $300,000 $10,000 $1,000,000 $2,000,000 $2,000,000
D	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			65UENEH5189	11/03/2023	11/03/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10,000			65RHUAY9MNP	11/03/2023	11/03/2024	EACH OCCURRENCE AGGREGATE	$10,000,000 $10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [Y] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			65WELO8092	11/03/2023	11/03/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000

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

Blanket Additional Insured in regards to the General Liability, Automobile Liability; Blanket Waiver of Subrogation applies to the General Liability, Automobile Liability and the Workers' Compensation. Primary & Non-Contributory Endorsement Applies where applicable.

CERTIFICATE HOLDER

INFORMATION ONLY
INFORMATION ONLY
Austin, TX 78752

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

BZLHA

This page has been left blank intentionally.

LICENSEE DETAILS

2:58:47 PM 11/21/2024

Licensee Information

Name:	**LEYDIG, DANIEL LESTER (Primary Name)** **OCULED, LLC (DBA Name)**
Main Address:	**3101 SW 34TH AVE. #905-154** **OCALA Florida 34474**
County:	**MARION**
License Location:	**64 CHUKAR ROAD** **CAMDEN SC 29020**

License Information

License Type:	**Certified Electrical Contractor**
Rank:	**Cert Electrical**
License Number:	**EC13011617**
Status:	**Current,Active**
Licensure Date:	**05/27/2022**
Expires:	**08/31/2026**

Special Qualifications	Qualification Effective

Alternate Names

TECHLINE 10 YEAR WARRANTY

10 Year Warranty

Techline Sports Lighting, LLC ("TSL") will provide all materials and labor to maintain operation of your lighting system to original design criteria for 10 years. TSL products and services are guaranteed to perform on your project as detailed in this document.

TSL warrants your lighting system to be free from defects in materials and workmanship for a period of 10 years starting from date of product shipment. TSL agrees to provide labor and materials to replace defective parts or repair defects in workmanship to maintain original design performance criteria. This includes all TSL manufactured product (such as wire harnesses, drivers, luminaires, poles).

Terms & Conditions

Service under this Contract is provided by Techline Sports Lighting, LLC ("TSL") or an authorized servicer approved by TSL. Services performed under this Contract shall consist of furnishing labor and parts necessary to restore the operation of the Covered Product(s) to original design criteria provided such service is necessitated by failure of the Covered Product(s) during normal usage.

"We", "us" and "our" mean TSL. "You" and "your" mean the purchaser of the Covered Product(s). No one has the authority to change this Contract without the prior written approval of TSL. TSL shall not assume responsibility for their agents or assignees other than as described below. If there is a conflict between the terms of this Contract and information communicated either orally or in writing by one or more of our employees or agents, this Contract shall control.

Additional Provisions

1. **Availability of Service:** TSL Warranty support team members can receive messages 24/7 via web site, phone, fax, or email. Support team members shall be available to respond to requests from 8AM to 5PM Central Time, and services shall be rendered during these same hours in your local time zone, Monday through Friday (with the exception of national holidays). Hours of operation are subject to change without notice. TSL will exercise all reasonable efforts to perform service under this Contract, but will not be responsible for delays or failure in performing such services caused by adverse weather conditions, acts of any government, failure of transportation, accidents, riots, war, labor actions or strikes or other causes beyond its control.
2. **Determination of Repairs:** TSL will utilize any field monitoring system plus any information provided by the customer to determine when the usage of the field is materially impacted. From this information, TSL will determine needed repair and/or replacement of Covered Product(s) and parts. Repair will be with product(s) of like kind and quality. Warranty claims will be processed if fixture outages cause more than 10% of the guaranteed light levels to be affected and the field of play is materially impacted.
3. **Your Requirements Under this Contract:** Must meet all electrical and installation requirements as specified by the manufacturer. In addition, you promise and assure: full cooperation with TSL, TSL's technicians and authorized servicers during telephone diagnosis and repair of the Covered Product(s); reasonable accessibility of the Covered Product(s); a non-threatening and safe environment for service. You agree to check fuses and replace them as needed. Electrical system must provide quality power within + / - 3% of nominal voltage. You agree to keep your Techline Sports Lighting system online. This means keeping the required control voltage to the control system at all times. Any deviation from this practice must be discussed with TSL's Warranty Department.
4. **Service Limitations - This Contract does not cover:** Maintenance, repair or replacement necessitated by loss or damage resulting from any external causes such as, but not limited to, theft, environmental conditions, negligence, misuse, abuse, improper electrical/power supply, unauthorized repairs by third parties, attachments, damage to cabinetry, equipment modifications, vandalism, animal or insect infestation, physical damage to Covered Products parts or components, failure of existing structures, supporting electrical systems or any non-TSL equipment, or acts of God/nature (including, but not limited to: earthquake, flood, tornadoes, typhoons, hurricanes or lightning). Warranty assumes poles are accessible with a standard lift not more than 10 feet taller than the mounting height of the pole being serviced. If larger lifts are required to service poles that are inaccessible due to infrastructure or other site conditions, additional charges may apply. If other obstructions exist that impede access to the pole being serviced, such as attached cellular antenna structures, additional charges may apply.

TECHLINE 10 YEAR WARRANTY

5. **Contract Limitations:**
   i. Exclusions from Coverage: IN NO EVENT WILL TSL BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH INCLUDE, BUT ARE NOT LIMITED TO, ANY DELAY IN RENDERING SERVICE OR LOSS OF USE DURING THE REPAIR PERIOD OF THE COVERED PRODUCT(S) OR WHILE OTHERWISE AWAITING PARTS.
   ii. Limitation of Liability: To the extent permitted by applicable law, the liability of TSL, if any, for any allegedly defective Covered Product(s) or components shall be limited to repair or replacement of the Covered Product(s) or components at TSL's option. THIS CONTRACT IS YOUR SOLE EXPRESS WARRANTY WITH RESPECT TO THE COVERED PRODUCT(S). ALL IMPLIED WARRANTIES WITH RESPECT TO THE COVERED PRODUCT(S) INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY EXCLUDED.
   iii. For the purposes of and by your acceptance of this Contract you acknowledge and agree that if a surety bond ("Bond") is provided the warranty and/or maintenance guarantee provided for in this Contract and any corresponding liability on behalf of the issuing surety under the Bond is limited to the first twelve (12) months of said warranty and/or maintenance guarantee coverage period. Any warranty and/or guarantee coverage period in excess of said initial 12-month period does not fall within the scope of the Bond and shall be the sole responsibility of TSL.
   iv. TSL requires reasonable access for a crane or man lift equipment to service the lighting system. TSL will not be responsible for damage from operating the vehicle on the property when the equipment is operated in the prescribed manner over the designated access route.
   v. TSL will make every effort to maintain any component of our sports lighting system for the entirety of the warranty period. Advances in technology and obsolescence of some components, including but not limited to; regulatory changes, cellular upgrades, and other items beyond our control, could possibly render this impossible for some components in the future. TSL will always make every effort to support our system as long as manufactured components are available.
6. **Transfer and Assignment:** Except to owners, you shall not have the right to assign or otherwise transfer your rights and obligations under this Contract except with the prior written consent of TSL; however, a successor in interest by merger, operation of law, assignment or purchase or otherwise of your entire business shall acquire all of your interests under this Contract.
7. **Governing Law:** Unless otherwise governed by applicable state law, the Contract shall be interpreted and enforced according to the laws of the State of Texas.
8. **Subrogation:** In the event TSL repairs or replaces any Covered Product(s), parts or components due to any defect for which the manufacturer or its agents or suppliers may be legally responsible, you agree to assign your rights of recovery to TSL. You will be reimbursed for any reasonable costs and expenses you may incur in connection with the assignment of your rights. You will be made whole before TSL retains any amounts it may recover.

Techline Sports Lighting, LLC has a team of people to ensure fulfillment of our product and services warranty and maintains financial reserves dedicated to support our fulfillment of this warranty. Please keep this document as your signed contract guaranteeing comprehensive service for the 10 year period.

Effective Date:

Techline Sports Lighting, LLC.
Rodney M. Hawthorne
President

TECHLINE SPORTS LIGHTING

21 May 2024

To Whom It May Concern

Techline Sports Lighting is pleased to submit this proposal to the City of Destin for the retrofit installation of LED lighting at Morgan Sports Complex.

By partnering with Techline Sports Lighting (TSL) on this project, the city will benefit from TSL's 25 years of experience in the sports lighting industry. TSL is a Texas owned and operated company with extensive expertise and the ability to make your lighting goals a reality. As the 2nd largest sports lighting provider nationwide, we are 100% focused on sports lighting and your satisfaction.

In our 25 years of business, we have installed over 175,000 fixtures at more than 3,000 venues nationwide, making us an industry leader in LED upgrades and new construction sports lighting solutions. Our resume includes two Super Bowls, the only LED NASCAR track in the country, as well as thousands of high school and city athletic fields across the United States.

Our experienced in-house engineers, designer, electricians, installers, sales and support teams will partner with you to provide a turnkey, state-of-the-art, maintenance free LED lighting system at an incredible value. Techline Sports Lighting is committed to providing Morgan Sports Complex with an exceptional product and sports lighting experience, from design to installation.

We appreciate the opportunity to work with the City of Destin and look forward to further presenting the benefits of a Techline system and partnership in the packet that follows. We are confident that the value of our product and the knowledge of our qualified staff will provide the best solution for the city.

Sincerely,

Rodney Hawthorne
Founder & President
Mobile: 512-917-3829

COMPANY INFORMATION

Techline Sports Lighting, LLC, established in 1999 and headquartered in Austin, Texas, is a trusted leader in the sports lighting industry. With an experienced in-house team of 35 professionals, Techline combines over 200 years of collective expertise across engineering, lighting design, production, electrical services, installation, sales, and support. Our team is dedicated to delivering the highest-quality lighting solutions at exceptional value.

Over the past two decades, Techline has successfully installed more than 150,000 fixtures and completed over 3,000 projects nationwide. We specialize in providing cutting-edge LED fixtures with advanced glare and spill control, pre-engineered concrete encased poles, wireless and mobile controls, and industry-leading warranties. Our solutions also include dynamic action lighting and RGB capabilities to enhance any environment.

Techline ensures efficient installation with pre-wired fixtures and factory aiming, backed by a comprehensive inventory of poles and fixtures for fast, risk-free delivery. Our commitment to excellence is reflected in our goal of achieving 100% customer satisfaction, making us a trusted partner for sports lighting projects of all sizes.

FIRM AND STAFF BACKGROUND

Your project will be supported by a dedicated team of professionals, including a Regional Vice President, Inside Sales Manager, Lighting Designer, and Project Manager/Commissioner. Additionally, our Vice President of Operations and Vice President of Construction will provide oversight throughout the entire process, from production to installation. Each team member brings valuable expertise to ensure a seamless and timely installation, with your assigned Project Manager available 24/7 after installation for ongoing customer support and peace of mind.

A detailed overview of the experienced staff members involved in the successful completion of the Morgan Sports Complex is provided on the following page.

PERFORMANCE GUARNATEE:

TSL will undertake all corrections required to meet the performance requirements in the specifications at no expense to the owner.

KEY PERSONNEL

Chase Hawthorne - Regional Vice President (7 years sports lighting experience)
Chase has worked in the sports lighting industry for 7 years as a lighting designer, project manager, inside sales manager, and, currently, as a Regional VP for Central Texas and the Southeast. Chase has experience working on hundreds of sports lighting projects from conception to installation and serves as the primary contact for customers and works to provide the best lighting solution for every project.

Avery Hawthorne - Inside Sales Manager (4 years sports lighting experience)
Avery has worked as an inside sales manager for 4 years. She serves as the secondary contact for customers and works primarily on customer requests including insurance, bonding, lighting design changes, quote revisions, customer set-up, and more. She has served as the sales manager on over 200 sports lighting projects

Wes Wiese - VP of Operations (16 years sports lighting experience)
Wes has served as the VP of Operations at Techline for 16 years. He coordinates internally between all departments to ensure organization, timeliness, inventory, and delivery of every project. He reviews requirements for all projects before production to ensure that our solution satisfies all customer needs.

Steve Jones - VP of Construction (7 years sports lighting experience)
Steve has worked at Techline for 7 years and oversees a team of project managers. Him and his team work to ensure everything runs smoothly post-installation and that the customer is educated on the sports lighting system. Upon installation, Steve or his team members visit each site to complete a light test and commission the control system, providing the customer with a customized O&M manual and answering any questions the customer might have,

Alicia Paintner - Lighting Designer (15 year experience)
Alicia has over 20 years of sports lighting designer experience and has designed thousands of fields installed nationwide. She completed all lighting designs for this project and will complete all aiming diagrams for approval prior to installation.

Why Techline

25 Years of Successful Projects: Techline Sports Lighting (TSL) has completed every project in its 25-year history, with no exceptions, demonstrating our reliability and expertise.

Partnership with Certified Installers: TSL works exclusively with certified Techline installers who have extensive experience with our sports lighting systems. This ensures high-quality installations, transparent communication, and no unexpected surprises.

Experience & Volume Procurement:

- TSL's extensive experience with thousands of field lighting installations allows us to anticipate and address potential challenges before they result in delays or cost overruns.
- Our ability to procure materials in volume helps keep projects on budget and on schedule.

In-House Operations:

- All processes, from production to installation, are managed in-house, eliminating mistakes and streamlining project delivery.
- We maintain a robust $5M inventory, including LED fixtures, poles, wiring, electrical enclosures, fuse blocks, and other components, ensuring timely and complete deliveries.

Lead Times:

- Techline has the shortest lead times in the industry. Due to our volume procurement & in-house operations, we are able to meet

Supply Chain Reliability: Throughout the pandemic, TSL has maintained consistent delivery schedules, with no delays due to supply chain disruptions.

Why Techline Cont'd

Efficient and Safe Delivery:

- TSL owns an 18-wheeler truck outfitted with a truck-mounted forklift, ensuring all materials are delivered in a single shipment with no partial deliveries or delays.
- Our driver can off-load materials directly, minimizing the risk of third-party damage and ensuring a smooth installation process.

Post-Installation Support:

- A TSL Project Manager will conduct final light tests, program controls, and provide staff training upon project completion.
- Warranty items will be addressed promptly as per our warranty agreement, ensuring continued satisfaction after installation.

Commitment to Excellence: TSL's expertise, resources, and dedicated team ensure that every project is completed on time, on budget, and to the highest standards of quality.

10 Year Maintenance Free Warranty: Techline stands 100% behind our product and team. For that reason, we include a 10 year warranty with every project sold. Techline has the ability to monitor your lighting system remotely 24/7 through the Synapse control portal. If on-site consultation is required, the Techline project manager assigned to the Morgan Sports Complex or the install team responsible for your installation will visit promptly to ensure customer satisfaction. Details of our warranty/maintenance service is outlined in our 10 Year Maintenance FREE warranty document.

STRATEGIC ADVANTAGES:

- **Lead Times:** Techline has the shortest lead times in the industry
- **Factory Pre-Wired and Pre-Aimed:** Techline fixtures are wired and aimed prior to shipping, making for quick and easy installation
- **Inventory:** Techline keeps hundreds of poles and thousands of fixtures in stock so the customer does not have to worry about delays due to third party involvement or shipping delays
- **Experienced Install Team:** Our install team has been installing Techline systems exclusively for 5 years, allowing for efficient project completion from experts you can trust
- **Customer Service:** Techline prides itself on superior customer service. You will have the direct lines to the Regional Vice President, Sales Manager, and PM assigned to your project to ensure that any questions or concerns that arise are addressed as quickly as possible

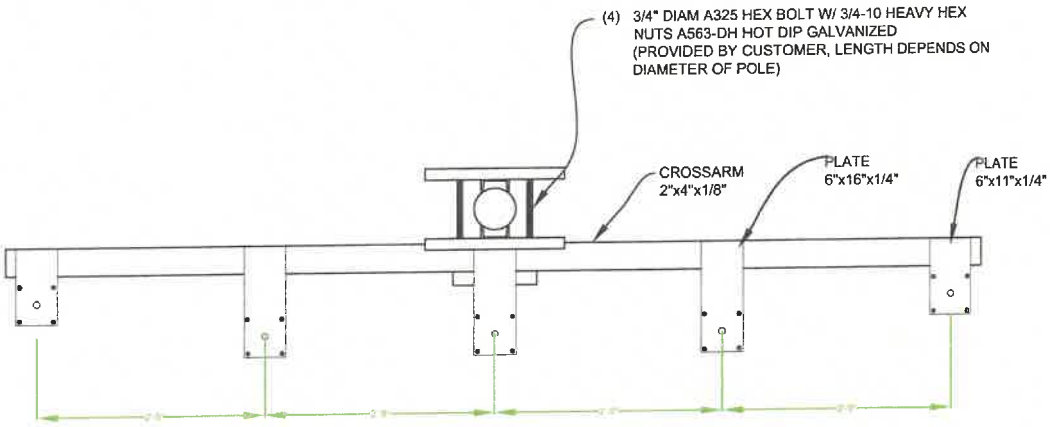
TECHLINE SPORTS LIGHTING

CHECK OUT OUR YOUTUBE CHANNEL:

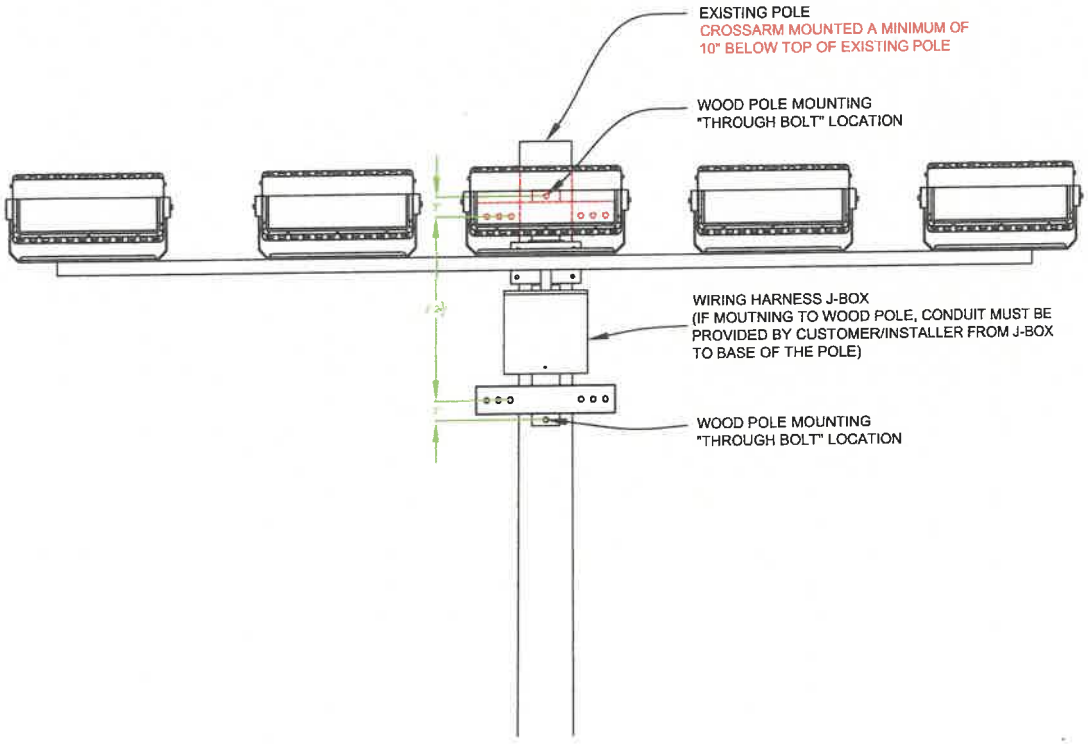
WHY TECHLINE:

THE UNIVERSITY OF OKLAHOMA (2022 LED RETROFIT WITH RGB LIGHTING):

TOP VIEW



FRONT VIEW



TECHLINE SPORTS LIGHTING
www.sportlighting.com

15303 STORM DR.
AUSTIN, TX 78734
PHONE: (512)977-8880
TOLL FREE: (800)500-3161

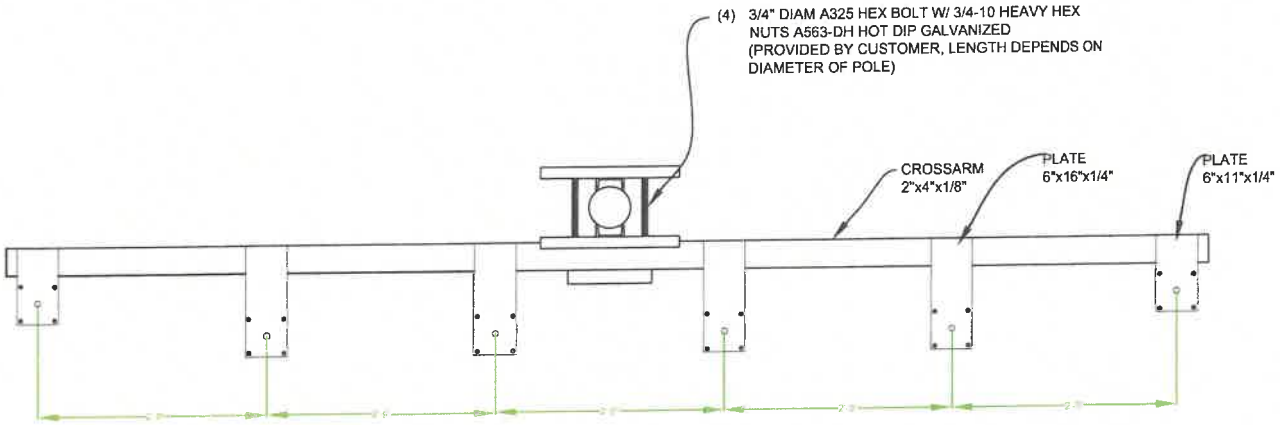
** NOT TO SCALE

** Hot-Dip galvanized after fabrication to ASTM A123 specifications

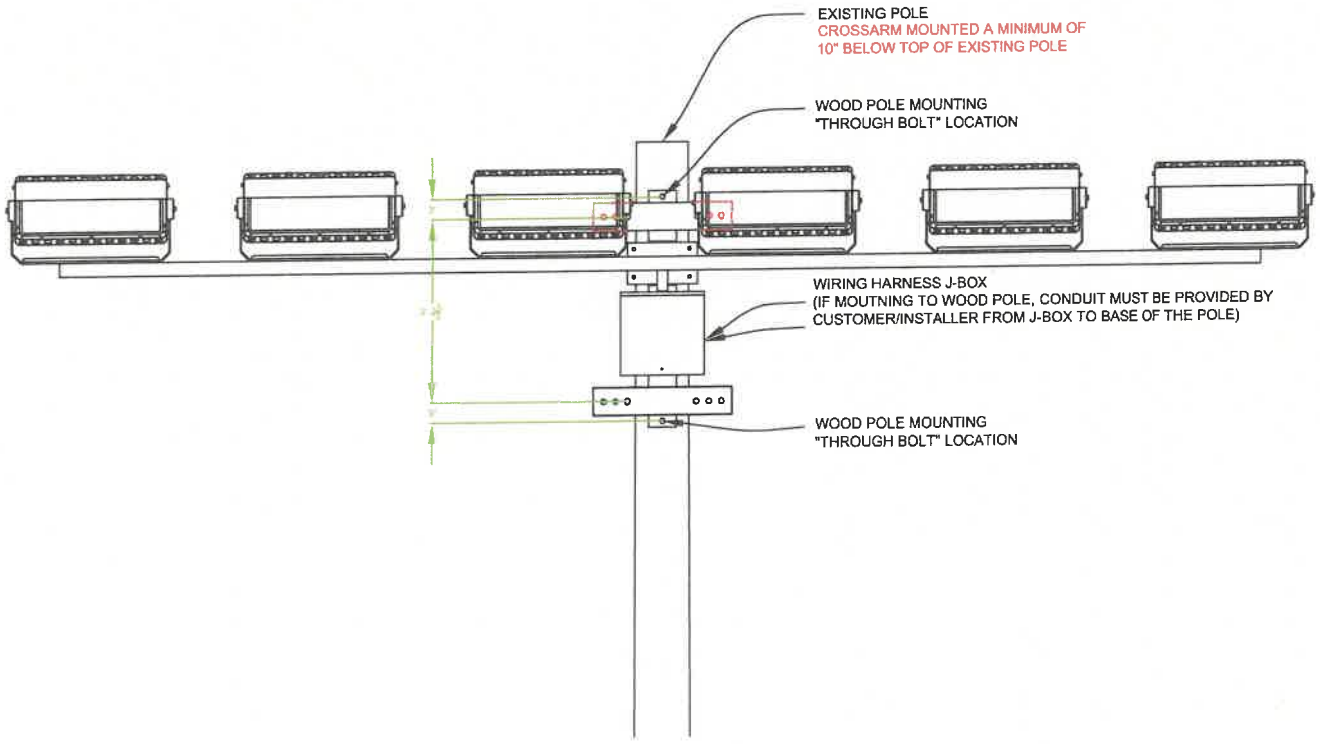
** Assembly Weight: 361 lbs
Assembly EPA: 13.88 sq. ft.
(Including Fixtures)

DATE:	REV.:	CHECKED BY:	5 FIXTURE CROSSARM ASSEMBLY
1/1/23			
DRAWING NUMBER:		DRAWN BY:	

TOP VIEW



FRONT VIEW



TECHLINE SPORTS LIGHTING
www.sportlighting.com

15303 STORM DR.
AUSTIN, TX 78734
PHONE: (512)977-8880
TOLL FREE: (800)500-3161

** NOT TO SCALE

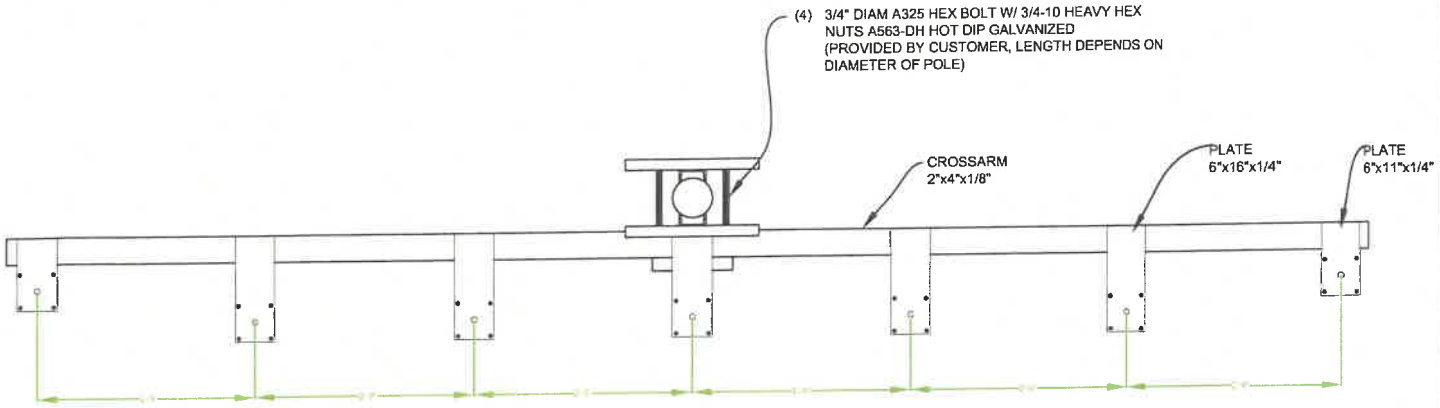
** Hot-Dip galvanized after fabrication to ASTM A123 specifications

** Assembly Weight: 418 lbs
Assembly EPA: 16.46 sq. ft.
(Including Fixtures)

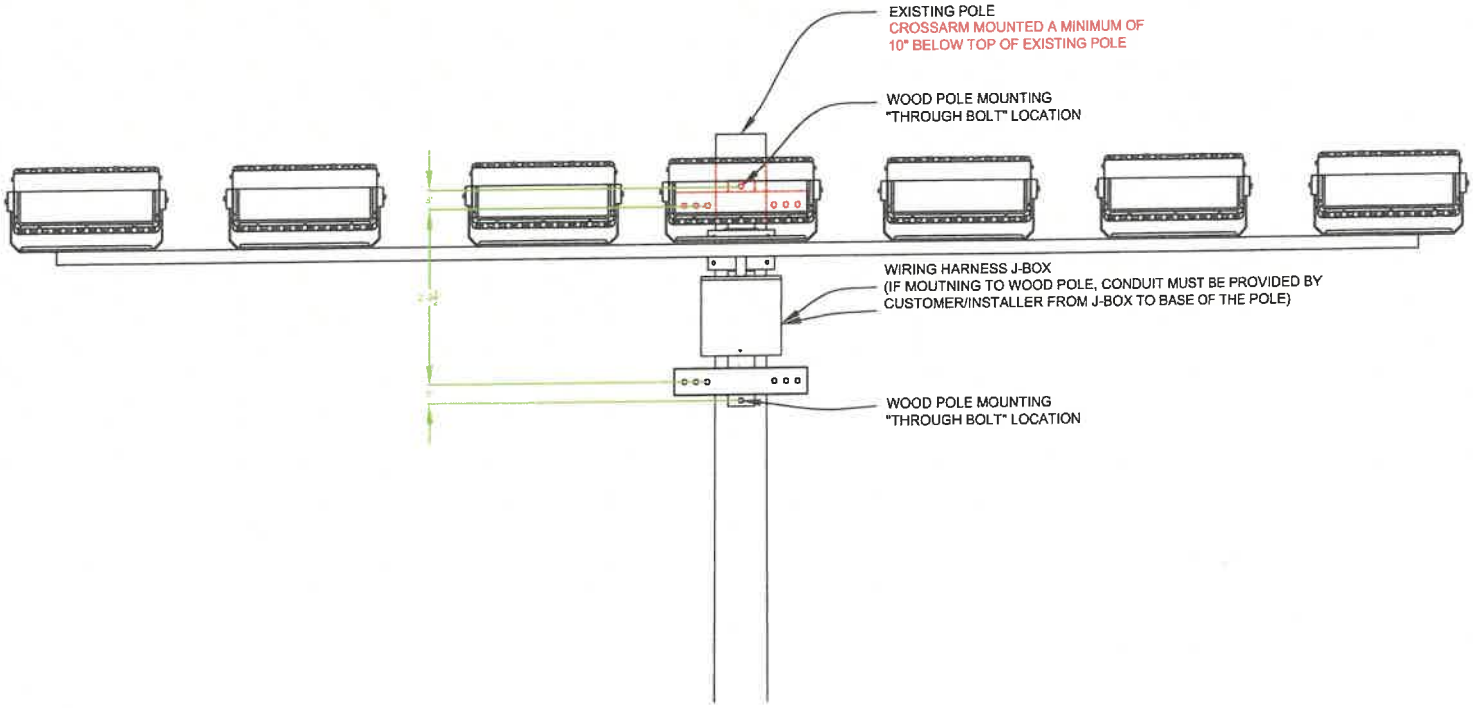
DATE: 1/1/23	REV.:	CHECKED BY:
DRAWING NUMBER:		DRAWN BY:

6 FIXTURE CROSSARM ASSEMBLY

TOP VIEW



FRONT VIEW



** Hot-Dip galvanized after fabrication to ASTM A123 specifications

** NOT TO SCALE

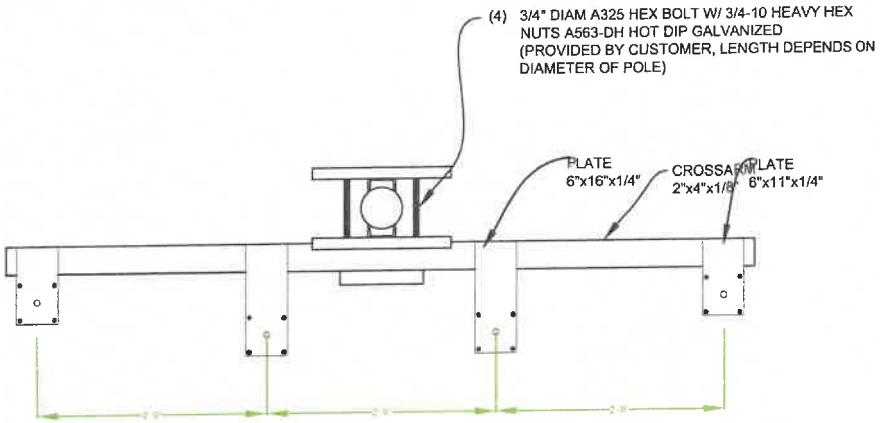
** Assembly Weight: 475 lbs
Assembly EPA: 18.34 sq. ft.
(Including Fixtures)

TECHLINE SPORTS LIGHTING
www.sportlighting.com

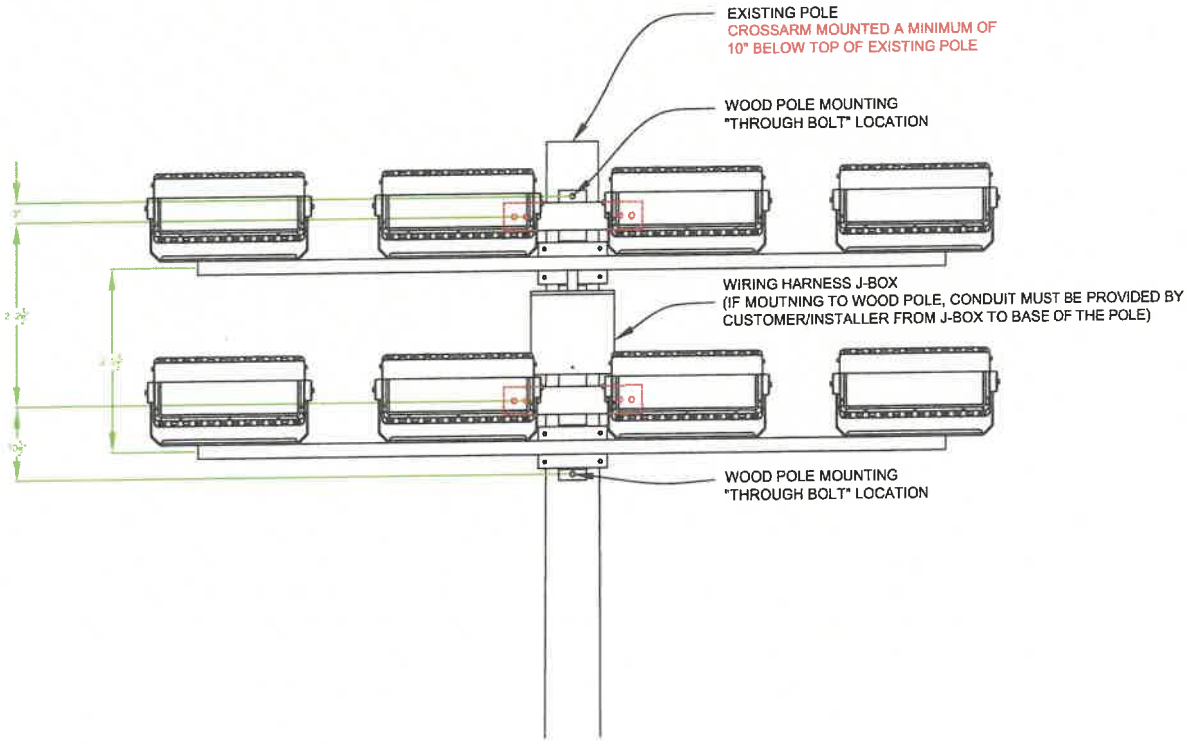
15303 STORM DR.
AUSTIN, TX 78734
PHONE: (512)977-8880
TOLL FREE: (800)500-3161

DATE:	REV.:	CHECKED BY:	7 FIXTURE CROSSARM ASSEMBLY
1/1/23			
DRAWING NUMBER:		DRAWN BY:	

TOP VIEW



FRONT VIEW



TECHLINE SPORTS LIGHTING
www.sportlighting.com

15303 STORM DR.
AUSTIN, TX 78734
PHONE: (512)977-8880
TOLL FREE: (800)500-3161

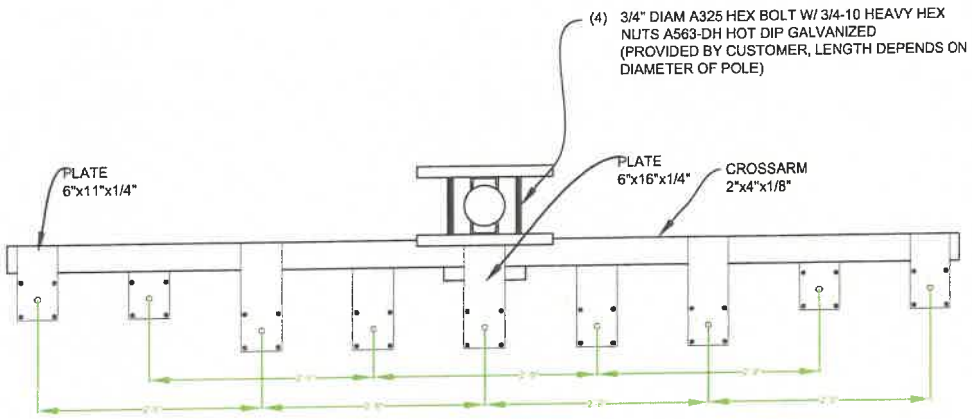
** NOT TO SCALE

** Hot-Dip galvanized after fabrication to ASTM A123 specifications

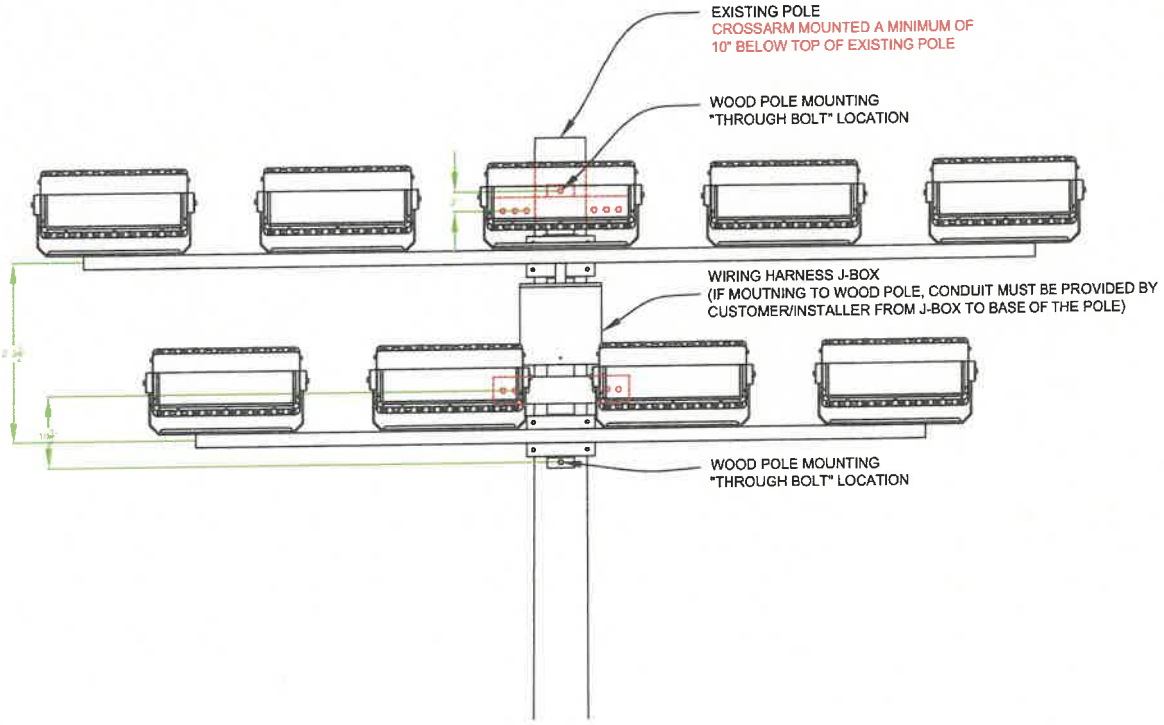
** Assembly Weight: 562 lbs
Assembly EPA: 20.81 sq. ft.
(Including Fixtures)

DATE: 1/1/23	REV.:	CHECKED BY:	8 FIXTURE CROSSARM ASSEMBLY
DRAWING NUMBER:		DRAWN BY:	

TOP VIEW



FRONT VIEW



** Hot-Dip galvanized after fabrication to ASTM A123 specifications

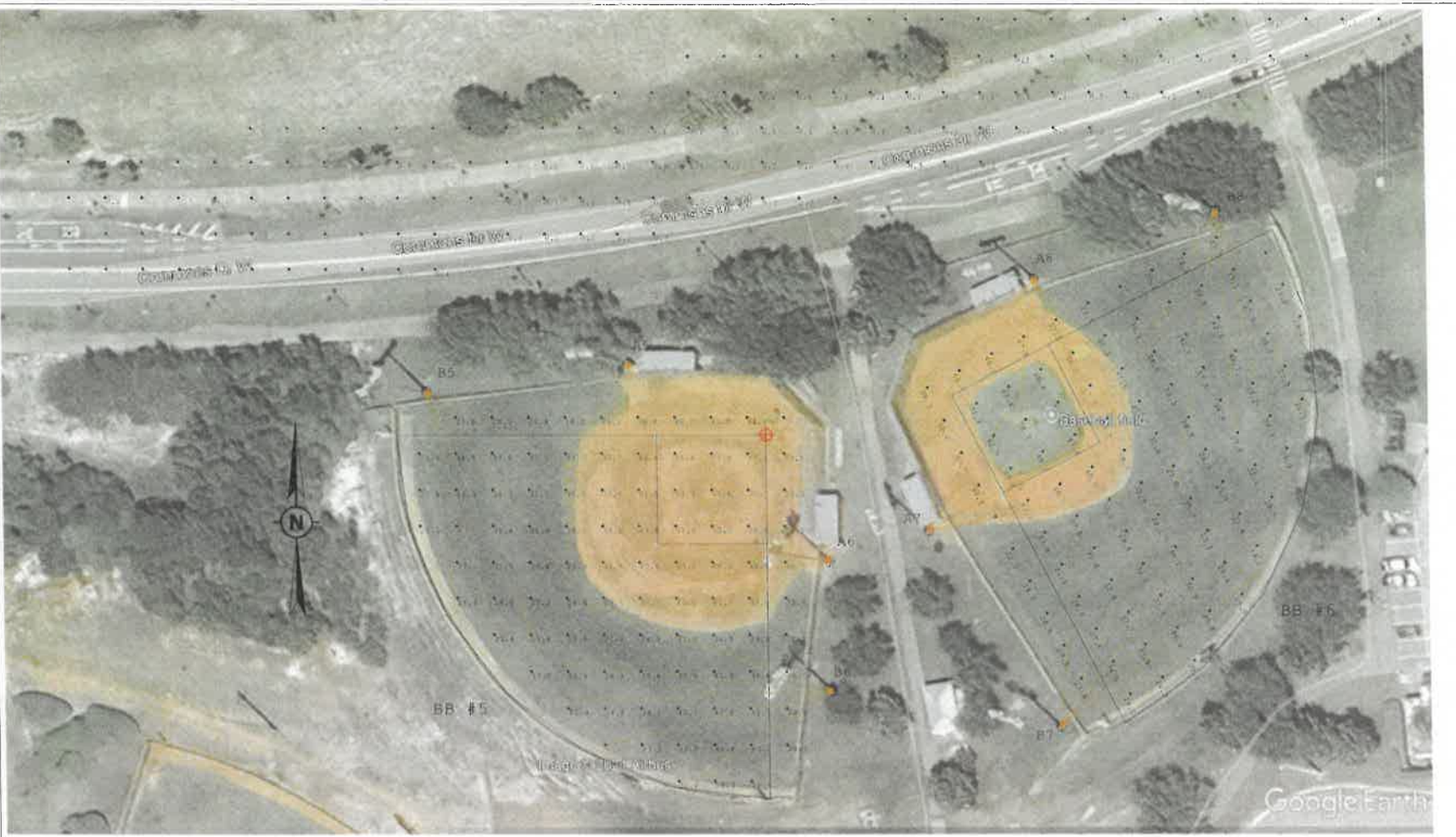
** NOT TO SCALE

** Assembly Weight: 619 lbs
Assembly EPA: 24.19 sq. ft.
(Including Fixtures)

TECHLINE SPORTS LIGHTING
www.sportlighting.com

15303 STORM DR.
AUSTIN, TX 78734
PHONE: (512)977-8880
TOLL FREE: (800)500-3161
FAX: (512)977-8882

DATE:	REV.:	CHECKED BY:	9 FIXTURE CROSSARM ASSEMBLY
1/1/23			
DRAWING NUMBER:		DRAWN BY:	
CDA 9 (800W)		WW	



Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
A5	4	60'
A6	4	60'
A7	4	60'
A8	4	60'
B5	5	60'
B6	5	60'
B7	5	60'
B8	5	60'

Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	36	TSLM-EV-NLV	0.95	800	Single

Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcLr	PtSpcTb	CV	UG
BB #5 INFIELD	60' x 60'	Fc	50.15	66.7	35.7	1.87	25	20	20	0.15	1.50
BB #5 OUTFIELD	200' RADIUS	Fc	30.52	42.9	17.2	2.49	71	20	20	0.24	1.96
BB #6 INFIELD	60' x 60'	Fc	50.34	67.9	35.2	1.93	25	20	20	0.17	1.56
BB #6 OUTFIELD	200' RADIUS	Fc	30.01	44.2	18.0	2.46	71	20	20	0.24	2.03
SPILL EXTENDED		Fc	0.06	0.4	0.0	N.A.	175	20	20	1.38	3.00

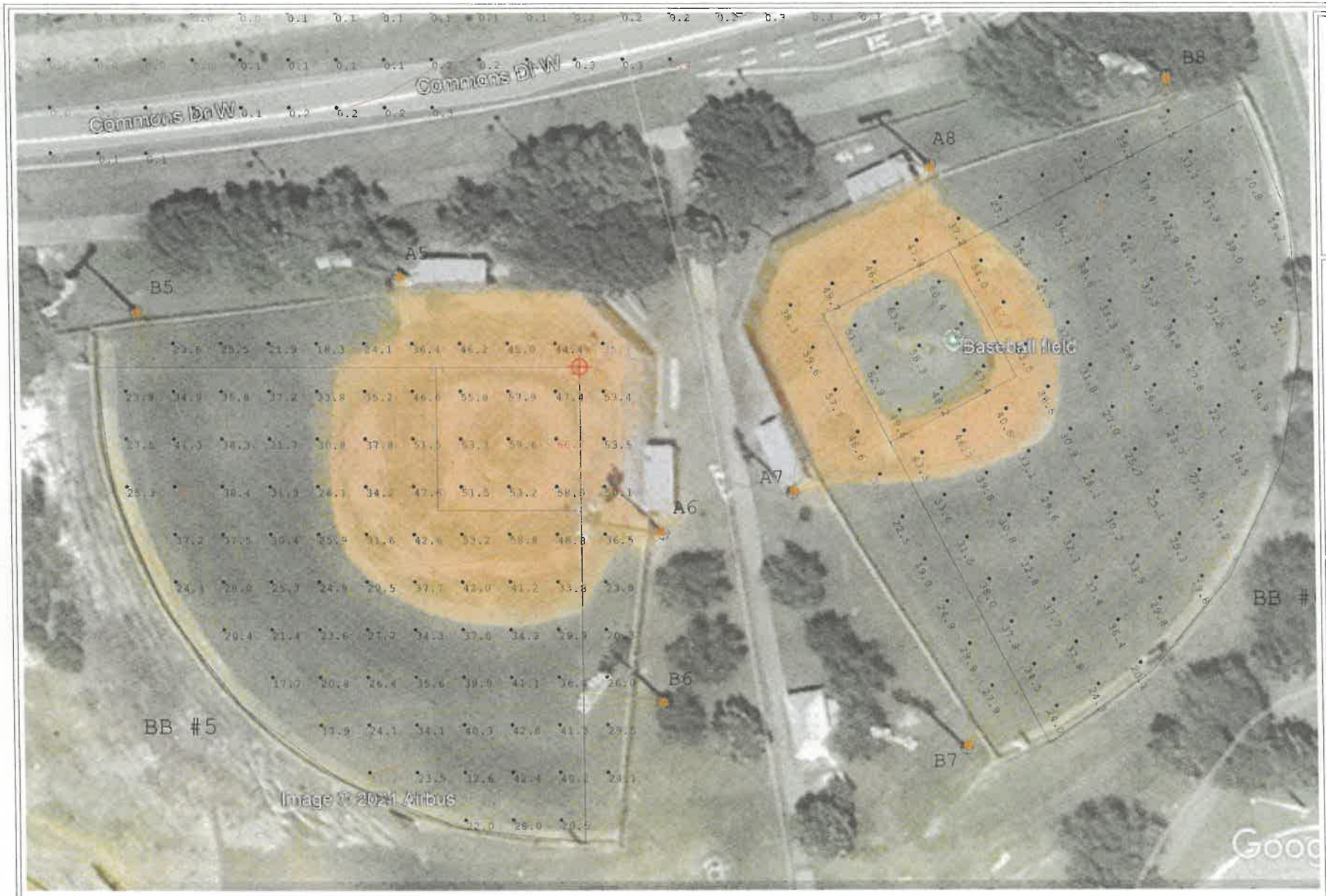
Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
A5	3200
A6	3200
A7	3200
A8	3200
B5	4000
B6	4000
B7	4000
B8	4000
TOTAL	28800

*** DISCLAIMER ***
DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MESAUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN."

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOFTBALL RETROFIT - 50/30 FC
24-1822-SB.AGI

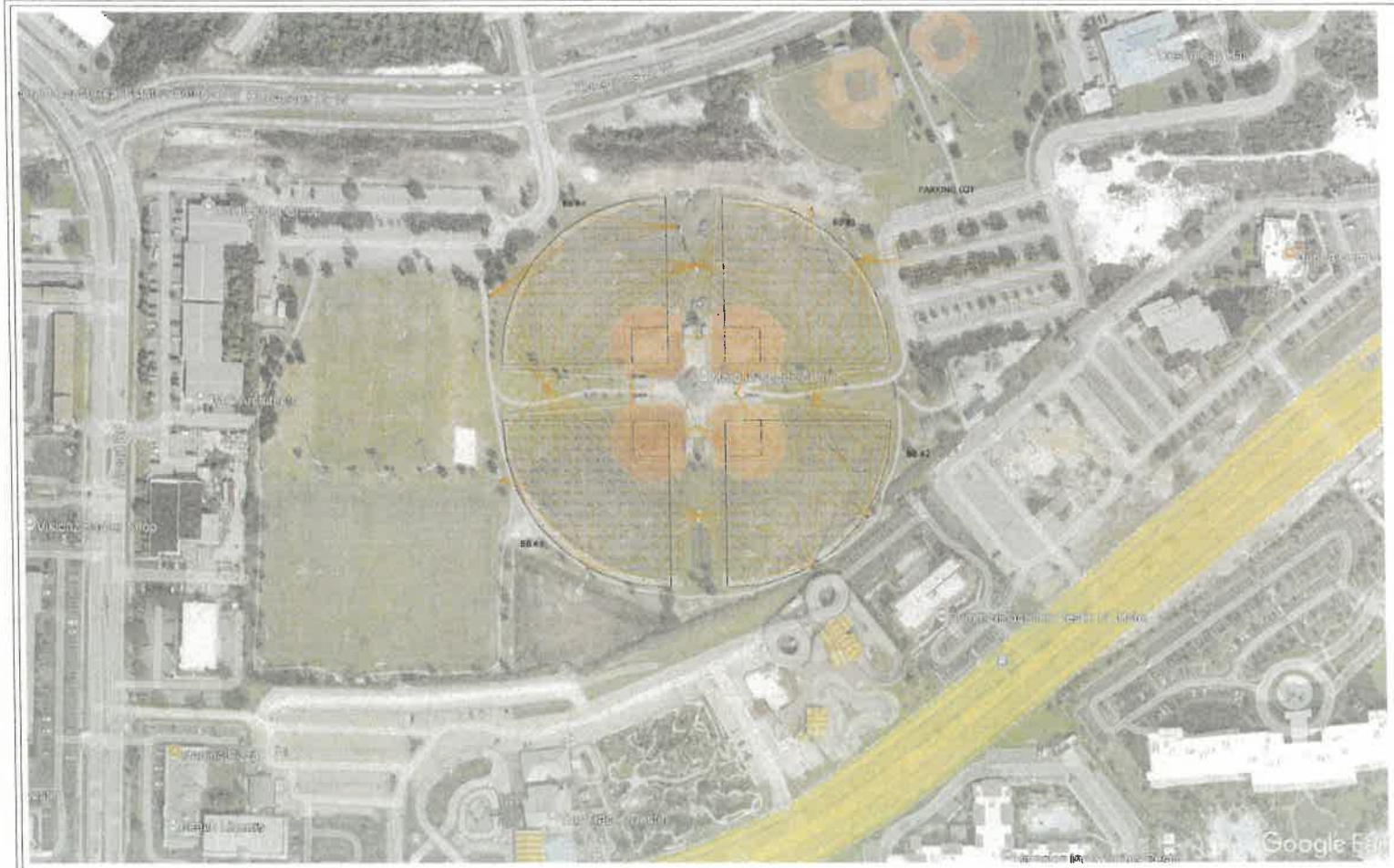
DRAWN BY: AMP
Date:11/13/2024
SCALE: NTS
Page 1 of 2
24-1822-SB.AGI



TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOFTBALL RETROFIT - 50/30 FC
24-1822-SB.AGI

DRAWN BY: AMP
Date:11/13/2024
SCALE: NTS
Page 2 of 2
24-1822-SB.AGI



Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
A1	6400
A2	6400
A3	7200
A4	6400
B1	12800
B2	12000
B3	12000
B4	12800
C1	4800
C2	10400
C3	4800
C4	4800
C5	4800
C6	4800
C7	4800
C8	4800
TOTAL	120000

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
A1-BB#1	4	60'
A1-BB#4	4	60'
A2-BB#1	4	60'
A2-BB#2	4	60'
A3-BB#2	5	60'
A3-BB#3	4	60'
A4-BB#3	4	60'
A4-BB#4	4	60'
B1-BB#1	8	70'
B1-BB#4	8	70'
B2-BB#1	8	70'
B2-BB#2	7	70'
B3-BB#2	7	70'
B3-BB#3	8	70'
B4-BB#3	8	70'
B4-BB#4	8	70'
C1	6	60'
C2	6	60'
C2-PK	7	60'
C3	6	60'
C4	6	60'
C5	6	60'
C6	6	60'
C7	6	60'
C8	6	60'

Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcLr	PtSpcTb	CV	UG
BB #1 INFIELD	60' x 60'	Fc	50.54	61.3	32.6	1.88	25	20	20	0.16	1.43
BB #1 OUTFIELD	300' RADIUS	Fc	30.39	40.5	17.1	2.37	183	20	20	0.17	1.53
BB #2 INFIELD	60' x 60'	Fc	50.32	64.4	34.6	1.86	25	20	20	0.16	1.50
BB #2 OUTFIELD	300' RADIUS	Fc	30.98	41.2	18.5	2.23	183	20	20	0.16	1.55
BB #3 INFIELD	60' x 60'	Fc	50.47	70.6	36.1	1.96	25	20	20	0.15	1.53
BB #3 OUTFIELD	300' RADIUS	Fc	30.42	44.0	19.0	2.32	183	20	20	0.18	1.60
BB #4 INFIELD	60' x 60'	Fc	50.53	59.6	33.7	1.77	25	20	20	0.13	1.42
BB #4 OUTFIELD	300' RADIUS	Fc	30.12	48.9	19.2	2.55	183	20	20	0.27	1.82
PARKING LOT		Fc	6.03	24.7	1.0	24.70	836	10	10	N.A.	N.A.
SPILL COMMONS DR W		Fc	0.08	0.2	0.0	N.A.	43	20	N.A.	0.76	N.A.
SPILL EMERALD COAST PKWY		Fc	0.00	0.0	0.0	N.A.	68	20	N.A.	0.00	N.A.

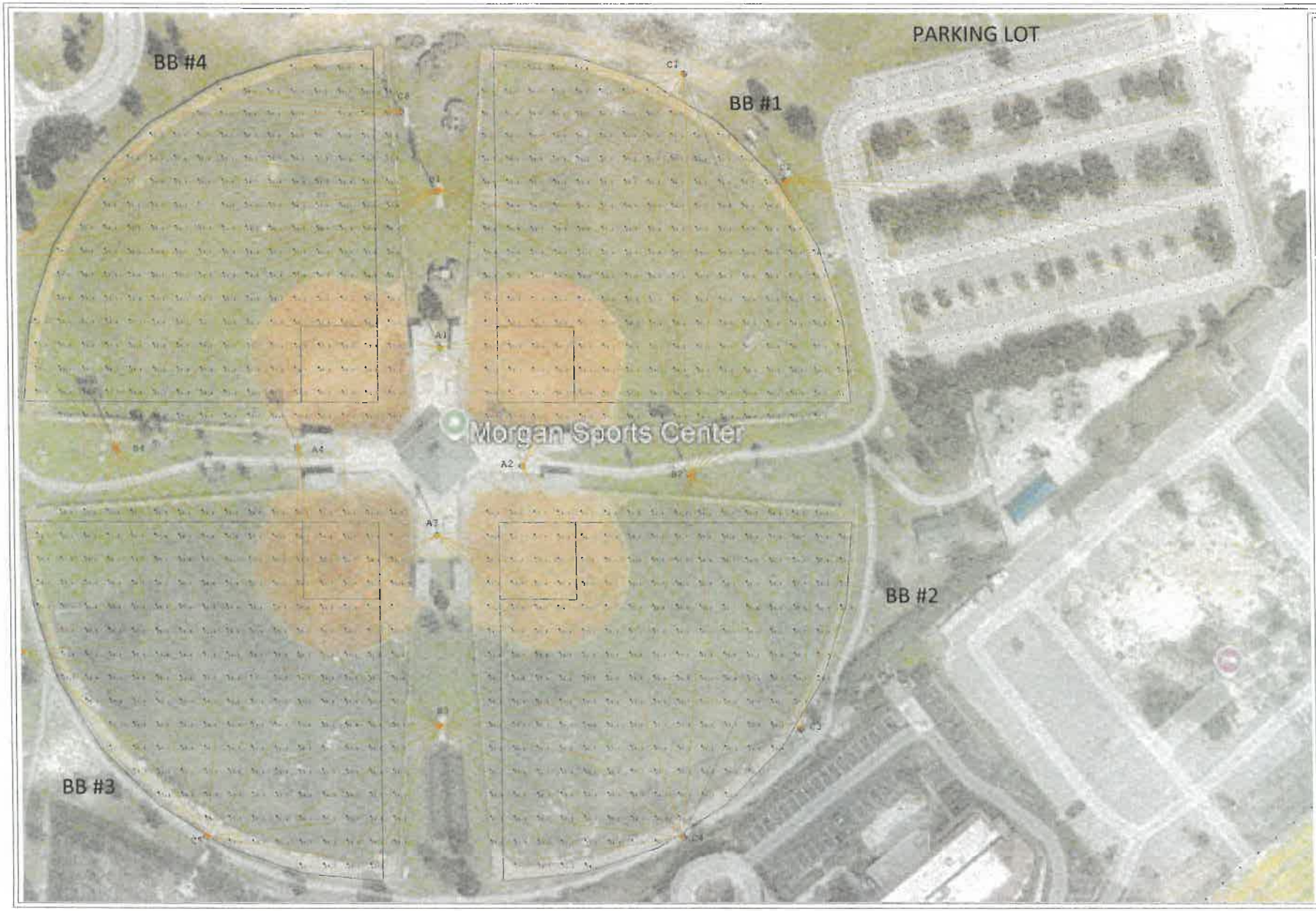
Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	13	TSLW-EV-NLV	0.95	800	Single
	133	TSLM-EV-NLV	0.95	800	Single
	4	TSLEW-EV-NLV	0.95	800	Single

*** DISCLAIMER ***
DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MESAUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN."

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOFTBALL RETROFIT - 50/30 FC
24-1824-BB.AGI

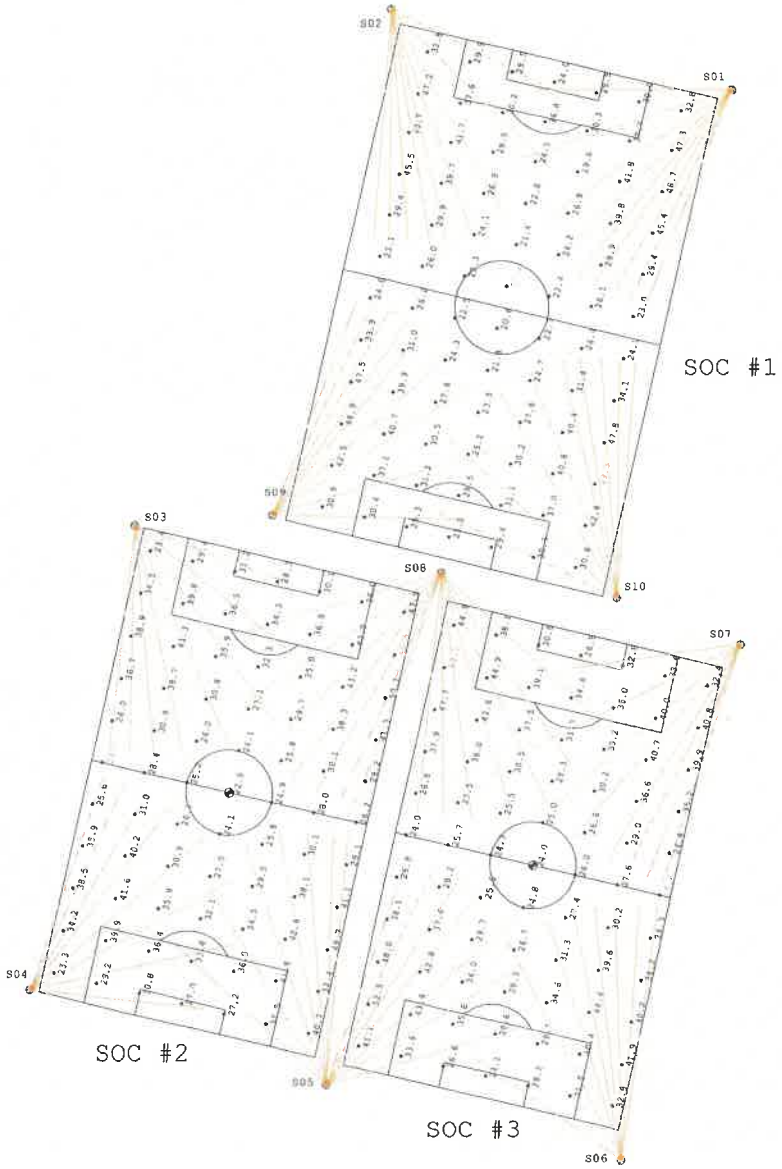
DRAWN BY: AMP
Date:11/13/2024
SCALE: NTS
Page 1 of 2
24-1824-BB.AGI



TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOFTBALL RETROFIT - 50/30 FC
24-1824-BB.AGI

DRAWN BY: AMP
Date:11/13/2024
SCALE: NTS
Page 2 of 2
24-1824-BB.AGI



Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
S01	7200
S02	7200
S03	6400
S04	6400
S05	11200
S06	6400
S07	6400
S08	11200
S09	7200
S10	7200
TOTAL	76800

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
S01	9	70'
S02	9	70'
S03	8	70'
S04	8	70'
S05-SC#2	8	70'
S05-SC#3	6	70'
S06	8	70'
S07	7	70'
S08-SC#2	7	70'
S08-SC#3	8	70'
S09	9	70'
S10	9	70'

Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	96	TSLM-EV-NLV	0.950	800	Single

Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpcLr	PtSpcTb	CV	UG
SOCCER #1	360' x 225'	Fc	31.79	49.3	20.3	2.43	84	30	30	0.25	1.55
SOCCER #2	330' x 195'	Fc	33.58	53.5	22.3	2.40	77	30	30	0.21	1.47
SOCCER #3	330' x 195'	Fc	33.54	53.1	21.8	2.44	77	30	30	0.22	1.42

TECHLINE SPORTS LIGHTING
www.sportlighting.com

Morgan Sports Complex
City of Destin, FL
SOCCER - 30 FC
24-1852-SC.AGI

DRAWN BY: AMP
Date:11/18/2024
SCALE: NTS
Page 1 of 1
24-1852-SC.AGI

TECHLINE SPORTS LIGHTING

Project Name:	Morgan Sports Complex
Project City-State:	Destin, FL
Quote Date:	11/25/2024
Type of Field(s):	Baseball, Softball & Soccer
Photometrics Per Design #:	24-1824-BB, 24-1822-SB & 24-1821-SC
Warranty:	10 Year Maintenance FREE

Quantity	Description
7	6 Fixture Crossarms (Retrofit)
1	7 Fixture Crossarms (Retrofit)
6	8 Fixture Crossarms (Retrofit)
3	9 Fixture Crossarms (Retrofit)
1	10 Fixture Crossarms (Retrofit)
1	11 Fixture Crossarms (Retrofit)
1	13 Fixture Crossarms (Retrofit)
1	14 Fixture Crossarms (Retrofit)
3	15 Fixture Crossarms (Retrofit)
2	16 Fixture Crossarms (Retrofit)
249	**TSL800W** LED w/ Standard Visor
249	**TSL800W** 20" Extended Visor
2	Additional Synapse Hub
1	Synapse Wireless Control Hub **w/ 10 Years FULL CLOUD Remote Access (Cellular included)** Dimming
249	Prewiring for Poles and Crossarms **(Dimming Controls - Synapse Controls)**
3	Eagle Nesting Platforms
1	Remote Drivers

Project Notes:

- Price includes all materials listed above (excluding adders & deducts).
- Price includes delivery to jobsite.
- Price firm for 45 days.
- Allow 3-4 weeks for delivery.
- Price does NOT include SALES or USE taxes
- All work to be performed that requires a license, including but not limited to electrical & plumbing will be performed by individuals currently licensed in the proper jurisdiction.

Warranty Notes:

- Seller warrants that Equipment furnished or manufactured by Seller will be free from defects in material and workmanship for a period - of 10 years from date of shipment.
- Seller will replace any defective material for the entire 10 year period.
- Techline will make every effort to maintain any component of our sports lighting system for the entirety of the warranty period.

RETROFIT Installation Notes:

- Allow 2-3 weeks for Retrofit installation.
- Price quoted assumes the integrity of all existing structure (poles, crossarms, wiring) are of sound workmanship and quality.
- Pole locations must also be accessible and not obstructed by fencing, buildings, etc. *(special lift & matting charges not included)*
- If matting is required for access to pole locations due to wet or poor site conditions additional charges may apply.
- Minimum mounting heights of 60' or higher are recommended to minimize glare and optimize player safety according to the Illumination - Engineering Society of North America. (Basketball & Tennis courts are not applicable)
- Locating and marking of all PRIVATE utilities to include water, sewer, electrical, gas & irrigation is the sole responsibility of the owner/customer. Techline will not be responsible for locating these utilities. Repairing any unmarked utilities, landscaping or sod is the sole responsibility of the owner/customer.

☑ INCLUDES:

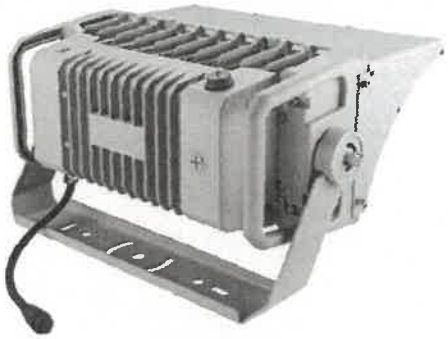
- ✓ Demolition & Disposal of existing sports lighting system / fixtures.
- ✓ Reusing / Replace main distribution panel, breakers, contactors and switching.
- ✓ Reusing / Install individual conduit and wiring for each pole sized accordingly. No more than 3% voltage drop shall be allowed.
- ✓ All wiring to be copper type THHN.
- ✓ Mounting all fixtures in place, fixture aiming, commissioning of controls, control training, and final clean up.
- ✓ Includes all permits, fees and inspections associated with the project.
- ✓ All electrical installation to meet National Electric Code requirements.

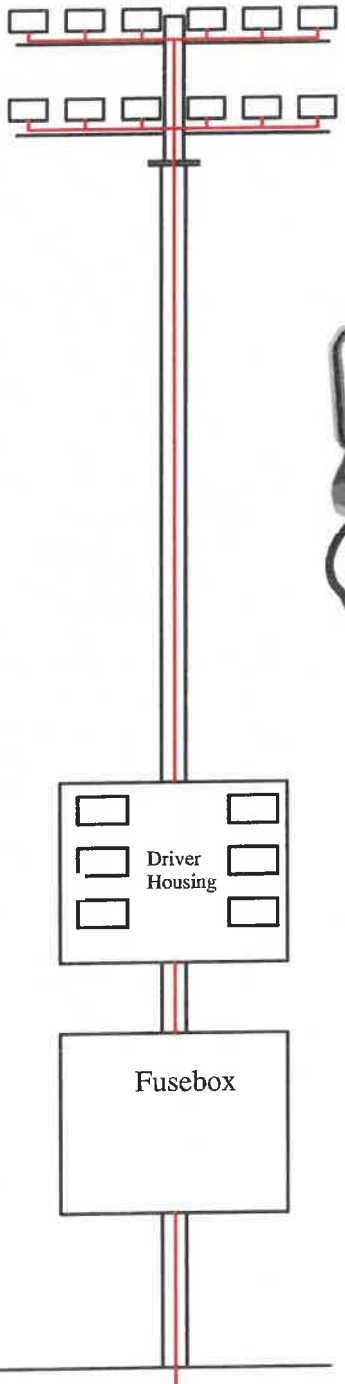
Total Including Retrofit Install = $678,000.00

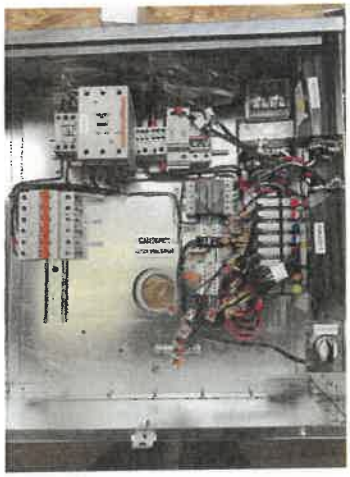
TSL-Remote Driver

Line Diagram





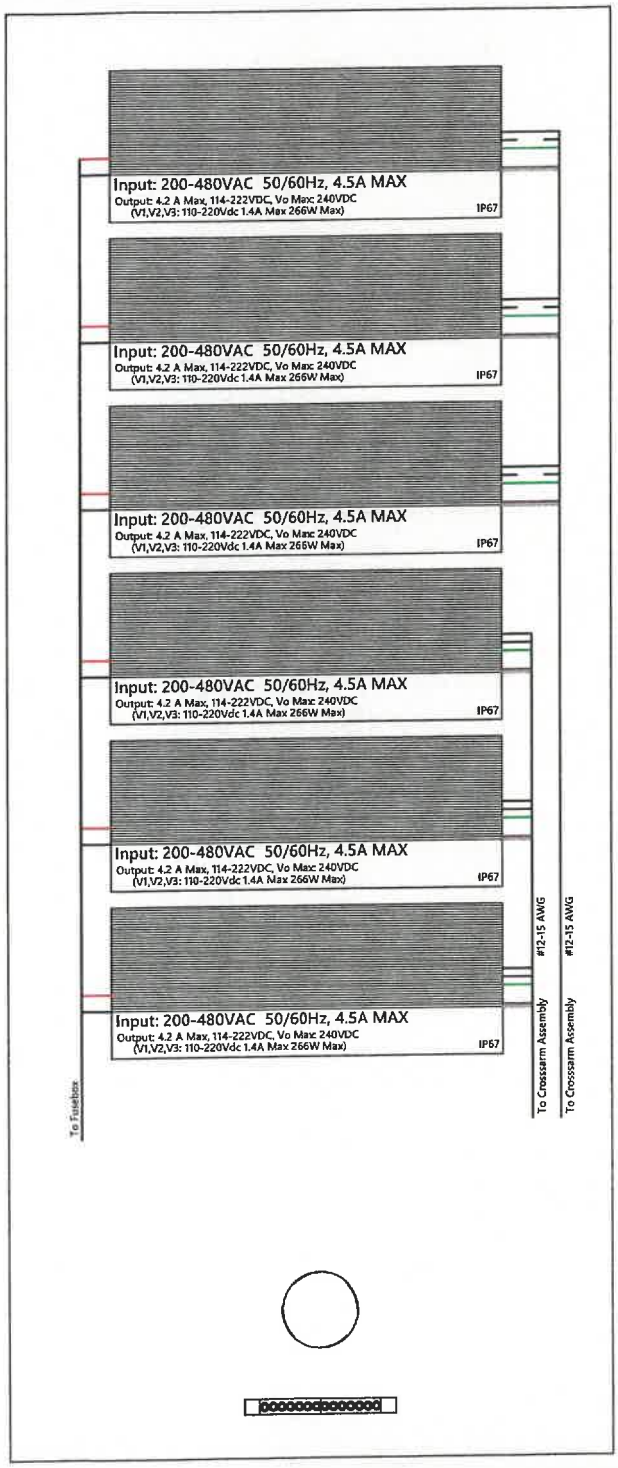




TECHLINE SPORTS LIGHTING

TSL-Remote Driver

Enclosure



TSL Remote Driver Option

- Field Type xx
- Cabinet Type: 20"x20"
- SFM: Medium
- 6 Fixture Cross Arm
- 2.5" Hole in BP
- 2" Hole in Box
- Dimming Control
- Action Lighting (if applicable)
- RGB (if applicable)
- 3 Fix surge Protection Included (in fusebox)
- Additional Individual Fix Surge Protection Available (in remote driver box, if applicable)

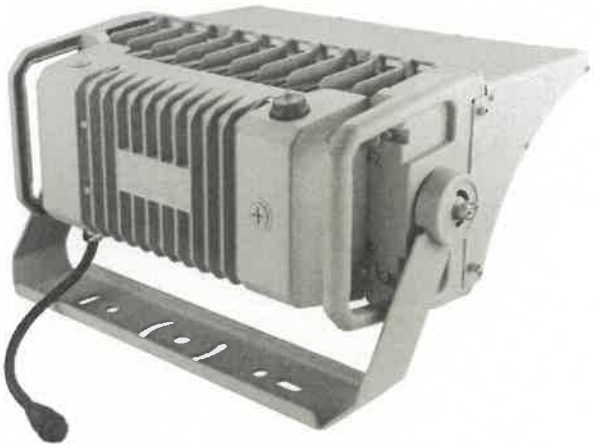
TECHLINE SPORTS LIGHTING

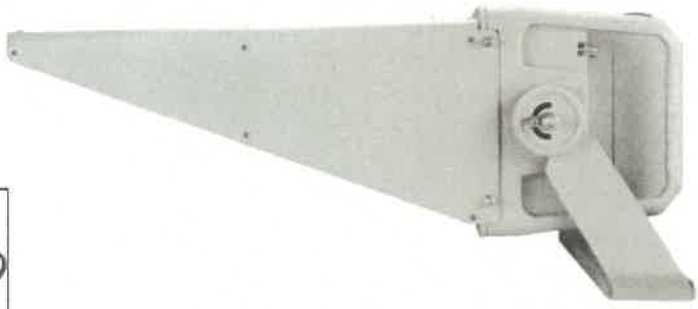
TSL800W

FIXTURE



Standard Visor





Extended Visor (optional)

UL CERTIFIED SAFETY US-CA E531867 LUMINAIRE

DLC LISTED PREMIUM

ASTM B117 Certified

TECHLINE SPORTS LIGHTING

TSL800W

TECHNICAL DATA

SYSTEM WATTS	800w
LUMEN OUTPUT	113,600
EFFICACY	142 LM/W
LIFE EXPECTANCY	L70 > 138,000h
EPA	1.8*
WEIGHT	45 lbs
BEAM ANGLE	N, M, W, EW
POWER FACTOR	@277v >.99 @480v >.96
CCT	5700K
CRI	>70Ra
INPUT VOLTAGE	200-480v
INPUT PROTECTION	10KV Current Surge
DRIVER	Integral
IP RATING	IP66
OPERATING TEMP RANGE	-40° C to +50°C
HOUSING MATERIAL	Aluminum, Powder Coated
CONTROLS	0-10v, DMX, DALI

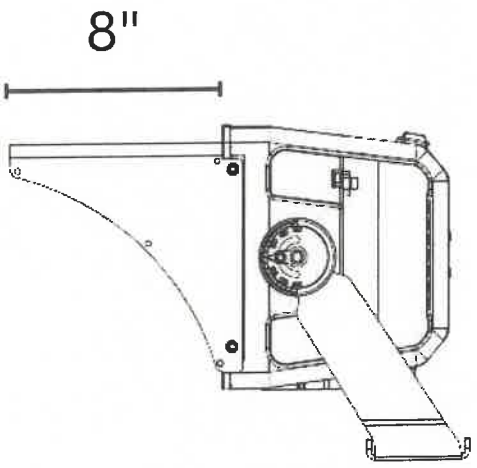
*EPA at 10° below horizontal

TECHLINE SPORTS LIGHTING

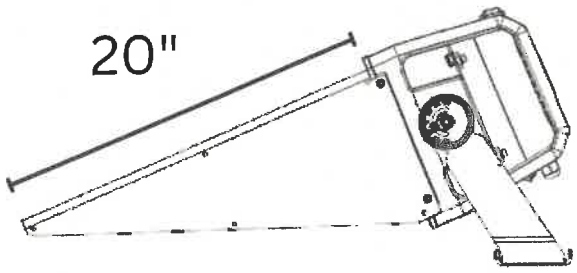
TSL800W

VISOR OPTIONS

Standard Visor



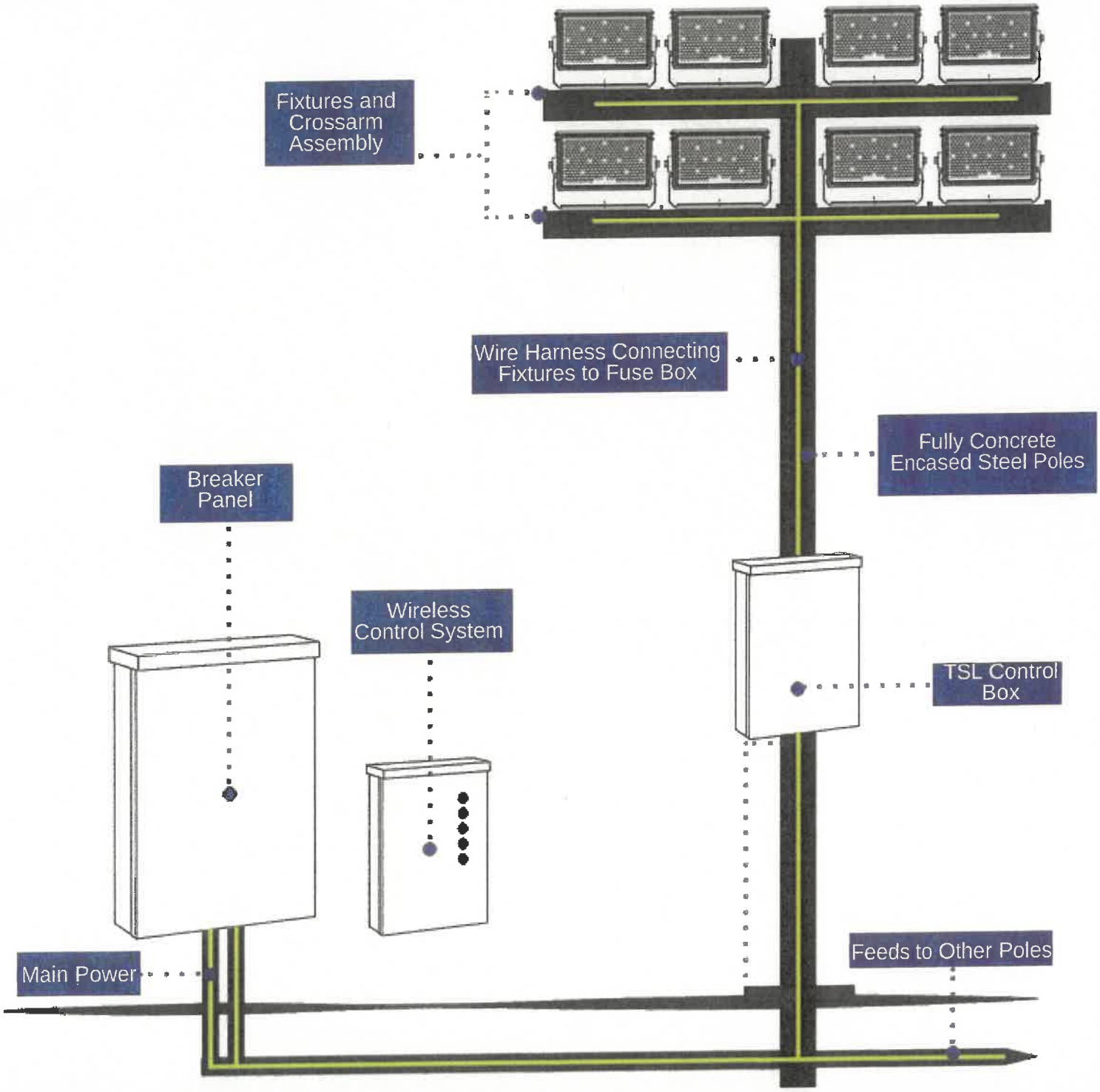
Extended Visor (optional)



Fixture Aimed at 23° Below Horizontal

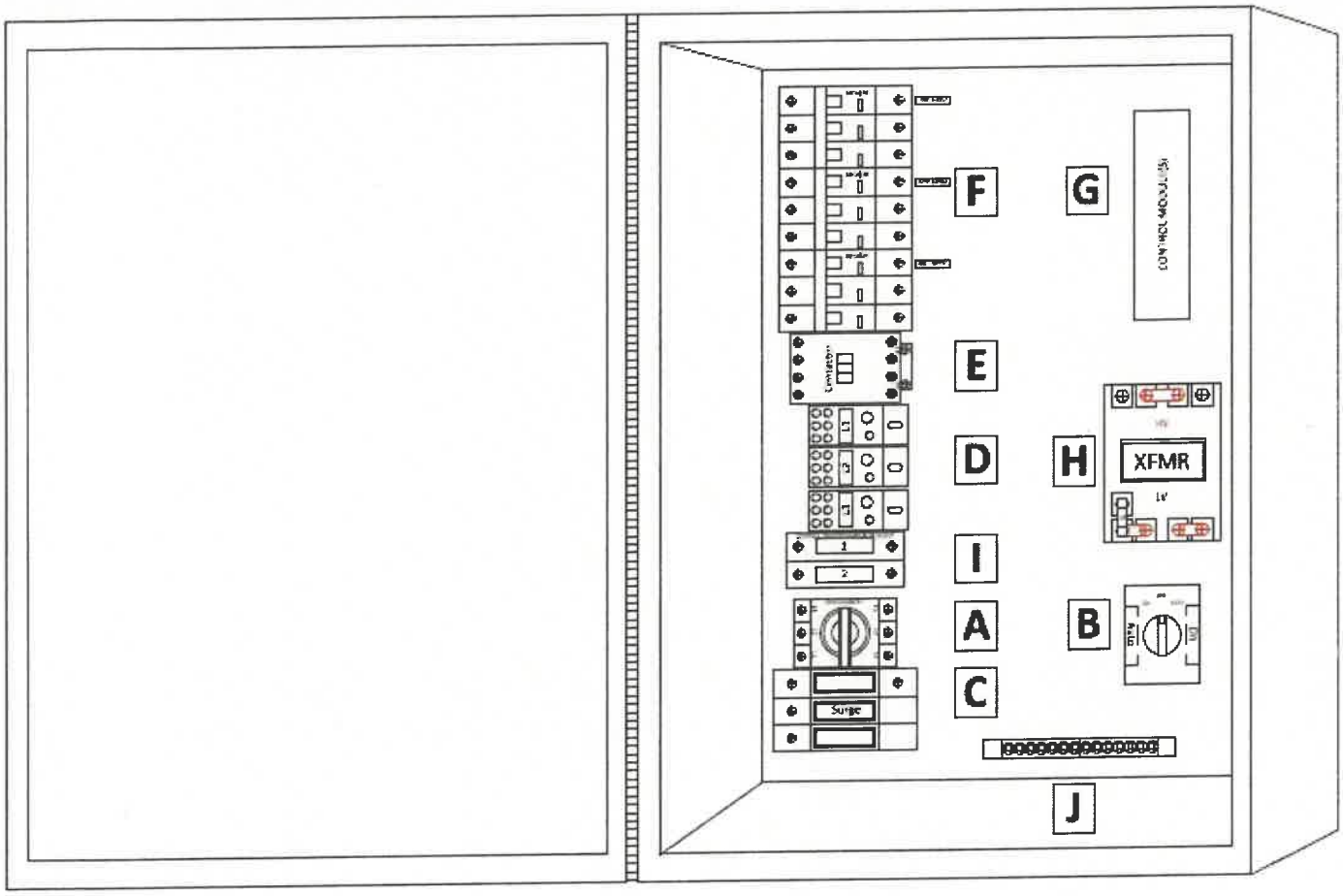
TECHLINE SPORTS LIGHTING

800 Watt System Drawing



TECHLINE SPORTS LIGHTING

TSL Control Box



Drawings do not designate Breaker/Fuse Sizes, NEMA Box Type, Distribution Block Info., Disconnect Switch Size, Ampacity or Surge Arrester specification.

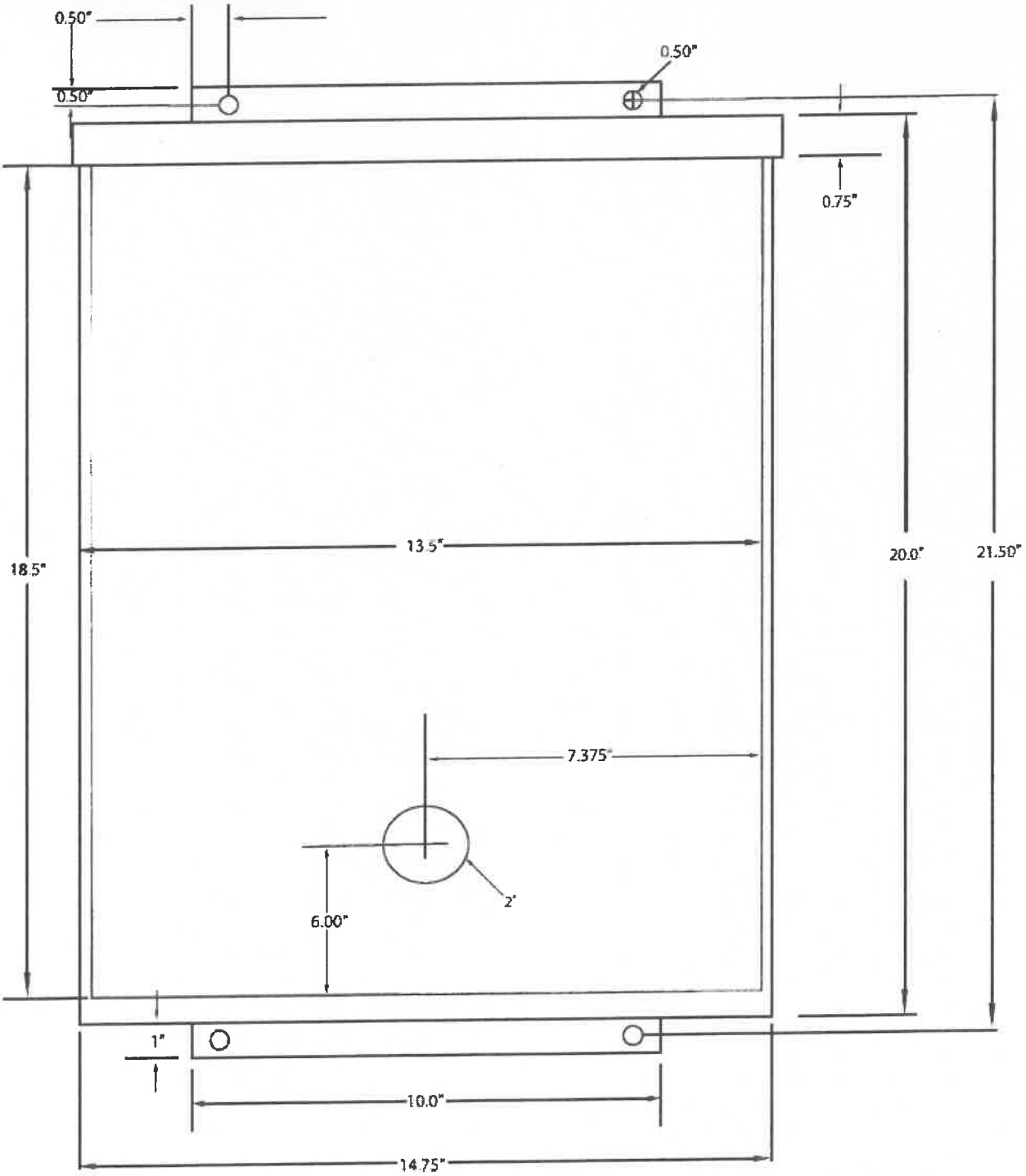
Drawing depicts a typical TSL Pole Mounted Control Box.

A customized Control Box will be Designed for requiremenst of specific applications.

- **A - Safety Disconnect Switch**
- **B - On/Off/Auto Override Switch**
- **C - Surge Protection**
- **D - Distribution Block**
- **E - Contactor**
- **F - Breakers for Power to Fixtures**
- **G - Control Module (controls specified by project)**
- **H - Step-Down Transformer for Controls**
- **I - Fuses for Step-Down Transformer**
- **J - Grounding Bar**

TECHLINE SPORTS LIGHTING

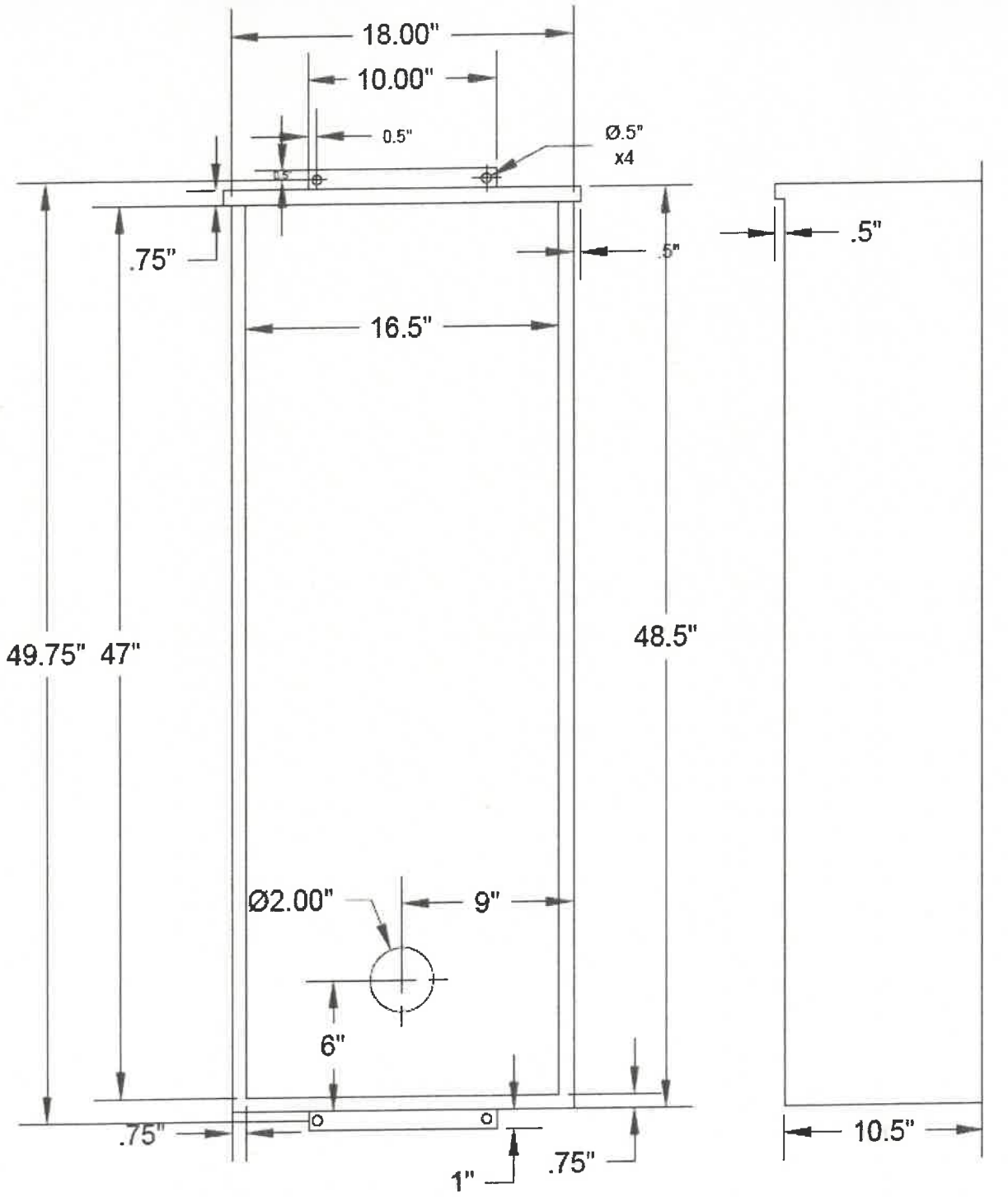
Small Box



****Drawings do not designate fuse size, wiring, NEMA box type, distribution block information, disconnect switch size, ampacity, and surge arrester specification**

TECHLINE SPORTS LIGHTING

Large Box



Right side view

****Drawings do not designate fuse size, wiring, NEMA box type, distribution block information, disconnect switch size, ampacity, and surge arrester specification**

TECHLINE SPORTS LIGHTING

synapse



Easily manage your sports lights with Techline Sports Lighting and Synapse SimplySnap, the easy-to-use scalable lighting management solution that just works.

Our software is designed with core capabilities that help simplify managing outdoor sports lighting systems of all sizes. The SimplySnap user interface with Base Cloud and Full Cloud Access options make it easy to make adjustments to groups of lights, or the entire lighting system. The built-in scheduling features can be used to schedule the lights for practices, evening games, and special events. Scenes allow multiple preset lighting configurations to be activated for special lighting needs. Add Action Lighting or Full Color RGB to create a more exciting fan experience after scores or special moments during the game.

SIMPLE USER INTERFACE

With SimplySnap, users can access and control their lighting system from anywhere using a web browser on any computer or smart device.

The responsive design and intuitive user interface works great on laptops, tablets, or phones for quick access and real-time updates to the system. Our intelligent lighting system scales easily to support small sites with a single sports lighting application or installations with several sports fields across multiple locations.



TECHLINE SPORTS LIGHTING

synapse

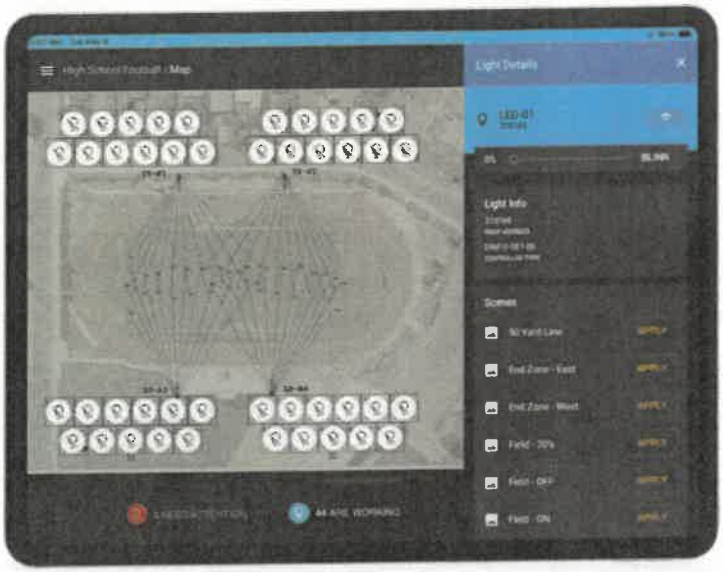
APPLICATIONS





+ Municipal Sports Complexes
+ K-12 Sports Fields
+ Collegiate Sports Fields
+ Professional Sports Fields

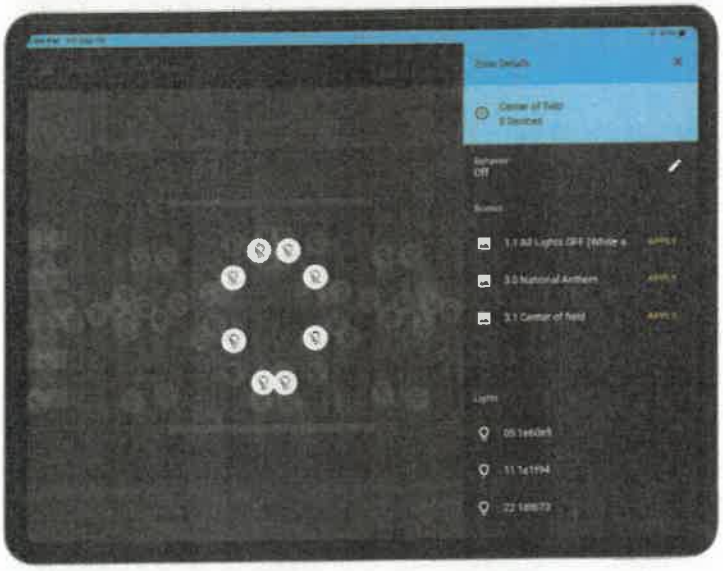
SOFTWARE FEATURES



USER INTERFACE

The list-based* or map-based** interface of SimplySnap provides fast and easy access to your sports lighting needs from anywhere. Adjust lights, activate scenes, or create schedules all from a user interface that was designed to be easy to learn and easy to use.

*Base Cloud access subscription
**Full Cloud access subscription



ZONES***

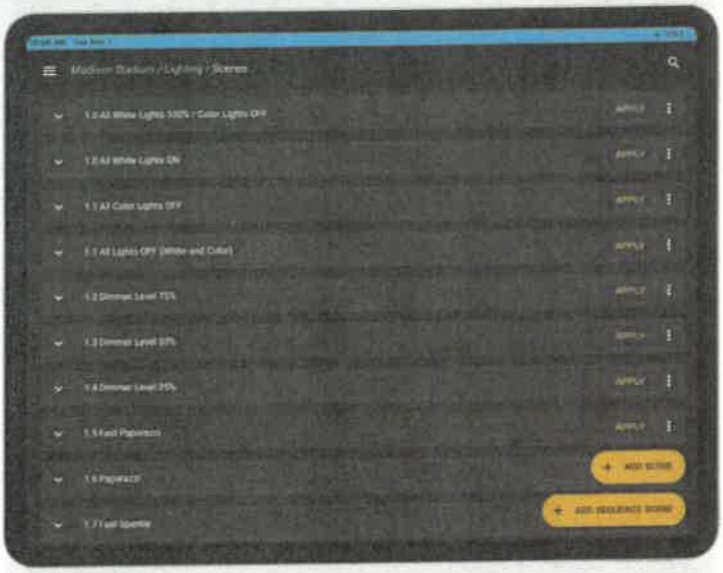
Lights can be organized and managed in easy-to-understand zones, supporting multiple sports fields or specific areas (End zone, Court 3, Softball Field 2, etc.).

***Certain Zones require upgraded pre-wiring. Confirm with Sales prior to purchase

TECHLINE SPORTS LIGHTING

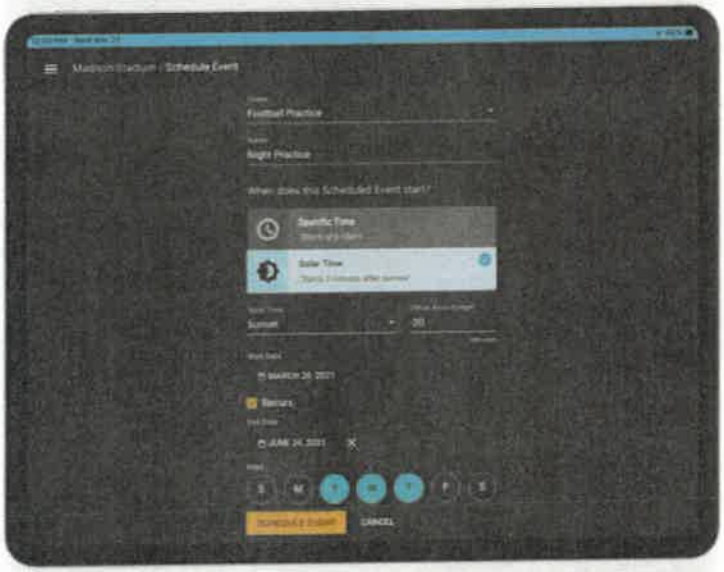
synapse

SOFTWARE FEATURES



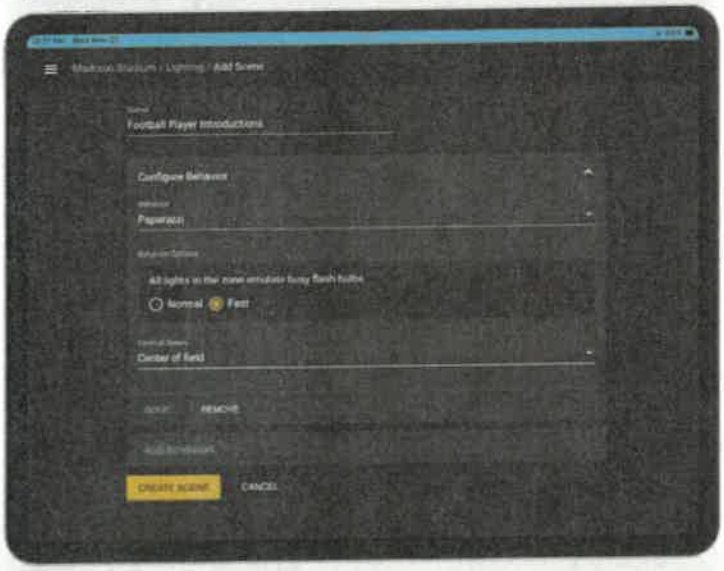
SCENES

Create a behavior or a group of behaviors for one or more control zones for lighting. Once created, these scenes can be applied with a single click or set to a schedule.



SCHEDULES

The built-in calendar feature allows scenes to be scheduled for one-time events or for recurring events over several years. Create schedules for practices and games for the entire season to automate control.



ACTION LIGHTING

Action Lighting* sends rapid dimming/on/off commands to groups of lights to create exciting light shows during sporting events. Create and save these for events like scoring, player or team entrances, halftime introductions, and other special events.

Note* - Requires compatible Synapse embedded Controller and a one-time license. Can be accessed with Base or Full Cloud subscription.

Techline SimplySnap Access Options

Base Cloud Remote Access

- List Based view of lighting system, summarized by Site Controller
- Instantly available; accessible anywhere with internet access and device with a browser
- Action Lighting controls
- Admin level access only - can create/delete scenes, schedule and/or turn on/off/dim
- Includes cellular service for 5 or 10 years, no additional hardware required (if quality cell coverage is available)

Full Cloud Remote Access

- Improved user experience over Base Cloud with customizable and intuitive, map-based view of entire lighting system
- Progressive web app (operates within device's browser) with homepage shortcut
- Multiple users with permission based access (i.e. turn on/off/dim vs. create/delete scenes and schedules)
- Single interface for multiple-gateway sites (multi-field, and/or large area sites)
- Action Lighting and full color RGB controls

HARDWARE COMPONENTS



CBSSW-450-002

Site Controller

The CBS Site Controllers are key components of every SimplySnap lighting control solution from Synapse. Site Controllers coordinate communication out to all the Synapse-enabled devices
that are part of the mesh network. They manage system configuration details, gather power and status information, apply zone behaviors, store scheduled events, generate notifications, and update controllers when new features or enhancements are added.
Each CBS also includes a 5 button switch that can be programmed and used to activate over 25 saved Scenes for fast direct control of different zones or the entire sporting complex.

WSW-02, WSW-08 and WSW-02-IP

Indoor and Outdoor Wireless Switches



Technical Advantages of Integral Drivers

Enhanced Heat Management:

- Integral drivers receive 360° wind circulation and cooling at the pole top. A six-fixture crossarm provides 36 square feet of cooling surface area per pole, compared to approximately 16 square feet for a remote enclosure housing multiple drivers.
- Remote systems often require fans to dissipate heat, which adds complexity and potential points of failure.

Superior Wind Cooling:

- Average wind speeds at 60-70 feet above ground level are significantly higher than at the base, providing exponential cooling benefits for integral drivers.

In addition to the customer benefits and technical advantages delivered by the utilization of integral drivers, they are also **100% backed by our 10-Year Maintenance-Free Warranty.** Our zero-failure history is a testament to the quality and reliability of our integral driver systems.

The Techline system will provide the City with a state-of-the-art, cost-effective, and highly reliable sports lighting system. We believe these benefits align with the City's objectives for quality, performance, and long-term value.

Thank you for your consideration. We look forward to your favorable response and remain available to provide additional information or address any questions you may have.

Rodney Hawthorne
President
Techline Sports Lighting

INTEGRAL DRIVERS

Techline Sports Lighting, one of the three largest sports lighting providers in the U.S. since 2014, has prepared our proposal based on the use of integral drivers. We understand the importance of your role in endorsing approved suppliers and we want to ensure you feel confident in Techline Sports Lighting. Below, we outline the reasons we recommend integral drivers over remote drivers, supported by our extensive expertise and industry-leading performance record.

Key Benefits of Integral Drivers:

1. Cost Efficiency
   - Reduces upfront system costs and installation expenses.
   - Minimizes lead times, enabling faster project completion.
2. Reliability and Longevity
   - Integral drivers operate at significantly cooler temperatures due to individual isolation and enhanced wind cooling at the top of the pole.
   - Techline's TSL800 fixtures and drivers have a proven track record with zero failures over tens of thousands of installations.
3. Installation Compatibility
   - Remote driver systems require larger wiring harnesses, which may not fit within the internal diameters of existing concrete poles.
   - Integral drivers eliminate the need for costly and time-intensive field modifications to mount large enclosures at the pole base.
4. Improved Stability
   - Integral driver fixtures are more stable in high-wind conditions, reducing vibration and the potential for strobing effects on the field.
   - Integral drivers are protected from flood risks, ensuring reliable performance in coastal environments.

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: Techline Sports Lighting

Address: 15303 Storm Dr

City & State: Austin, TX ~~78734~~ Zip Code: 78734

Telephone: ( ) 512-788-2862 E-mail: chase@sportlighting.com Fax: ( ) n/a

Number of Years in Business: 25 Contact Name Chase Hawthorne

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ 379,000
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ 189,000
Replacement/retrofit of lighting for two (2) parking lot areas	$ 15,000
10 year Warranty Service	$ 15,000

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

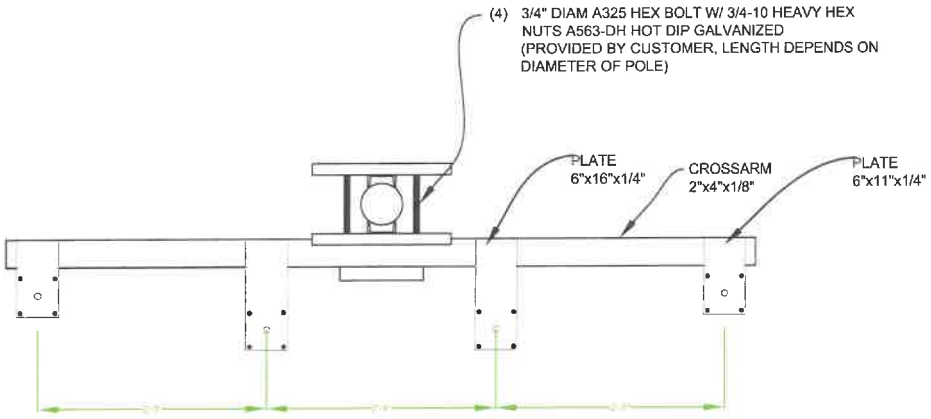
Name and Title of Authorized Representative: Chase Hawthorne, Regional VP
(Print or Type)

Signature: Chase Hawthorne

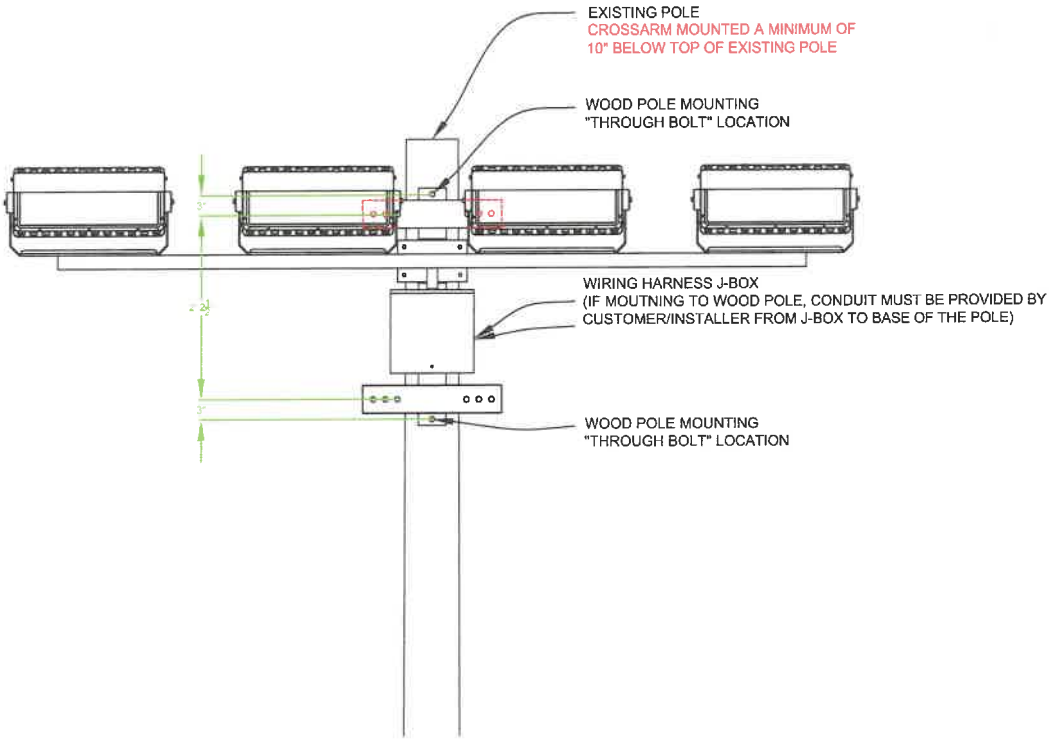
Date of Bid: 11/26/24

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

TOP VIEW



FRONT VIEW



TECHLINE SPORTS LIGHTING
www.sportlighting.com

** NOT TO SCALE

** Hot-Dip galvanized after fabrication to ASTM A123 specifications

** Assembly Weight: 304 lbs
Assembly EPA: 11.31 sq. ft.
(Including Fixtures)

15303 STORM DR.
AUSTIN, TX 78734
PHONE: (512)977-8880
TOLL FREE: (800)500-3161

DATE:	REV.:	CHECKED BY:
1/1/23		
DRAWING NUMBER:		DRAWN BY:

4 FIXTURE CROSSARM ASSEMBLY

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:

Name: EAG-LED LLC

Address: 13046 Racetrack Rd Suite 187

City, State, Zip: Tampa, FL 33626

Telephone No.: 813-463-2420

Email: agrant@eag-led.com

Corporation	
Partnership	x
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   EAG-LED LLC

   The address of the principal place of business is:

   13046 Racetrack Rd Suite 187
   Tampa FL 33626

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: 11/2014

   b. State of Incorporation: Florida

   c. President's name: John Grant

   d. Vice President's name: Daryl Smith

e. Secretary's name: Suzanne Smith

f. Treasurer's name: Amy Grant

g. Name and address of Resident Agent: EAG-LED LLC 13046 Racetrack Rd
Tampa FL 33626

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: 11/2014

b. Name, address and ownership units of all partners:

Amy Grant 50 Willowwood lane Oldsmar

Suzanne Smith 12512 Eagles Entry Odessa

c. State whether general or limited partnership: Limited

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

10

Under what other former names has your organization operated?

None

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

License # EC13010759

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Over 10 years of manufacturing and installing our own lights.
From parking lots to ball fields, & parking garages for hotels and municipalities.

10. State the name of the individual who will have personal supervision of the work:

Jeff Fuller

11. State the name and address of attorney, if any, for the business of the responsive bidder:

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

EAG-LED

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

Amy Grant 50 Willowood Lane Oldsmar

Suzanne Smith Eagles Entry Dr Odessa

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	1
b.	Non-Governmental Related Work	3
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
Chase Bank	Countryway Blvd Tampa	813-814-1958
LMCU	Linebaugh Ave Tampa	800-242-9790
Bank Of America	Racetrack Rd Tampa	

16. What will be your turnaround time for written responses to City inquires?

Same business day

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

none

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

none

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

none

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

none

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Doug N Grant

(Title) Principle

Subscribed and sworn to before me

This 25th day of November, 20 24

Frederick Daryl Smith

Notary Public (Signature)

My Commission Expires:

FREDERICK DARYL SMITH
Notary Public, State of Florida
My Comm. Expires Apr. 19, 2025
No. HH 118825

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 _____

2. This sworn statement is submitted by EAG-LED LLC whose business address is 13046 Racetrack Rd Suite 187 Tampa FL 33626

and (if applicable) Federal Employer Identification Number (FEIN) is 47-2331758 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

3. My name is Amy Grant and my relationship to the entity named above is Principle

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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.

X 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)

X The person or affiliate was placed on the convicted vendor 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 vendor list. (please attach a copy of the final order)

X The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Doug N Grant Date: 11/25/24

(Signature)

STATE OF FLORIDA
COUNTY OF Hillsborough

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 25th day of November, 2024, and is personally known to me, or has provided as identification.

Fredy Daryl Smith
Notary Public

My Commission expires:

FREDERICK DARYL SMITH
Notary Public, State of Florida
My Comm. Expires Apr. 19, 2025
No. HH 118825

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: EAG-LED LLC

ADDRESS: 13046 Racetrack Rd Suite 187

CITY: Tampa STATE: FL ZIP CODE: 33626

TELEPHONE NUMBER: 813-463-2420

SIGNATURE: Amy N Grant DATE: 11/25/24

NAME (TYPED OR PRINTED): Amy Grant

TITLE: Principle

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 4
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as EAG-LED LLC Principal, and as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as Owner in the penal sum of (five percent (5%) of the Contract Bid) _____ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.

Signed, this 25th day of November, 20 24

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.**

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

2. This obligation shall be null and void if:
   - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
   - 2.2 All bids are rejected by Owner, or
   - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term "bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):

Amy Grant

By:_____ (L.S.)

Title: Principle

Attest: Amy N Grant

Signature and Title

Surety (Print Full Name):

_____

(Seal) Surety's Name and Corporate Seal

By: _____

Signature (attach power of attorney)

Title:_____

Attest: _____

Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Amy Grant (insert name) as Principle (insert title) on behalf of EAG-LED LLC (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Amy N Grant

Printed Name: Amy Grant
Title: Principle
Nongovernmental entity: EAG-LED LLC
Date: 11/25/24

STATE OF Florida
COUNTY OF Hillsborough

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by Amy Grant as Principle on behalf of Eag-Led LLC, who is personally known to me or who produced Drivers License as identification this 25th day of November, 2024.

Frederick Daryl Smith
Notary Public

(Notary Seal)

FREDERICK DARYL SMITH
Notary Public, State of Florida
My Comm. Expires Apr. 19, 2025
No. HH 118825

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

EAG-LED LLC
Bidder's Company Name

13046 Racetrack Rd Suite 187

Tampa FL 33626
Address

813-463-2420
Phone #

47-2331758
Federal ID # or SS #

Authorized Signature

Amy Grant
Authorized Signatory (Print Name)

Principle
Title

Fax #

See documents posted on https://www.cityofdestin.com/Bids.aspx.

Exhibit A – Price Proposal Sheet

Bidder may use paper copy provided on next page of this bid document or may use the MS Excel fillable spreadsheet posted at the site above.

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: EAG-LED LLC

Address: 13046 Racetrack Rd Suite 187

City & State: Tampa, Florida Zip Code: 33626

Telephone: 813 463-2420 E-mail: agrant@eag-led.com Fax: ( )

Number of Years in Business: 10 Contact Name Amy Grant

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ 545,762
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ 272,882
Replacement/retrofit of lighting for two (2) parking lot areas	$ 12,660
10 year Warranty Service	$ included

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Amy Grant/ Principle
(Print or Type)

Signature: Amy N Grant

Date of Bid: 11/25/24

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

INVOICE

EAG-LED
13046 Racetrack Road # 187
Tampa, FL 33626
(813) 463-2420
www.EAG-LED.com

11/25/2024

City of Destin - RFB 24-14-REC, Morgan Sports Complex Lighting
Kimberly Montgomery : Deputy City Clerk
4200 Indian Bayou Trial. Destin, FL. 32541
850-837-4242

Product	Details	Quantity	Unit Price	Cost	Location
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	32	$ 2,058.00	$ 65,856.00	Soccer Field 1
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	32	$ 2,058.00	$ 65,856.00	Soccer Field 2 & 3
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	32	$ 2,058.00	$ 65,856.00	Baseball Field A
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	34	$ 2,058.00	$ 69,972.00	Baseball Field B
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	22	$ 2,058.00	$ 45,276.00	Baseball Field C
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	22	$ 2,058.00	$ 45,276.00	Baseball Field D
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	44	$ 2,058.00	$ 90,552.00	Baseball Field F
EAG-SFLR-1200W	*Voltage: 100-277 Dimmable: No CCT: 5000*	25	$ 2,058.00	$ 51,450.00	Baseball Field G
EAG-SB-120W	*Voltage: 100-277 Dimmable: No CCT: 5000*	8	$ 423.00	$ 3,384.00	Soccer Parking Lot
EAG-SB-120W	*Voltage: 100-277 Dimmable: No CCT: 5000*	12	$ 423.00	$ 5,076.00	Baseball Parking Lot
Total		263		**$ 508,554.00**	
Installation Includes Lifts, Material and Disposal				**$ 322,750.00**	
Total Project Cost				**$ 831,304.00**	
Total (50% Deposit Required)				**$ 415,652.00**	

Terms For Installation: 50% deposit with order, balance due in full at the time LED product is delivered. This will allow us to schedule and complete installation, which includes removal and replacement of existing fixtures. Installation does not include disposal of removed lights and fixtures. Additional required electrical work and or materials are additional and will be charged. All credit card payments will be charged a 3% processing fee.

Thank you for your purchase; we genuinely appreciate your business!

By ordering and/or receiving services/items listed, the above mentioned customer agrees to all conditions and terms of sale as stated by EAG-LED, LLC and/or as may be customary in the trade. All products listed or conveyed herein remain the property of EAG-LED, LLC until paid in full. customer agrees to meet all agreed conditions and/or obligations and further agrees to bear all reasonable costs in the event legal action becomes necessary to enforce any terms. All invoices are due and payable upon presentation. Past due items will incur a 11/2% monthly charge and will necessitate COD or CIA future orders. TM & ©2024 EAG-LED, all rights reserved.

November 26th, 2024

RFB NO. 24-14-REC

DESTIN MORGAN SPORTS CENTER LIGHTING

Presented to Qualite Customer:

City of Destin, Florida

Presented By:

Michael Kiker

Qualite Sports Lighting, LLC

P: 850.842.1691 E: mkiker@qualite.com

TABLE OF CONTENTS

Destin Morgan Sports Center Lighting
Request For Bids RFB No. 24-14-REC City of Destin, Florida
QL#23162D2

Transmittal Letter/Checklist A

On/Off Field Lighting Design & Luminaire Aiming B

Photometric Reports C

Price Proposal Sheet D

Completed Bid Forms E

1. Responsive Bidder Qualification Statement
2. Public Entity Crime Form
3. Drug Free Workplace Certification
4. Bid Bond
5. Anti Human Tracking Affidavit
6. Anti Collusion Statement

Proof of Insurance F

Proof of Licensing and Certification G

Addendums H

LifeCycle Cost Calaculation I

Warranty J

Light Level Guarantee K

Product Information L

References M

About Qualite N

Qualite
SPORTS LIGHTING, LLC

A

Letter/Checklist

Qualite
SPORTS LIGHTING, LLC

To Whom This Concerns,

We want to offer the enclosed documentation, product designs, product details, warranty, controls, and all items requested within the specification for review and consideration of the Morgan Sports Complex project award by Qualite Sports Lighting, LLC. GameChanger™ LED Lighting System.

Qualite Sports Lighting, LLC. has been in business for over 38 years and is based in Hillsdale, MI. Qualite is an original equipment manufacturer that designs, builds, and installs outdoor sports lighting and controls with thousands of projects across the USA, Canada, and other locations throughout the world. We are a privately held company and take much pride in the design, performance, and longevity of our product.

The enclosed package meets and exceeds the written specifications from product to performance by utilizing the GameChanger™ Gen IV product with TIR lensing that provides precision lighting control both on and off the field. Our system comes complete with a remote equipment enclosure that houses the driver, controls, fusing, power supply, etc. The RAB Lighting controls are designed and tested in the field as well as in our engineering development facility to provide exceptional control, monitoring as well as scheduling of the lighting.

Every GameChanger™ LED fixture comes complete with a 25-year complete “bumper to bumper” service warranty that covers every part of our system at no additional cost to the end user. Thank you for your review and we look forward to a positive response.

We see no problem with meeting the specifications of this project and look forward to the opportunity to work with the City of Destin. Please reach out if you have any questions regarding this proposal.

Thank you,

Michael Kiker
Ouside Sales Manager
Qualite Sports Lighting, LLC.
850.842.1691 | mkiker@qualite.com

LITTLE LEAGUE® LIGHTING STANDARDS CHECKLIST
DESIGN SUBMITTAL DATA CHECKLIST AND CERTIFICATION

This form will assist you in comparing proposals from various lighting manufacturers. All items listed below should comply with your project's specifications and be submitted according to your pre-bid submittal requirements.

Included	Tab	Item	Description
Yes	**A**	Letter/Checklist	Listing of all information being submitted must be included on the table of contents. List the name of the manufacturer's local representative and his/her phone number. Signed submittal checklist to be included.
Yes	**B**	On Field Lighting Design	Lighting design drawing(s) showing: a. Field name, date, file number, prepared by, and other pertinent data b. Outline of field(s) being lighted, as well as pole locations referenced to home plate. Illuminance levels at grid spacing specified c. Pole height, number of fixtures per pole, as well as luminaire information including wattage, lumens and optics d. Height of meter above field surface should be 36 inches e. Summary table showing the number and spacing of grid points; average, minimum and maximum illuminance levels in foot candles (fc); uniformity including maximum to minimum ratio, coefficient of variance and uniformity gradient; number of luminaries, total kilowatts, average tilt factor; light loss factor. f. Manufacturers shall provide constant light level or provide both initial and maintained light scans using a maximum 0.65 Recoverable Light Loss Factor and lamp replacement interval at 3000 hours to calculate maintained values as shown in section 1.1.B.2.
Yes	**C**	Off Field Lighting Design	Lighting design drawings showing spill light levels in footcandles and candela as specified.
Yes	**D**	Photometric Report (glare concerns only)	Provide photometric report for a typical luminaire used showing candela tabulations as defined by IESNA Publication LM-35-02. Photometric data shall be certified by laboratory with current National Voluntary Laboratory Accreditation Program or an independent testing facility with over 5 years experience.
Yes	**E**	Life Cycle Cost calculation	Document life cycle cost calculations as defined on the Life-Cycle Operating Cost Evaluation. Identify energy costs for operating the luminaires, maintenance cost for the system including spot lamp replacement, and group relamping costs. All costs should be based on 10 Years.
Yes	**F**	Luminaire Aiming Summary	Document showing each luminaire's aiming angle and the poles on which the luminaries are mounted. Each aiming point shall identify the type of luminaire.
Yes	**G**	Structural Calculations (if required)	Pole structural calculations and foundation design showing foundation shape, depth backfill requirements, rebar, and anchor bolts (if required). Pole base reaction forces shall be shown on the foundation drawing along with soil bearing pressures. Design must be stamped by a structural engineer licensed in the state where the project is located.
Yes	**H**	Control and Monitoring (if required)	Manufacturer shall provide datasheet or schematics for automated control system to include monitoring. They shall also provide examples of system reporting, and access for user groups to operate the system.
No	**I**	Electrical distribution plans	If bidding a system other than the base design, manufacturer must include a revised electrical distribution plan including changes to service entrance, panels, and wire sizing, signed by a licensed Electrical Engineer in the state where the project is located.
Yes	**J**	Performance Guarantee	Provide written guarantee of illumination levels, including a commitment to undertake all corrections required to meet the performance noted in these specifications at no expense to the owner. Light levels must be guaranteed per the number of years specified.
Yes	**K**	Warranty	Provide written warranty information including all terms and conditions.
Yes	**L**	Project References	Manufacturer to provide a list of project references of similar products completed within the past three years.
Yes	**M**	Product Information	Complete set of product brochures for all components, including a complete parts list and UL Listings.
Yes	**N**	Non-Compliance	Manufacturer shall list all items that do not comply with Little League Lighting Standards.
Yes	**O**	Compliance	Manufacturer shall sign off that all requirements of the specifications have been met at that the manufacturer will be responsible for any future costs incurred to bring their equipment into compliance for all items not meeting specifications and not listed in item N – Non-Compliance

Manufacturer: Qualite Sports Lighting **Signature:** 

Contact Name: Michael Kiker **Date:** 11 / 06/ 20204

7705 Winegard Road, Orlando, FL 32809
* P: 800.933.9741 * F: 517.439.1194 *
* E: info@qualite.com * www.qualite.com *



Capability Statement

Sports lighting manufacture, designer, product installer.

Thirty-five-year history of creating products and applications specific to sports and large area lighting projects.

Differentiators

Qualite's R & D department has designed and Qualite produces all systems in the USA at our Hillsdale, MI factory. Qualite is Florida-licensed electrical contractor and routinely installs poles and lights for projects. Qualite's Edison Award-winning QLED GameChanger Lighting System™ carries a 25-year parts, warranty and light level guarantee. The system's wireless controls comes standard with instant on/off; unlimited dimming capabilities; individual control per pole, field or complex; scheduling; and programming out to five (5) years in advance.
We have our own dedicated crews for service, and we are able to monitor our systems wirelessly from the factory. Our standard remote driver cabinet keeps 95% of all service issues at step ladder height so no need trucks for driving around fields.

Past Performance Florida

Over the last 35 years, there have been hundreds of Qualite applications installed in Florida.
In the very recent past, our LED GameChanger Installations in Florida include:

1. City of Wellington (4 soccer, 8 tennis and 3 basketball)
2. Panama City Sports Complex (13 fields)
3. South Walton County Park (7 fields)
4. Big Corkscrew Regional Park, Naples, FL (7 fields, 10 sport courts, large pool area)
5. Top Golf (8 Florida locations)
6. Lake Nona Volleyball Complex
7. Avicenna International Soccer Complex, Ocala, FL
8. South Walton High School, Santa Rosa Beach, FL
9. City of Wilton Manors Baseball
10. Tommy Oliver Stadium, Panama City, FL
11. Cardinal Gibbons High School, Fort Lauderdale, FL
12. Arnold High School, Panama City Beach, FL

Company Data

* Qualite is a Florida-licensed electrical contractor, #EC0003007
* BuyBoard Cooperative Purchasing: www.buboard.com Contract # 512-18
* TIPS-USA: The Interlocal Purchasing System www.tips-usa.com.
  Contracts: Trades, Labor and Materials, 170201;
  Lighting Systems Parts and Installation , 18060201 and 18060202
* NAICS 335122, 335129



Contacts

Customer Concierge: Whitney Johnson, 517.610.5808 **Sales:** Michael Kiker, 850.842.1691
Warranty and Emergency Services: Chris Parks, 517.510.5703

Qualite
SPORTS LIGHTING, LLC

B

On/Off Field Lighting Design

Calculation Summary									
Project: 23162D1-A (DESTIN MORGANS SPORTS CENTER LIGHTING)									
Label	Units	Avg	Max	Min	Max/Min	CV	UG	# Pts	Pt Spacing
AMBERJACK - INFIELD	Fc	50.8	60.5	40.6	1.49	0.13	1.44	25	25 X 25
AMBERJACK - OUTFIELD	Fc	31.4	41.5	20.6	2.01	0.18	1.85	103	25 X 25
BARRACUDA - INFIELD	Fc	53.6	63.4	43.2	1.47	0.12	1.39	25	25 X 25
BARRACUDA - OUTFIELD	Fc	30.6	45.0	22.7	1.98	0.16	1.52	98	25 X 25
COBIA - INFIELD	Fc	50.0	59.1	39.1	1.51	0.14	1.37	25	25 X 25
COBIA - OUTFIELD	Fc	30.5	41.9	22.1	1.90	0.17	1.74	105	25 X 25
DOLPHIN - INFIELD	Fc	50.9	60.1	40.2	1.50	0.10	1.33	25	25 X 25
DOLPHIN - OUTFIELD	Fc	30.0	41.0	20.8	1.97	0.19	1.71	104	25 X 25
FLOUNDER - INFIELD	Fc	50.1	60.8	41.2	1.48	0.11	1.30	25	20 X 20
FLOUNDER - OUTFIELD	Fc	30.4	40.6	19.9	2.04	0.20	1.93	71	20 X 20
GROUPER - INFIELD	Fc	50.7	61.4	38.7	1.59	0.11	1.27	25	20 X 20
GROUPER - OUTFIELD	Fc	31.9	40.5	20.0	2.03	0.14	1.65	72	20 X 20
SOCCER FIELD 1	Fc	35.2	43.0	26.2	1.64	0.13	1.52	104	25 X 25
SOCCER FIELD 2	Fc	36.6	44.9	29.3	1.53	0.12	1.40	104	25 X 25
SOCCER FIELD 3	Fc	37.7	47.0	30.3	1.55	0.12	1.52	104	25 X 25

TOTAL Luminaire Schedule					
Symbol	Qty	Description	Tag	Watts	Total Watts
	7	P1C MH: 20'	RAB: ALED-2T-80W-3K	81	567
	22	P1B MH: 20'	RAB: ALED-2T-60W-3K	60	1320
	3	P1A MH: 20'	RAB: ALED-4T-80W-3K	82	246
	16	P2A MH: 20'	RAB: ALED-5T-60W-3K	60	1920
	6	P2B MH: 20'	RAB: ALED-5T-80W-3K	82	984
	28	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	37240
	40	GC 1300 N2WWW	GEN 4 LARGE	1330	53200
	92	GC 1300 N4W-33	GEN 4 LARGE	1330	122360
	3	GC 1300 N5V-33	GEN 4 LARGE VISORED	1330	3990
	47	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	62510
	1	GC 600 N6V-33	GEN 4 SMALL VISORED	670	670

KW PER POLE	
Project: SOFTBALL FIELDS	
Label	KW
A1	7.98
A2	9.31
A3	7.98
A4	10.64
B1	15.96
B2	15.96
B3	15.96
B4	17.29
C1	5.32
C2	5.32
C3	5.32
C4	5.32
C5	5.32
C6	5.32
C7	5.32
C8	5.32
TOTAL SOFTBALL	143.64

KW PER POLE	
Project: SOCCER FIELDS	
Label	KW
S01	7.98
S02	7.98
S03	7.98
S04	7.98
S05	15.96
S06	7.98
S07	7.98
S08	15.96
S09	7.98
S10	7.98
TOTAL SOCCER	95.76

KW PER POLE	
Project: LITTLE LEAGUE	
Label	KW
A5	2.66
A6	5.32
A7	2.66
A8	5.32
C09	5.99
C10	5.32
C11	6.65
C12	6.65
TOTAL LL	40.57

THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024

FIELD LIGHTS ON

Calculation Summary								
Project: PARKING - EAST								
Label	Units	Avg	Max	Min	Max/Min	CV	# Pts	Pt Spacing
DRIVE TO EAST PARKING	Fc	3.38	6.5	1.1	5.910	0.450	140	10 X 10
EAST PARKING	Fc	3.87	8.7	1.7	5.120	0.310	719	10 X 10

Calculation Summary								
Project: PARKING - WEST								
Label	Units	Avg	Max	Min	Max/Min	CV	# Pts	Pt Spacing
DRIVE TO WEST PARKING	Fc	5.98	10.3	1.8	5.720	0.350	49	10 X 10
WEST PARKING	Fc	4.74	10.6	1.6	6.630	0.350	513	10 X 10

FIELD LIGHTS OFF

Calculation Summary								
Project: PARKING - EAST								
Label	Units	Avg	Max	Min	Max/Min	CV	# Pts	Pt Spacing
DRIVE TO EAST PARKING	Fc	3.14	6.2	1.0	6.200	0.470	140	10 X 10
EAST PARKING	Fc	3.23	7.0	1.4	5.000	0.300	719	10 X 10

Calculation Summary								
Project: PARKING - WEST								
Label	Units	Avg	Max	Min	Max/Min	CV	# Pts	Pt Spacing
DRIVE TO WEST PARKING	Fc	3.25	7.3	1.0	7.300	0.540	49	10 X 10
WEST PARKING	Fc	3.89	8.1	1.2	6.750	0.370	513	10 X 10

THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024

TOTAL Luminaire Schedule					
Project: A1 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	3	GC 1300 N2WWW	GEN 4 LARGE	1330	3990
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: A2 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N4W-33	GEN 4 LARGE	1330	2660
	1	GC 1300 N5V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: A3 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	3	GC 1300 N4W-33	GEN 4 LARGE	1330	3990
	1	GC 1300 N5V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: A4 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2WWW	GEN 4 LARGE	1330	1330
	6	GC 1300 N4W-33	GEN 4 LARGE	1330	7980
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: B1 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	2	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	2660
	1	GC 1300 N2WWW	GEN 4 LARGE	1330	1330
	9	GC 1300 N4W-33	GEN 4 LARGE	1330	11970

TOTAL Luminaire Schedule					
Project: B2 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	5	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	6650
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	5	GC 1300 N4W-33	GEN 4 LARGE	1330	6650

TOTAL Luminaire Schedule					
Project: A5 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N5V-33	GEN 4 LARGE VISORED	1330	1330
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: A6 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	4	GC 1300 N4W-33	GEN 4 LARGE	1330	5320

TOTAL Luminaire Schedule					
Project: A7 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: A8 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	4	GC 1300 N4W-33	GEN 4 LARGE	1330	5320

TOTAL Luminaire Schedule					
Project: B3 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	2	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	2660
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	8	GC 1300 N4W-33	GEN 4 LARGE	1330	10640

TOTAL Luminaire Schedule					
Project: B4 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	3	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	3990
	1	GC 1300 N2WWW	GEN 4 LARGE	1330	1330
	9	GC 1300 N4W-33	GEN 4 LARGE	1330	11970

THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024

TOTAL Luminaire Schedule					
Project: C1 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	3	GC 1300 N4W-33	GEN 4 LARGE	1330	3990
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: C2 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	2	GC 1300 N4W-33	GEN 4 LARGE	1330	2660
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: C3 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	3	GC 1300 N4W-33	GEN 4 LARGE	1330	3990

TOTAL Luminaire Schedule					
Project: C4 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	4	GC 1300 N4W-33	GEN 4 LARGE	1330	5320

TOTAL Luminaire Schedule					
Project: C5 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	4	GC 1300 N4W-33	GEN 4 LARGE	1330	5320

TOTAL Luminaire Schedule					
Project: C6 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	4	GC 1300 N4W-33	GEN 4 LARGE	1330	5320

TOTAL Luminaire Schedule					
Project: C7 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	2	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: C8 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	1	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	1330

TOTAL Luminaire Schedule					
Project: C9 60'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660
	1	GC 600 N6V-33	GEN 4 SMALL VISORED	670	670

TOTAL Luminaire Schedule					
Project: S1 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: S2 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: S3 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024

TOTAL Luminaire Schedule					
Project: S4 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: S5 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	6	GC 1300 N2WWW	GEN 4 LARGE	1330	7980
	2	GC 1300 N4W-33	GEN 4 LARGE	1330	2660
	4	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	5320

TOTAL Luminaire Schedule					
Project: S6 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: S7 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	2	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	2660

TOTAL Luminaire Schedule					
Project: S8 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	6	GC 1300 N2WWW	GEN 4 LARGE	1330	7980
	2	GC 1300 N4W-33	GEN 4 LARGE	1330	2660
	4	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	5320

TOTAL Luminaire Schedule					
Project: S9 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	1	GC 1300 N4W-33	GEN 4 LARGE	1330	1330
	3	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	3990

TOTAL Luminaire Schedule					
Project: S10 70'					
Symbol	Qty	Description	Tag	Watts	Total Watts
	1	GC 1300 N2V-33	GEN 4 LARGE VISORED	1330	1330
	2	GC 1300 N2WWW	GEN 4 LARGE	1330	2660
	3	GC 1300 N6V-33	GEN 4 LARGE VISORED	1330	3990

THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

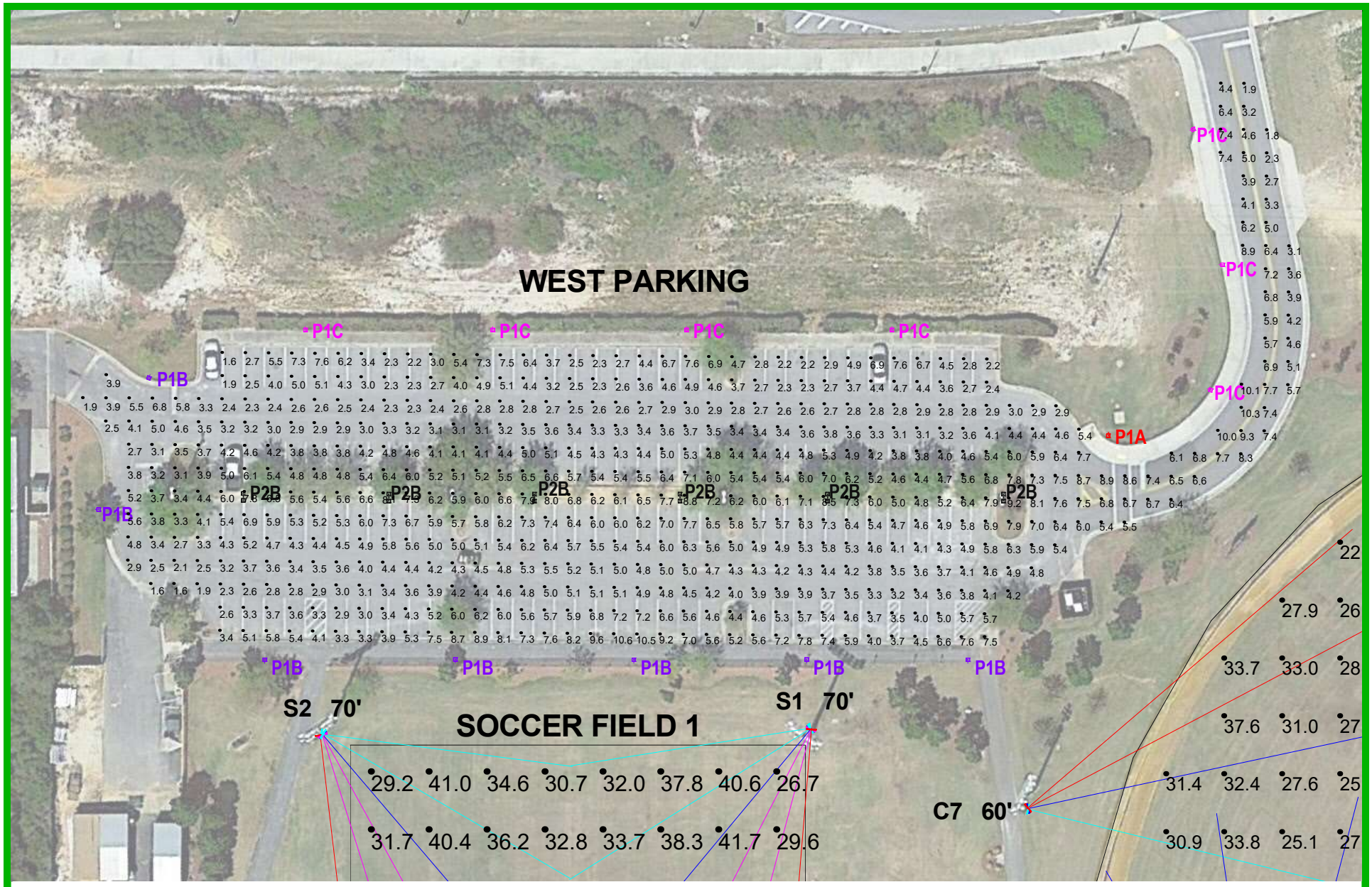
Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

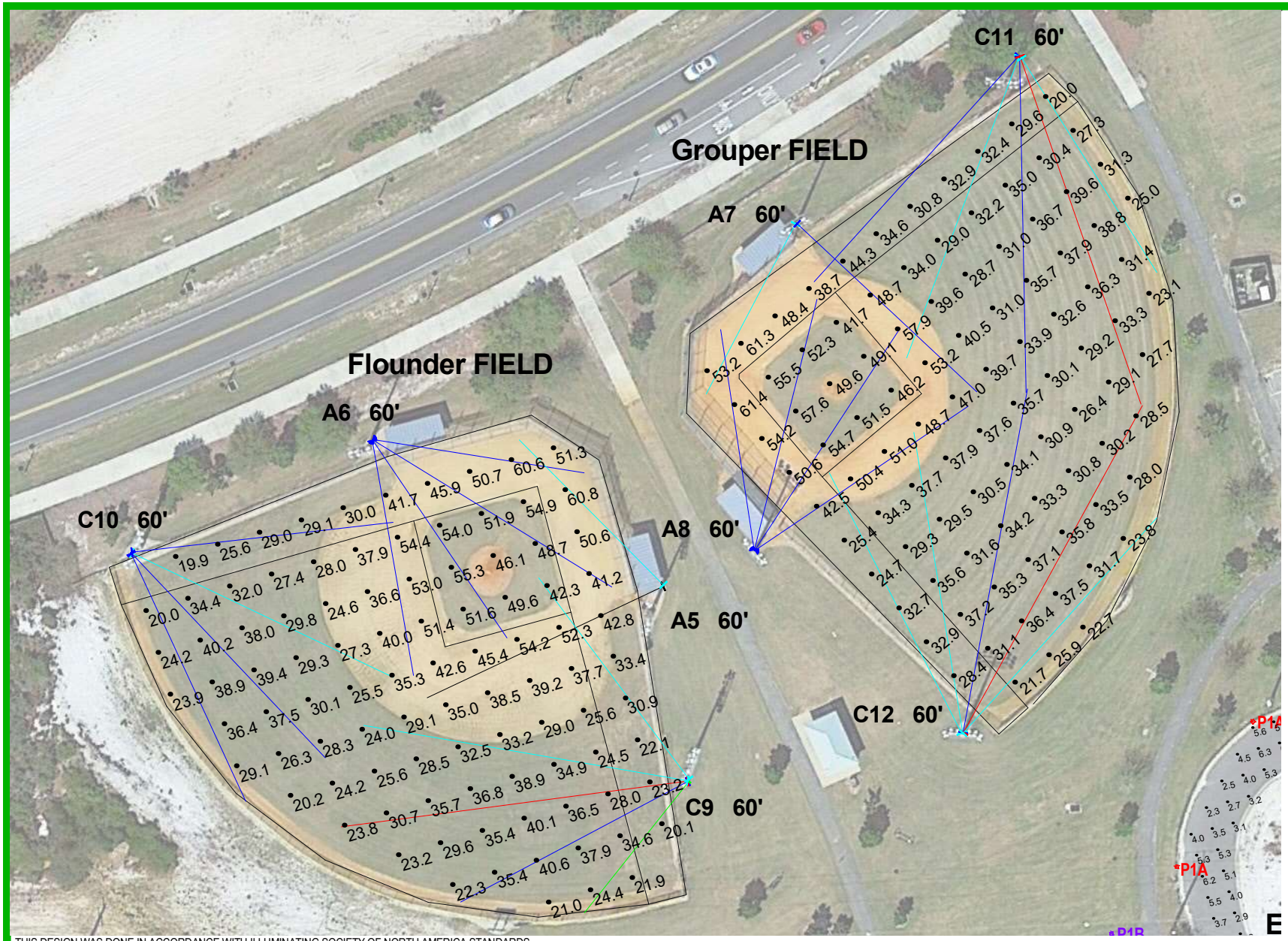
Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

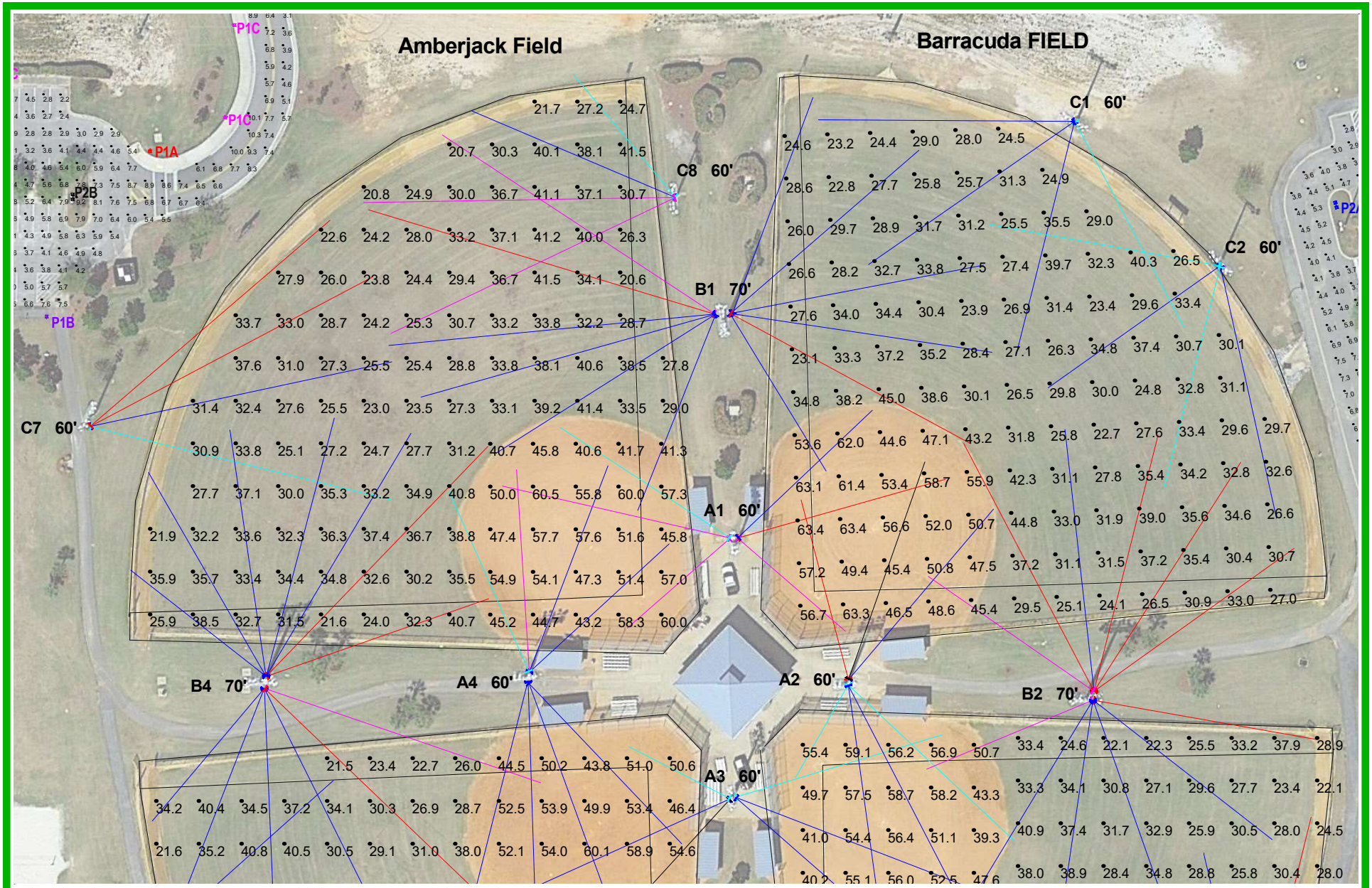
Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

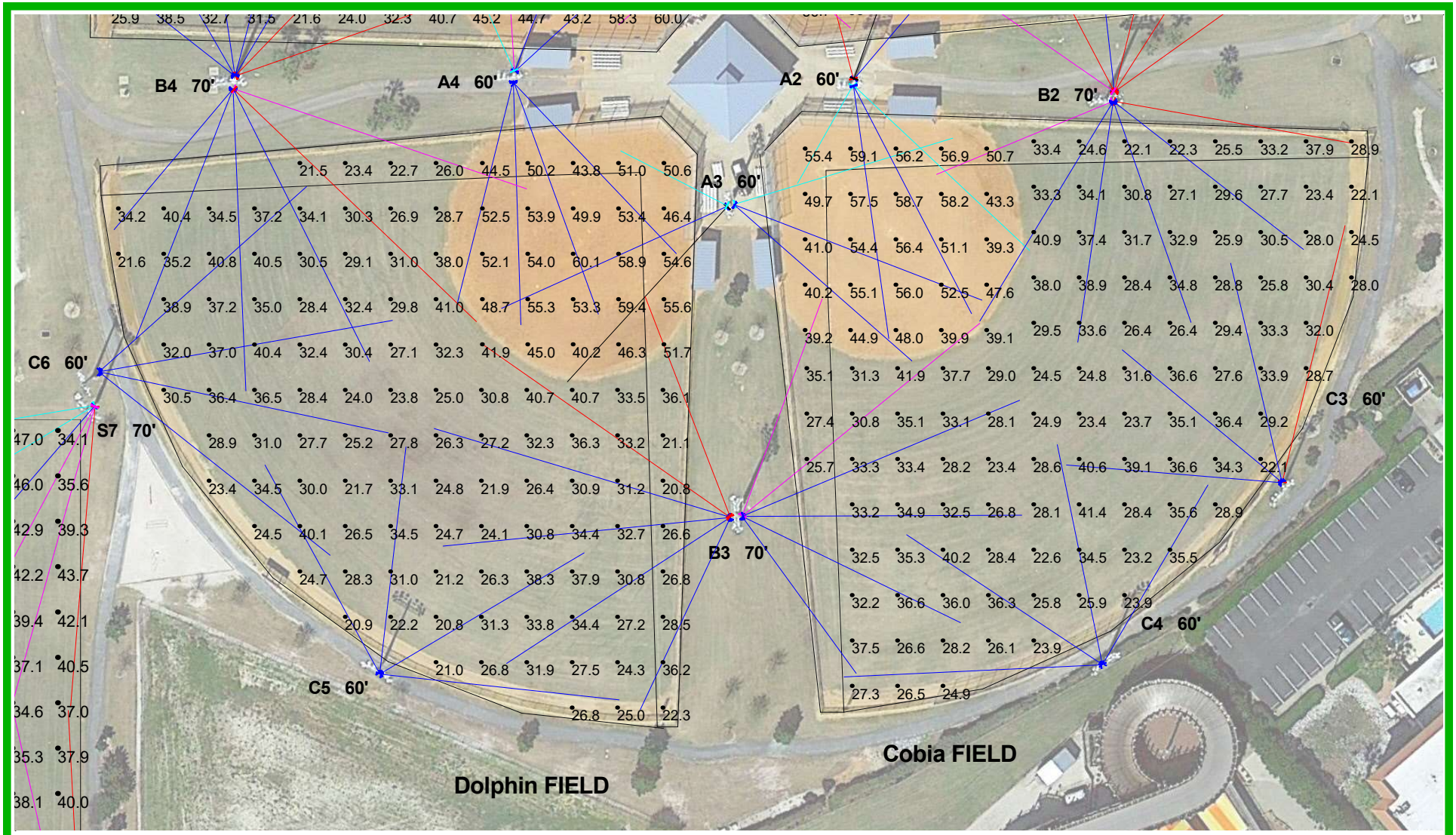
Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

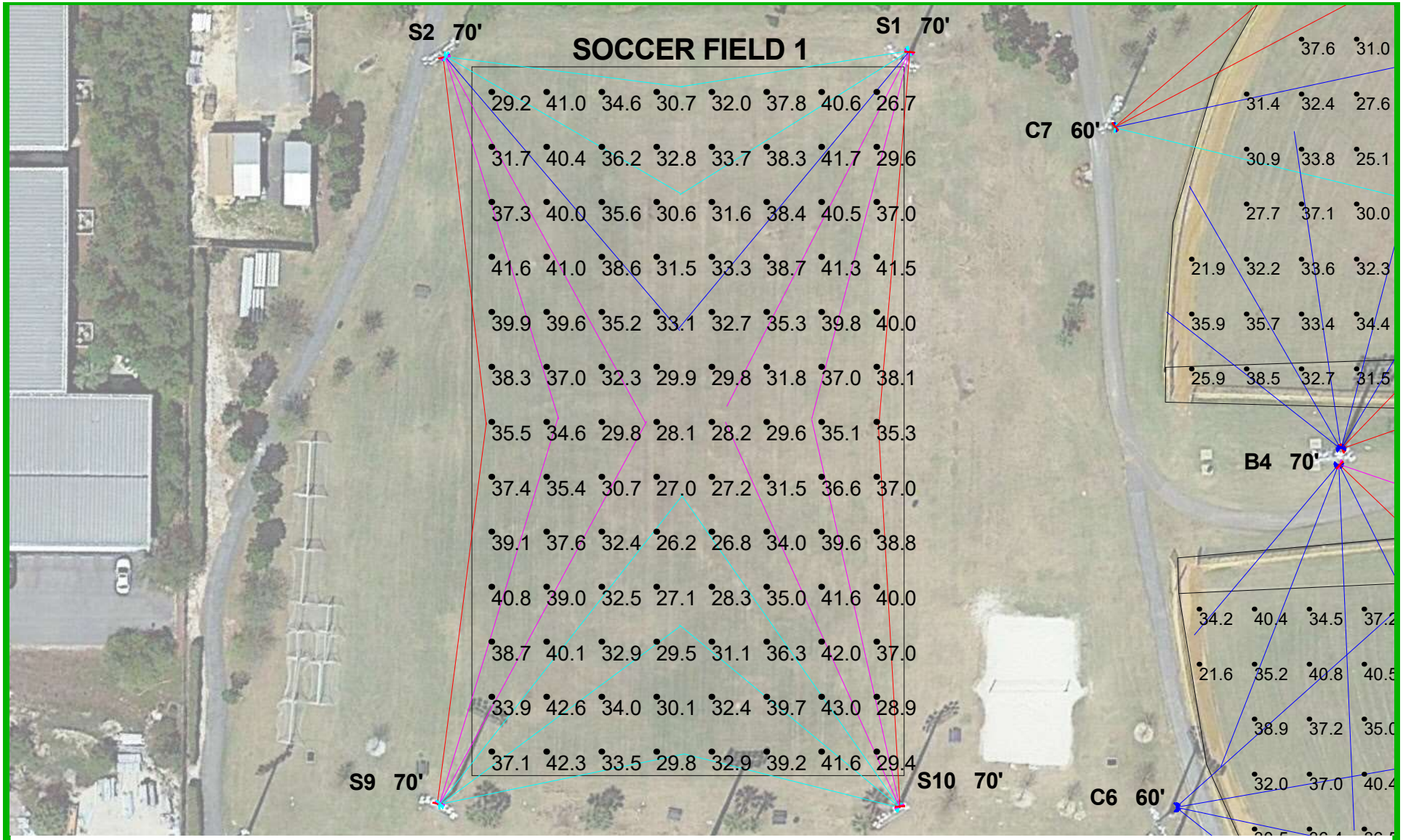
Qualite SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

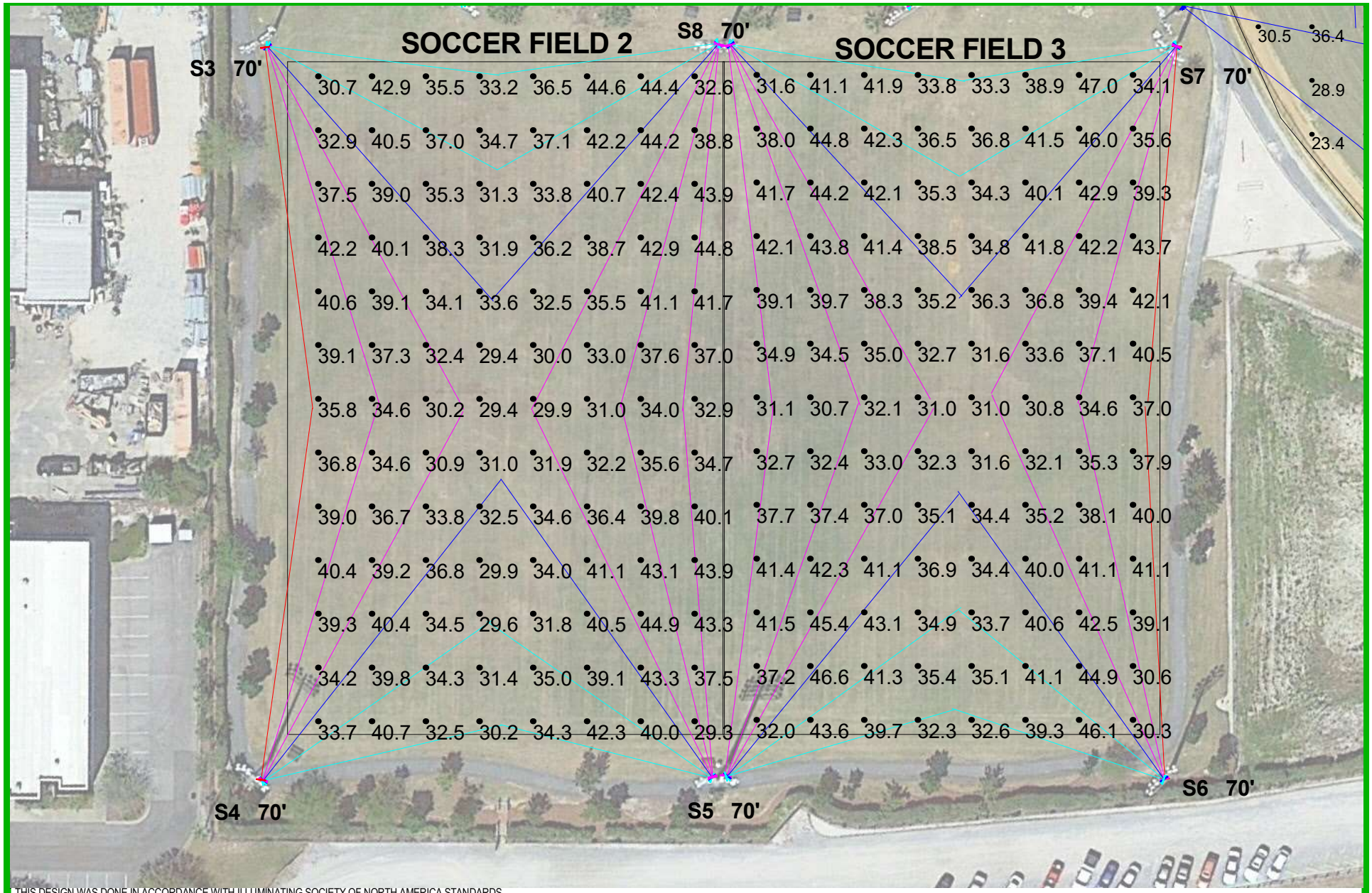
Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024



THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATING SOCIETY OF NORTH AMERICA STANDARDS

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO QUALITE SPORTS LIGHTING LLC AND IS NOT TO BE REVEALED OR DISTRIBUTED TO OTHERS WITHOUT THE PERMISSION OF QUALITE SPORTS LIGHTING LLC. OR USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF QUALITE SPORTS LIGHTING LLC.

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGES, MOUNTING HEIGHT +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS. POLES TO COMPLY WITH CURRENT AASHTO STANDARDS.

Qualite
SPORTS LIGHTING, LLC
WWW.QUALITE.COM

JOB NAME: **DESTIN MORGAN SPORTS CENTER LIGHTING**

LOCATION: **DESTIN, FL**

REF# QL-23162 REV: D2-A

DESIGNER: PDR DATE: 11/6/2024

Qualite
SPORTS LIGHTING, LLC

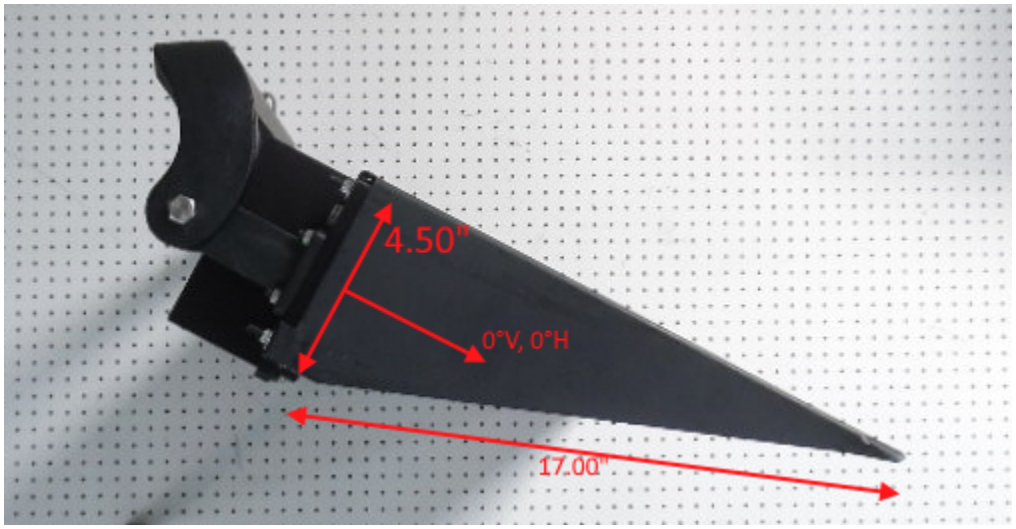
C

Photometric Report

Report of Test

LLIA002129-001

Catalog Number: N2-3.3-V
Aluminum housing and heatsink fins, two molded plastic lens frames.
Formed matte black steel visor with specular hammertone aluminum visor.
198 white LEDs with silicone optics in front of each. Aimed approximately 30 degrees below horizon.
Two Inventronics ESM-680S350MT LED drivers labeled as 3290mA each
479.9Vac, 60.00Hz, 2.843A, 1325.7W, 0.972PF, 6.4%THD(i)



Performance Summary

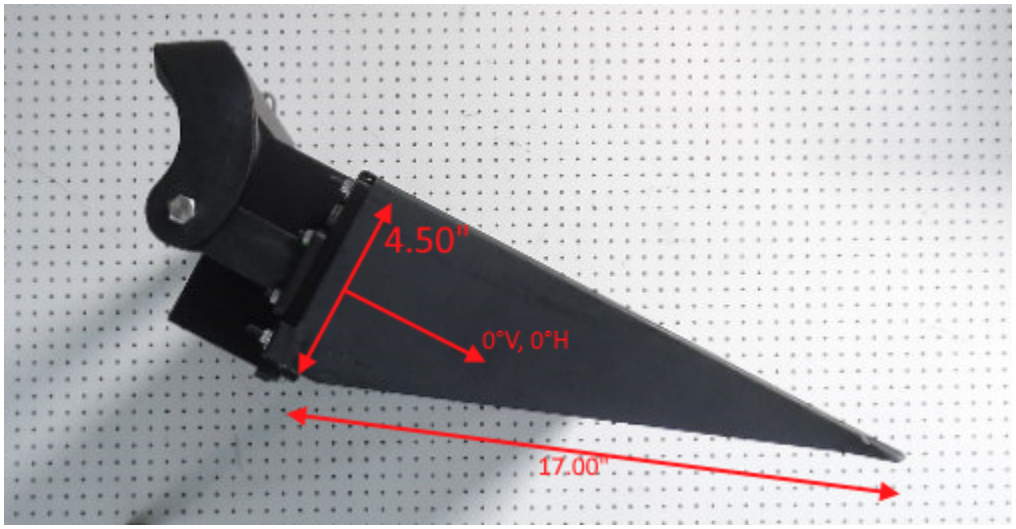
Total Light Output	139389	lm	Illuminance at 10m	11120.0	lux
Luminaire Power	1325.7	W	Beam Distance	2109.0 Meters (to 0.25 lux)	
Luminous Efficacy	105.1	lm/W			
Beam Spread (50%)	15.6° V x 17.2° H		Maximum Intensity	1112000	cd
Field Spread (10%)	34.2° V x 37.0° H				
NEMA Type	3H x 3V				

PREPARED FOR : Qualite Sports Lighting, 215 West Mechanic St, Hillsdale, MI 49242, USA

Report of Test

LLIA002129-008

Catalog Number: N5-2.9-V
Aluminum housing and heatsink fins, two molded plastic lens frames.
Formed matte black steel visor with specular hammertone aluminum visor.
198 white LEDs with silicone optics in front of each. Aimed approximately 30 degrees below horizon.
Two Inventronics ESM-680S350MT LED drivers labeled as 2905mA each
479.9Vac, 60.00Hz, 2.519A, 1167.0W, 0.965PF, 6.7%THD(i)



Performance Summary

Total Light Output	121864	lm	Illuminance at 10m		4768.0 lux
Luminaire Power	1167.0	W	Beam Distance		1381.0 Meters (to 0.25 lux)
Luminous Efficacy	104.4	lm/W			
Beam Spread (50%)	22.3° V x 28.9° H		Maximum Intensity		476800.0 cd
Field Spread (10%)	49.2° V x 61.4° H				
NEMA Type	4H x 4V				

PREPARED FOR : Qualite Sports Lighting, 215 West Mechanic St, Hillsdale, MI 49242, USA

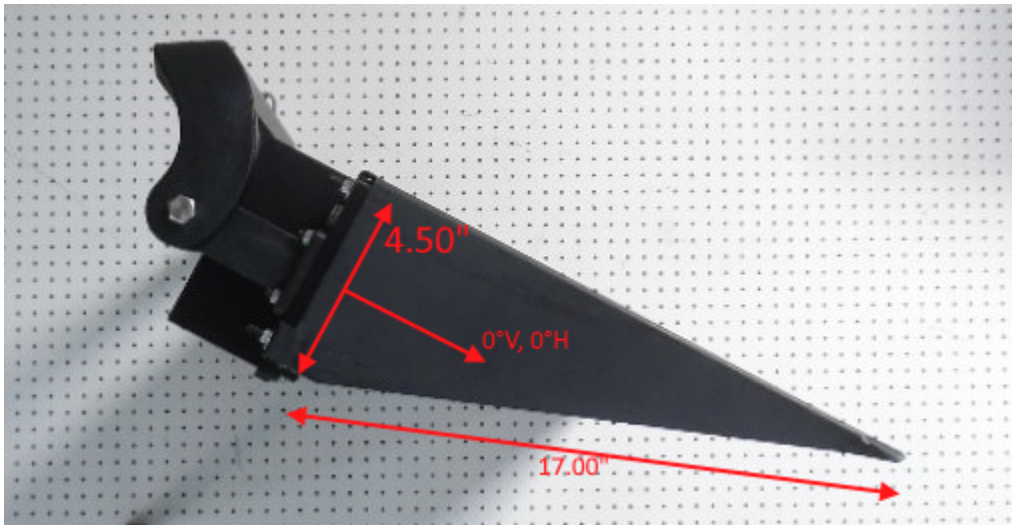
North America (issuing laboratory)
LightLab International Allentown, LLC
905 Harrison Street, Suite 135
Allentown, PA 18103 USA
Ph: +1 484-273-0705
Fx: +1 484-209-5779
www.lightlaballentown.com

Australasia & S.E. Asia
LightLab International
50 Redcliffe Gardens Drive
Clontarf - Queensland, 4019, Australia
Ph : +61 7 3283 7862
Fx : +61 7 3283 8751
www.lightlabint.com

Report of Test

LLIA002129-009

Catalog Number: N6-2.9-V
Aluminum housing and heatsink fins, two molded plastic lens frames.
Formed matte black steel visor with specular hammertone aluminum visor.
198 white LEDs with silicone optics in front of each. Aimed approximately 30 degrees below horizon.
Two Inventronics ESM-680S350MT LED drivers labeled as 2905mA each
479.9Vac, 60.00Hz, 2.504A, 1159.6W, 0.965PF, 6.7%THD(i)



Performance Summary

Total Light Output	102977	lm	Illuminance at 10m		3059.0 lux
Luminaire Power	1159.6	W	Beam Distance		1106.2 Meters (to 0.25 lux)
Luminous Efficacy	88.8	lm/W			
Beam Spread (50%)	29.1° V x 31.9° H		Maximum Intensity		305900.0 cd
Field Spread (10%)	60.5° V x 65.3° H				
NEMA Type	4H x 4V				

PREPARED FOR : Qualite Sports Lighting, 215 West Mechanic St, Hillsdale, MI 49242, USA

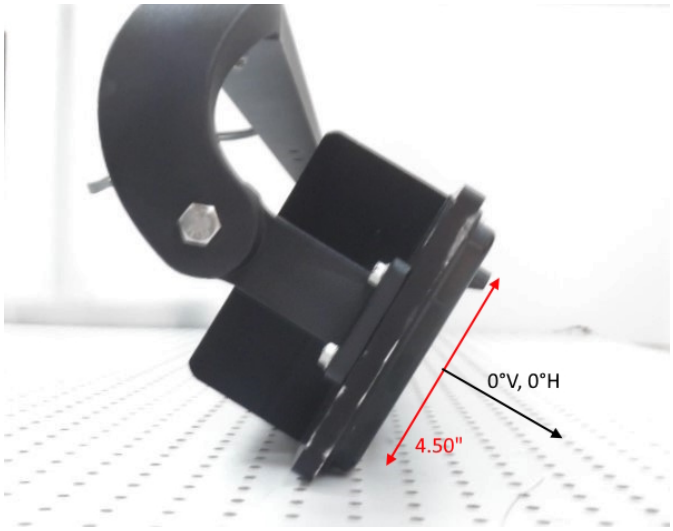
LightLab INTERNATIONAL ALLENTOWN LLC

NVLAP TESTING Lab Code: 201079-0

Report of Test

LLIA002019-007

Catalog Number: N4W-3.3
Aluminum housing and heatsink fins, two molded plastic lens frames.
198 white LEDs with silicone optics in front of each. Only 99 LEDs energized for testing
Aimed approximately 30 degrees below horizon.
One Inventronics ESM-680S350MT LED driver labeled as 3290mA
479.8Vac, 60.00Hz, 1.423A, 663.0W, 0.971PF, 6.3%THD(i)



Performance Summary

Total Light Output	66959	lm	Illuminance at 10m	3304.0 lux
Luminaire Power	663.0	W	Beam Distance	1149.6 Meters (to 0.25 lux)
Luminous Efficacy	101.0	lm/W		
Beam Spread (50%)	17.7° V x 16.7° H		Maximum Intensity	330400 cd
Field Spread (10%)	54.9° V x 43.6° H			
NEMA Type	3H x 4V			

PREPARED FOR : Qualite Sports Lighting, 215 West Mechanic St, Hillsdale, MI 49242, USA

North America (issuing laboratory)
LightLab International Allentown, LLC
905 Harrison Street, Suite 135
Allentown, PA 18103 USA
Ph: +1 484-273-0705
Fx: +1 484-209-5779
www.lightlaballentown.com

Australasia & S.E. Asia
LightLab International
50 Redcliffe Gardens Drive
Clontarf - Queensland, 4019, Australia
Ph : +61 7 3283 7862
Fx : +61 7 3283 8751
www.lightlabint.com

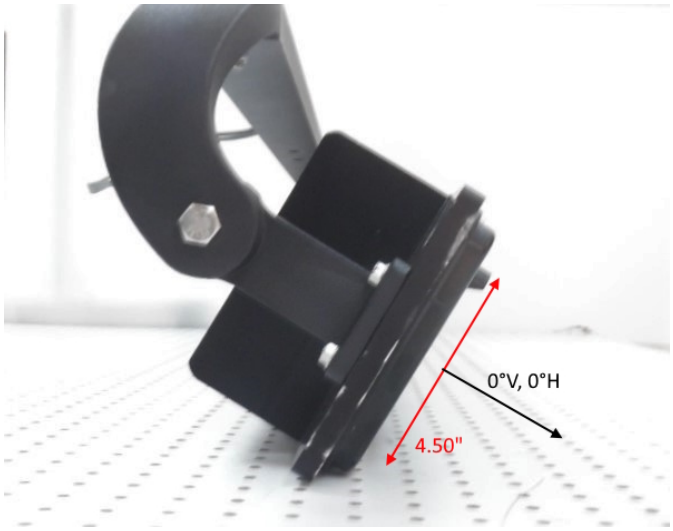
LightLab INTERNATIONAL ALLENTOWN LLC

NVLAP TESTING Lab Code: 201079-0

Report of Test

LLIA002019-001

Catalog Number: N2-3.3
Aluminum housing and heatsink fins, two molded plastic lens frames.
198 white LEDs with silicone optics in front of each.
Aimed approximately 30 degrees below horizon.
Two Inventronics ESM-680S350MT LED drivers labeled as 3290mA each
479.4Vac, 60.00Hz, 2.834A, 1320.1W, 0.972PF, 6.1%THD(i)



Performance Summary

Total Light Output	143827	lm	Illuminance at 10m	10230.30	lux
Luminaire Power	1320.1	W	Beam Distance	2022.9 Meters (to 0.25 lux)	
Luminous Efficacy	109.0	lm/W			
Beam Spread (50%)	15.6° V x 17.5° H		Maximum Intensity	1023000	cd
Field Spread (10%)	39.0° V x 37.9° H				
NEMA Type	3H x 3V				

PREPARED FOR : Qualite Sports Lighting, 215 West Mechanic St, Hillsdale, MI 49242, USA

North America (issuing laboratory)
LightLab International Allentown, LLC
905 Harrison Street, Suite 135
Allentown, PA 18103 USA
Ph: +1 484-273-0705
Fx: +1 484-209-5779
www.lightlaballentown.com

Australasia & S.E. Asia
LightLab International
50 Redcliffe Gardens Drive
Clontarf - Queensland, 4019, Australia
Ph : +61 7 3283 7862
Fx : +61 7 3283 8751
www.lightlabint.com

Qualite
SPORTS LIGHTING, LLC

D

Pricing Proposal Sheet

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: Qualite Sports Lighting, LLC.

Address: 215 W. Mechanic St.

City & State: Hillsdale, MI Zip Code: 49242

Telephone: ( ) 850.842.1691 E-mail: mkiker@qualite.com Fax: ( ) 517.437.3146

Number of Years in Business: 38 Contact Name Michael Kiker

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ 729,426
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ 354,499
Replacement/retrofit of lighting for two (2) parking lot areas	$ 374,459
10 year Warranty Service	$ 0

Qualite's 25- Year Warranty is included in this proposal

If all field construction is completed at once, we would be happy to offer a discount price of a total **$1,316,352**

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Michael Kiker
(Print or Type)

Signature: Michael Kiker

Date of Bid: Nov. 26th, 2024

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

Qualite
SPORTS LIGHTING, LLC

E

Completed Bid Forms

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By: Corporation ☐

Name: Qualite Sports Lighting, LLC Partnership ☐

Address: 215 W. Mechanic Rd Individual ☐

City, State, Zip: Hillsdale, MI 49242 Other ☐

Telephone No.: 800.933.9741 ext: 1725

Email: mkiker@qualite.com

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   Qualite Sports Lighting, LLC.

   The address of the principal place of business is:

   215 W. Mechanic Rd., Hillsdale, MI 49242

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: _____

   b. State of Incorporation: _____

   c. President's name: _____

   d. Vice President's name: _____

e. Secretary's name: _____

f. Treasurer's name: _____

g. Name and address of Resident Agent:
_____

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: _____

b. Name, address and ownership units of all partners:

_____ _____

_____

_____

c. State whether general or limited partnership: _____

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

June 1st, 2011 in the state of Delaware

Limited Liability Company

M. Eric Boorom, Managing Member and Founder

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

38 Years

Under what other former names has your organization operated?

N/A

_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

See attached information in section "G"

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See Resumes Attached
In Section "N" About Qualite

10. State the name of the individual who will have personal supervision of the work:

Robert Denning

11. State the name and address of attorney, if any, for the business of the responsive bidder:

John Rolecki - Grand Rapids, MI Varnum LLP

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

Eric Boorom

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

_____

_____

_____

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	***No. 7***
b.	Non-Governmental Related Work	***No. 7***
	Total Work (a +b):	***No. 8***

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
1st Source Bank	- 100 N Michigan St. 4th Floor - South Bend, IN	*574.235.2093*

16. What will be your turnaround time for written responses to City inquires?

We will respond to questions, as fast as possible and to the best of our ability.

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute. N/A

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

N/A

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Mike Kirk

(Title) Sales Manager

Subscribed and sworn to before me

This 20 day of November, 20 24

Amanda Tabbert

Notary Public (Signature)

AMANDA TABBERT
NOTARY PUBLIC - STATE OF MICHIGAN
County of Hillsdale
My Commission Expires July 29, 2030
Acting in the County of Hillsdale

My Commission Expires: July 29, 2030

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 4
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as Qualite Sports Lighting, LLC Principal, and as Surety, are hereby held and firmly bound unto the **Citv of Destin, Florida** as Owner in the penal sum of, (five percent (5%) of the Contract Bid) $1,316,352 for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.

Signed, this 22nd day of November, 2024

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.**

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

2. This obligation shall be null and void if:
   - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
   - 2.2 All bids are rejected by Owner, or
   - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term 'bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.



Principal (Print Full Name):	Surety (Print Full Name):
_____	The Hanover Insurance Company
	(Seal) Surety's Name and Corporate Seal
By: _____ (L.S.)	By: Shannon Herman
	Signature (attach power of attorney)
Title: _____	Title: Attorney-in-Fact
Attest: _____	Attest: Andrea Masters
Signature and Title	Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWER OF ATTORNEY

THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

KNOW ALL PERSONS BY THESE PRESENTS:

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

Kyle O'Malley, Ric Walton, Shannon Henman, and/or Patrick Hitchingham

Of **Walton Insurance Group of Jackson, MI** each individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

Any such obligations in the United States, not to exceed Ten Million and No/100 ($10,000,000) in any single instance

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company, and said Resolutions remain in full force and effect:

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 – The Hanover Insurance Company; Adopted April 14, 1982 – Massachusetts Bay Insurance Company; Adopted September 7, 2001 – Citizens Insurance Company of America and affirmed by each Company on March 24, 2014)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this **19th** day of **April, 2024.**

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

James H. Kawiecki, Vice President

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

Joellen M. Mendoza, Vice President

STATE OF CONNECTICUT)
COUNTY OF HARTFORD) ss.

On this **19th** day of **April 2024** before me came the above named Executive Vice President and Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.

Wendy Latournes
Notary Public, State of Connecticut
My Commission Expires July 31, 2025

Wendy Latournes, Notary Public
My commission expires July 31, 2025

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this _22nd__ day of _November_____ 2024_____.

CERTIFIED COPY

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

John Rowedder, Vice President

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 **Destin Morgan Sports Center Lighting**

2. This sworn statement is submitted by **Qualite Sports Lighting, LLC** whose business address is **215 W. Mechanic Rd. Hillsdale, MI 49242**

and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

3. My name is **Michael Kiker** and my relationship to the entity named above is **Sales Manager**

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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.

__X__ 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)

__X__ The person or affiliate was placed on the convicted vendor 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 vendor list. (please attach a copy of the final order)

__X__ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Mike Kik
(Signature)

Date: Nov 20th, 2024

STATE OF ~~FLORIDA~~ **Michigan**
COUNTY OF **Hillsdale**

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 20 day of November, 2024, and is personally known to me, or has provided as identification.

Amanda Tabbert
Notary Public

My Commission expires: July 29, 2030

END OF SECTION

AMANDA TABBERT
NOTARY PUBLIC - STATE OF MICHIGAN
County of Hillsdale
My Commission Expires July 29, 2030
Acting in the County of Hillsdale

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: **Qualite Sports Lighting, LLC.**

ADDRESS: **215 W. Mechanic Rd.**

CITY: **Hillsdale** STATE: **MI** ZIP CODE: **49242**

TELEPHONE NUMBER: **800.933.9741 ext:1726**

SIGNATURE:  DATE: **11- -2024**

NAME (TYPED OR PRINTED): **Michael Kiker**

TITLE: **Sales Manager**

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I **Michael Kiker** (insert name) as **Sales Manager** (insert title) on behalf of **Qualite Sports Lighting,LLC.** (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: **Michael Kiker**
Title: **Sales Manager**
Nongovernmental entity: **Qualite Sports Lighting, LLC.**
Date: 11-20-2024

STATE OF **Michigan**
COUNTY OF **Hillsdale**

SWORN TO AND SUBSCRIBED before me ____ in person or X remote notarization by Michael Kiker as Sales Manager on behalf of Qualite Sports Lighting, LLC, who is personally known to me or who produced US Passport as identification this 20 day of November, 2024.

Notary Public

(Notary Seal)

AMANDA TABBERT
NOTARY PUBLIC - STATE OF MICHIGAN
County of Hillsdale
My Commission Expires July 29, 2030
Acting in the County of Hillsdale

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Qualite Sports Lighting, LLC.
Bidder's Company Name

215 W. Mechanic Rd.

Hillsdale, MI 49242
Address

800.933.9741
Phone #

45-2485854
Federal ID # or SS #

Authorized Signature

Michael Kiker
Authorized Signatory (Print Name)

Sales Manager
Title

517.437.3146
Fax #

Qualite
SPORTS LIGHTING, LLC

F

Proof of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/21/2024

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

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

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	**CONTACT NAME:** Shannon Henman **PHONE (A/C, No, Ext):** (517) 787-2600 **FAX (A/C, No):** (517) 787-3857 **E-MAIL ADDRESS:** shenman@waltoninsurancegroup.com
INSURED Qualite Sports Lighting 215 W. Mechanic St. Hillsdale MI 49242	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Hanover Insurance Company **INSURER B :** Allmerica Financial Alliance Ins. Co — 11705 **INSURER C :** Citizens Insurance of America — 31534 **INSURER D :** CompWest Insurance Co — 12177 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 24-25 Master Qualite **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [X] OTHER: Mfg. E/O	Y		ZHH J002969-02	05/15/2024	05/15/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG E/O	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			AWH J003554-02	05/15/2024	05/15/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	[X] **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			U7H J003035-02	05/15/2024	05/15/2025	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		100050982	05/15/2024	05/15/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Leased or Rented Equipment			ZHH J002969-02	05/15/2024	05/15/2025		$500,000

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

Project: Morgan Sports Center 4200 Indian Bayou Trail, Destin, FL 32541

City of Destin is included as additional insured by written contract for general liability coverage. 30 day notice of cancellation is included.

CERTIFICATE HOLDER

City of Destin
4200 Indian Bayou Trail
Destin FL 32541

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Qualite
SPORTS LIGHTING, LLC

G

Proof of Licensing and Certificates

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

EC13012730 ISSUED: 08/17/2024
CERTIFIED ELECTRICAL CONTRACTOR
DENNING, ROBERT JOHN
QUALITE SPORTS LIGHTING, LLC

Signature
LICENSED UNDER CHAPTER 489, FLORIDA STATUTES
EXPIRATION DATE: AUGUST 31, 2026

Ron DeSantis, Governor Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
ELECTRICAL CONTRACTORS' LICENSING BOARD

LICENSE NUMBER: EC13012730 **EXPIRATION DATE: AUGUST 31, 2026**

THE ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

DENNING, ROBERT JOHN
QUALITE SPORTS LIGHTING, LLC
215 W MECHANIC STREET
HILLSDALE MI 49242

ISSUED: 08/17/2024

Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

State of Florida
Department of State

I certify from the records of this office that QUALITE SPORTS LIGHTING, LLC is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on November 2, 2018.

The document number of this limited liability company is M18000009942.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on February 2, 2024, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Second day of February, 2024

Secretary of State

Tracking Number: 7268727628CC

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

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

Qualite
SPORTS LIGHTING, LLC

H

Addendum

ADDENDUM #1

CITY OF DESTIN, FLORIDA
REQUEST FOR BID (RFB) NO. 24-14-REC
DESTIN MORGAN SPORTS COMPLEX
LIGHTING

November 21, 2024

This addendum forms a part of the Contract Documents and modifies the original bid documents. Acknowledge receipt of this addendum in the space provided on the Bid Form. **Failure to do so may subject the Bidder to disqualification.** The following items shall become a part of the construction documents for the above referenced project.

Additions:

1. Location of Osprey platforms. Attached.

Clarifications:

1. Lightning rod: grounding- Is this a requirement for the parking lots, too?
   If required by the lightning manufacturer

2. Is there a preferred Eagle nesting platform?
   No

3. RFP note: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.
4. Question: Regarding access control; please provide additional details- is this for each site: fields and parking lots?
   Only for the laydown area as needed by the winning bidder.

5. What date can respondents expect to get answers?
   Questions and answers will be provided through an addendum, to plan holders.

6. Will questions and answers be emailed to all respondents?
   Questions and answers will be provided through an addendum, to plan holders.

7. Orion requests a (1) week extension since proposal is to be mailed, received by 11/26 - there is limited time to get answers and then to go back out for material quotes, if needed.
   The bid opening date remains as Thursday, November 26, 2024, at 2 pm.

8. Did the city decide to put eagle nest platforms on all poles or just a few?
   Yes, there are three proposed. Please see attached map.

9. Do you require new wires underground to the poles?
   No, we do not.

10. Who would handle the removal of the existing bird nest(s)?
    The City will remove the remaining nests.

11. Who is responsible for repairs of any fencing, fields, or pavements that could be damaged during installation?
    The winning bidder would be responsible.

12. Do you want the light head for light head installation on the parking lot lights?
    Presuming the "light head" is the hardware connecting the pole with the light fixture, yes.

13. Does each pole require the platforms for the Osprey nests or are there specified poles?
    No. Only three are proposed to have platforms. Please see map for marked locations.

14. The RFB does not specify the location of the drivers for the lighting system. Most manufacturers can provide a remote driver system typically mounted at a height accessible by a ladder for ease of maintenance. Are remote drivers required or preferred?
    Approximately 10' on pole, remote drivers are required.

15. To prevent damage to the sensitive electronic components in modern LED systems, it is common industry standard to require new grounding systems on retrofits of existing poles. What are the grounding requirements for the new LED system?
    As required per lighting manufacturer's specs.

16. The maximum ground resistance per NFPA code is 25 ohms. If new grounding systems are not required, what are the testing requirements for the existing pole grounding? Who is responsible for testing and verifying grounding meets code?
    The winning bidder will be responsible for testing/verifying grounding meets code.

17. The RFB specifies a horizontal footcandle value no more than 0.2 fcs at the property line. Glare is measured in candela. Candela values from LED luminaires can vary greatly from manufacture to manufacture. How will glare be evaluated? What are the candela or glare requirements or values for the new LED system? Will there be candela value requirements at the complex property line?
    Glare impact scans shall be provided from the field edge on a map of the surrounding area and shall be submitted showing the maximum candela until less than 10,000 candela is met.

18. Which poles get osprey platforms? What are the structural requirements for the platforms and will engineered drawings be required?
    See the attached sketch. Yes, platforms must meet the wind code.

The bid opening date remains as Tuesday, November 26, 2024, at 2 pm.

END OF ADDENDUM #1

A copy of this Addendum #1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum #1 is hereby acknowledged:

Michael Kiker

_____

Print Name



Signature

11-22-2024

Date

Qualite
SPORTS LIGHTING, LLC

I

LifeCycle Cost Calculation

PROJECT: Destin Morgan Sports Center
DESIGN #: 23162
DATE: Nov. 6, 2024

Qualite SPORTS LIGHTING, LLC

Full GC

Fixture Quantity	kW	kWh rate	Annual Usage	Life (years)	Total
210	1.3	$ 0.13000	300	10	$ 106,470.00
Demand Charges					0
Maintenance Cost Not Covered for 10 years					0
Total 10 Year Life-Cycle Operating Cost					$ 106,470.00

Qualite
SPORTS LIGHTING, LLC

J

Warranty

Qualite
SPORTS LIGHTING, LLC

25-YEAR
TOTAL COVERAGE WARRANTY

LED GameChanger™ Lighting System
Sports Lighting Application

Qualite Sports Lighting provides a 25-year "total coverage warranty" to the owner for complete peace of mind at no out-of-pocket cost.

What this warranty covers:
Qualite warrants the GameChanger™ LED Lighting System for 25 years from failure.

All fixtures and or components are covered under this warranty for the full 25 years. All necessary labor, parts, wiring, etc. will be replaced or corrected at Qualite's expense. The use and cost of equipment (cranes, lifts or other heavy construction equipment) is included in this warranty at Qualite's expense.

What is covered and included:

- **Total system coverage, lights, poles, drivers, etc.**
- **All labor**
- **Lifts, crane or other equipment required for repair**
- **All parts will be supplied by Qualite at no cost to owner**
- **Light levels are guaranteed for full 25-year period**
- **Fixture aiming and mounting is guaranteed.**

What is not covered:

- **Acts of God.** (flood, lightning, tornado, etc.)
- **Vandalism**
- **Damage from improper installation**
- **Non-compliant power conditions**

Conditions of Service:

- **Adequate, pre-determined egress/ingress is required for heavy service equipment**
- **Safe working environment for crews**

Response Time:

- **Normal non-emergency service work will be scheduled within owner's requirements**
- **Emergency service response will occur within a 24-hour period**

Notes:

This warranty is intended for normal usage for the GameChanger™ Lighting System that would be installed on a grade school, high school sports venue, charter schools, park and recreation, college level or other venue with normal use considerations. Please contact Qualite Sports Lighting for high or extreme use facilities.

Qualite
SPORTS LIGHTING, LLC

K

Light Level Guarantee

Qualite
SPORTS LIGHTING, LLC

QUALITE PERFORMANCE GUARANTEE

First of all, we would like to thank you for choosing Qualite Sports Lighting for your lighting project.

We are pleased to offer our Edison Award-winning QLED GameChanger™ Sports Lighting System to light your project. Our new LED system uses state-of-the-art technology, is completely manufactured in the United States, and adheres to the high quality standard that Qualite has built its reputation on.

The enclosed layout(s) indicate the guaranteed maximum Kilowatt consumption.

Qualite also guarantees the light levels and uniformities as specified; or per IESNA recommendations, if a performance specification was not provided.

As a pre-aimed, pre-wired system, our guarantee requires proper input voltage and installation. We understand that sometimes unforeseen conditions can dictate layout changes, during installation and we guarantee to react and assist as quickly as possible to help ensure great results for the end user.

This guarantee must exclude mounting to wooden poles; due to their tendency to twist and change the aiming.

Sincerely,

The Qualite Sports Lighting Team

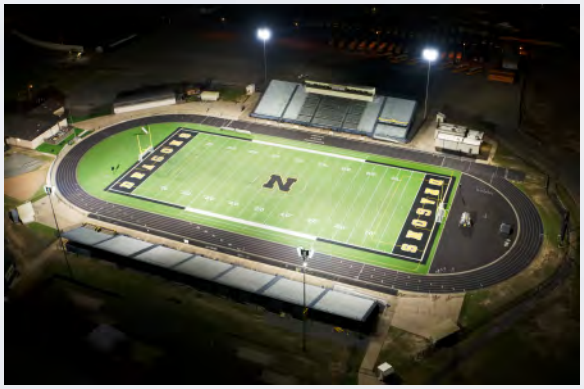
Qualite
SPORTS LIGHTING, LLC

L

Technical Information

GAMECHANGER™

Q-LED™



Qualite
SPORTS LIGHTING, LLC

EDISON AWARDS GOLD 2017 WINNER

MADE IN USA

UL LISTED 518573

INTERNATIONAL DESIGN EXCELLENCE AWARDS '17 FINALIST

OFFICIAL FINALIST 9TH ANNUAL SPARK DESIGN AWARDS

GEN 3 **TECHNICAL GUIDE**

Qualite
SPORTS LIGHTING, LLC

Keep Your Neighbors in the Dark.



Be a good neighbor with amazing light spill & glare control!

Introducing the *ALL NEW* GameChanger™ Gen 4 Series!

GEN4
SERIES



Features:

- Meet and exceed spill & glare control requirements to keep your neighbors happy
- Driver cabinets lower on pole - no need for bucket truck to come back to your field for maintenance
- Wireless controls with no operation cost to you
- Entertainment package available; includes pre-set & custom scenes for field lights, dynamic & RGBA lighting
- 25-year warranty on parts & labor

INTERNATIONAL DESIGN EXCELLENCE AWARDS '17 FINALIST

Qualite GameChanger® Gen 4 QLED System offers the most advanced spill and glare control, making it the ideal choice when neighbors are close. It provides top-level field uniformity while reducing energy consumption for your project.

With 38 years of experience in the sports lighting industry, Qualite designs and produces all products in the USA. We have thousands of installations across the country.

We can also assist with the installation of lights and poles in most areas, if needed. Our 25-year full warranty includes parts & labor, ensuring a maintenance-free system for the owner. Our warranty covers both new installations and retrofit projects.

Additionally, we offer remote monitoring and adjustment capabilities for added convenience.

Qualite makes purchasing easy through national cooperative purchasing contracts. We provide project management to ensure a smooth process from start to finish.

If you haven't compared Qualite Sports Lighting with other options, you have nothing to lose, and everything to gain. You'll receive a comprehensive design and quote package from an award-winning national provider, likely at a competitive price with all the features you need.

Make the better choice, with Qualite!

Consider Qualite for a great option that includes everything from inception to completion of your project, including specifications, light designs, engineering, quotations, light level audit, and complete installation.

Main: 800.933.9741 • Fax: 517.437.3146 • info@qualite.com • www.qualite.com

Qualite
SPORTS LIGHTING, LLC

GAMECHANGER™
Q-LED™

Qualite
SPORTS LIGHTING, LLC

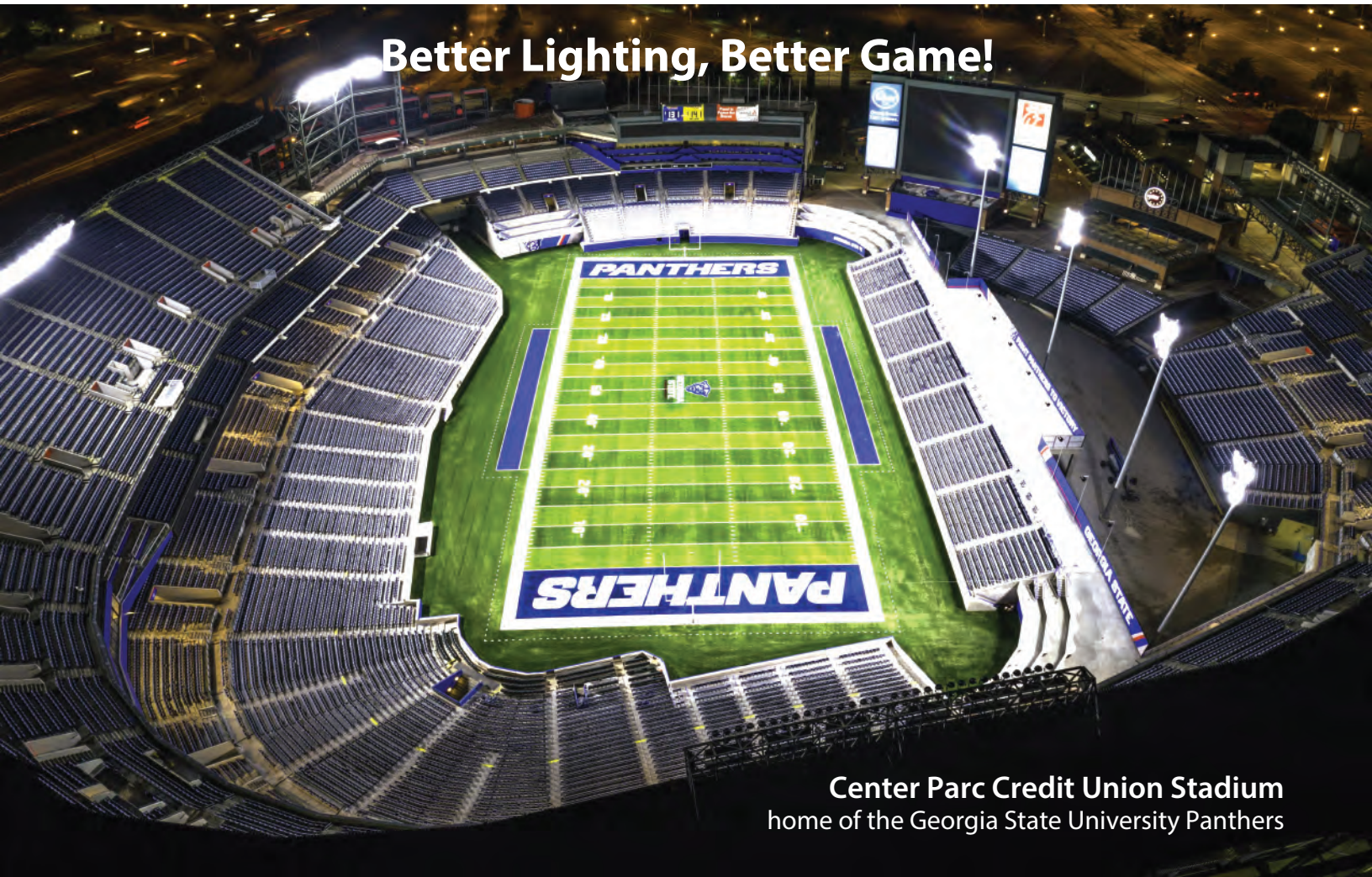
INTRODUCING THE Q-LED GAMECHANGER SYSTEM

We didn't just set out to design a better LED light, we set out to design a system that would ***revolutionize*** the sports lighting world.



THE LATEST LED TECHNOLOGY

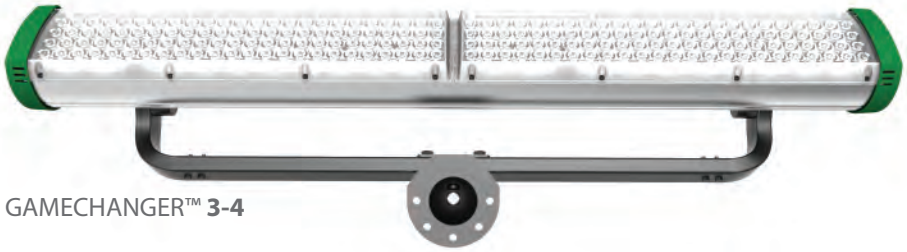
By combining over 30 years of focused sports lighting experience with the latest LED technology, we have developed a sports lighting system that is a true GameChanger™! Designed for HDTV broadcasting, digital photography and slow-motion recording of fast paced sports lighting venues from professional to recreational levels. With enhanced glare mitigation and specialized beam shapes we are able to paint the playing surface with smooth light and keep your neighbors dark and happy. Backed by the best warranty in sports lighting, guaranteed light levels and Qualite's life-long commitment to customer service.



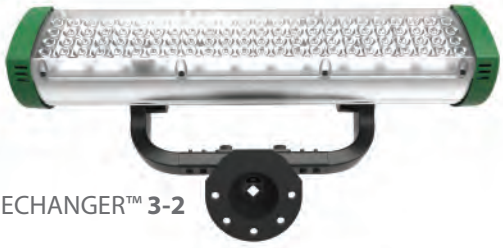
Center Parc Credit Union Stadium
home of the Georgia State University Panthers

GEN 3 TECHNICAL GUIDE

GAMECHANGER TECHNICAL SPECIFICATIONS



GAMECHANGER™ **3-4**



GAMECHANGER™ **3-2**

GAMECHANGER Electrical Detail	GAMECHANGER Gen 3-4	GAMECHANGER Gen 3-2
Kw Draw	1.300	0.650
*Lumen Output	125,560	62,780
CCT	5,700	5,700
CRI	>80	>80
Weight	39 lbs.	27 lbs
Current	**Amps**	**Amps**
277v	4.69	2.35
240v	5.42	2.71
208v	6.25	3.13
480 1 Ø	2.71	1.36
480 3 Ø	1.56 (with balanced load)	0.78 (with balanced load)

* The specifications listed were obtained under optimal testing conditions. Please note that changes in options, features and conditions may result in slightly different performance specifications among fixtures.

APPLICATIONS

Outdoor sports fields at all levels, general area lighting

RATINGS

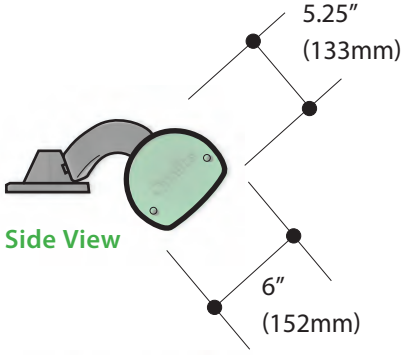
IP66, -40˚C to 55˚C

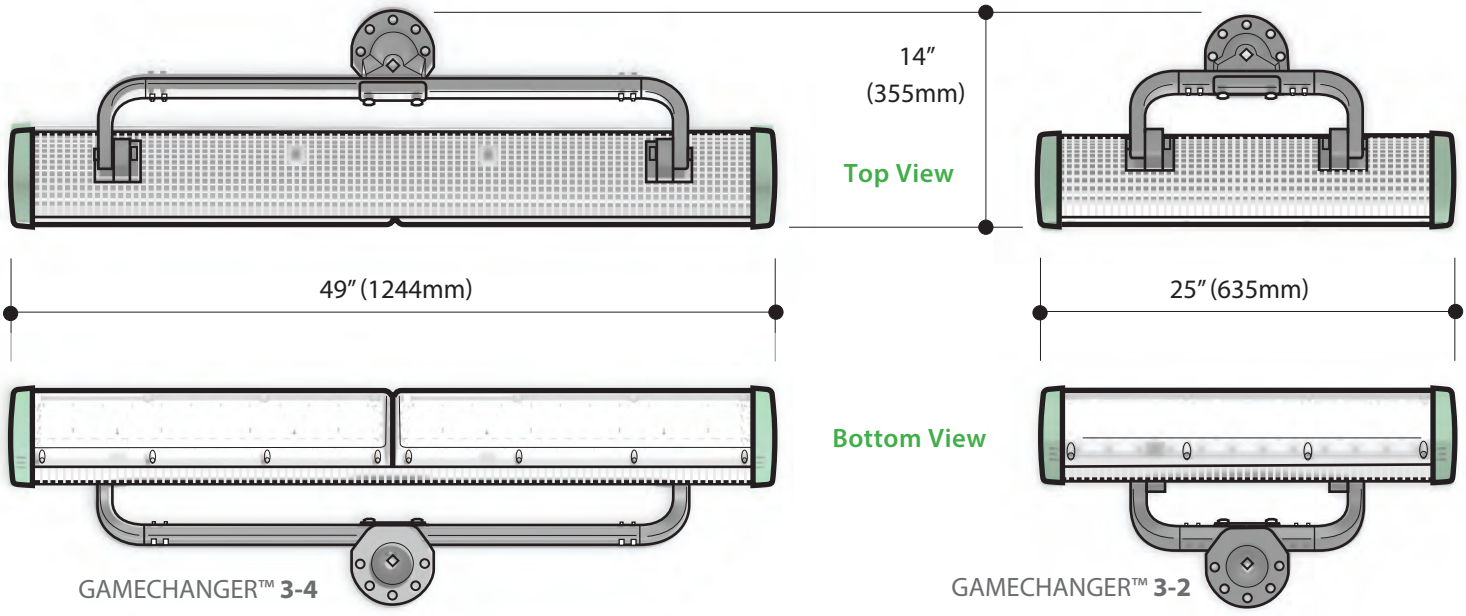
INPUT POWER

208v - 240v auto sensing
277v - 480v auto sensing

OPTICS

Various symmetrical and asymmetrical rectangular and round patterns with built in glare control utilizing TIR lens technology. PMMA outer lenes provide long life without yellowing.





GAMECHANGER™ **3-4**

GAMECHANGER™ **3-2**

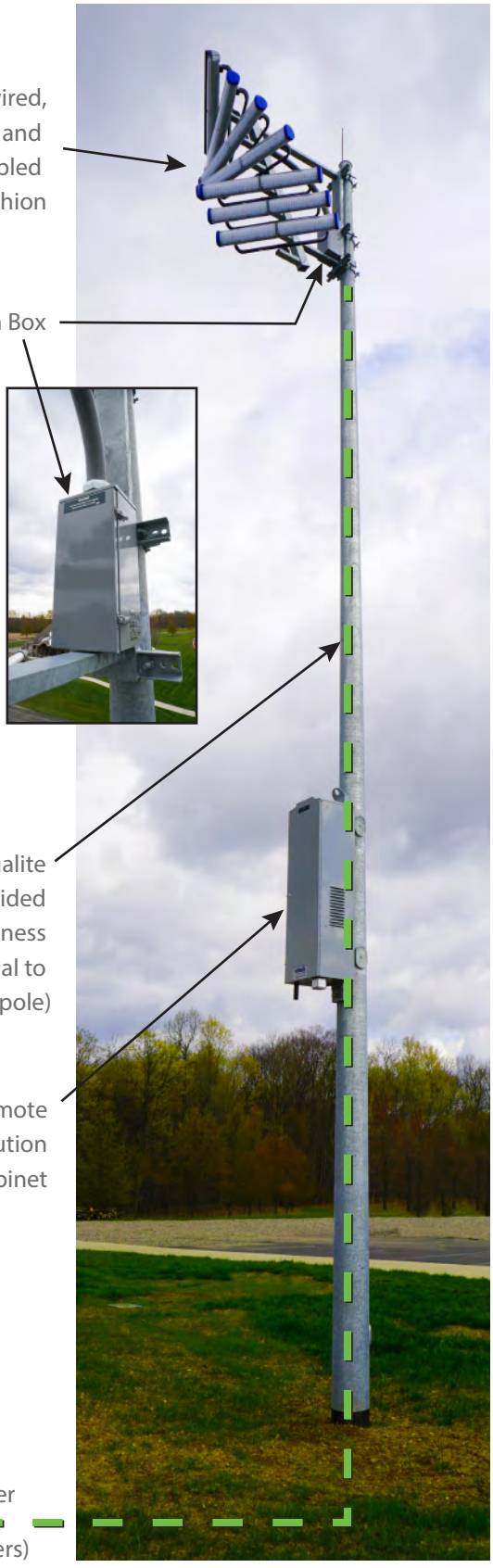
BASIC ASSEMBLY CONFIGURATION

THE GAMECHANGER LIGHTING SYSTEM

Pre-aimed, pre-wired and **FULLY ASSEMBLED** light racks for unequaled ease of assembly with guaranteed performance.

FEATURES	SYSTEM BENEFITS
High Efficiency LED	Lower power consumption Very Low Lumen depreciation 5700K / 80CRI Min
Pre-wired and Pre-aimed System	Ease of Installation Guaranteed light levels System engineered components
Nearly Instant On/Off	Allows for emergency No warm-up/cool-down time
Color Consistency Dimmable	Maintains high definition quality lighting Power savings and design flexibility
Environmentally Safe	ROHS compliant





DRIVER DISTRIBUTION CABINET

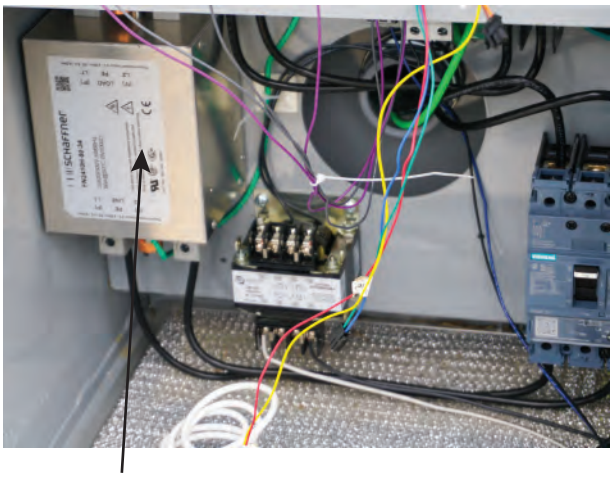


Surge Protection
100kA Rating
Fail safe operation -
Built in thermal Disconnect

Controller Gateway
Can be mounted in concessions, electrical room, outside, etc.
Requires 120v outlet.







Power Line Filter
Reduce EMI and RFI (both directions)

Remote Driver Cabinet
Mounted 10' off the ground for safety and accessibility



Easy Access Driver
with pull-out service slides

Programmable IP67 rated Drivers
with internal thermal protection power supply

Wireless Controller Disconnect

Pre-wired for single point termination.

Fused for redundant protection.

CONTROL AND SWITCHING OPTIONS



Cellular Control
Utilizing 4G Technology
With Intuitive App.

Cellular Tower

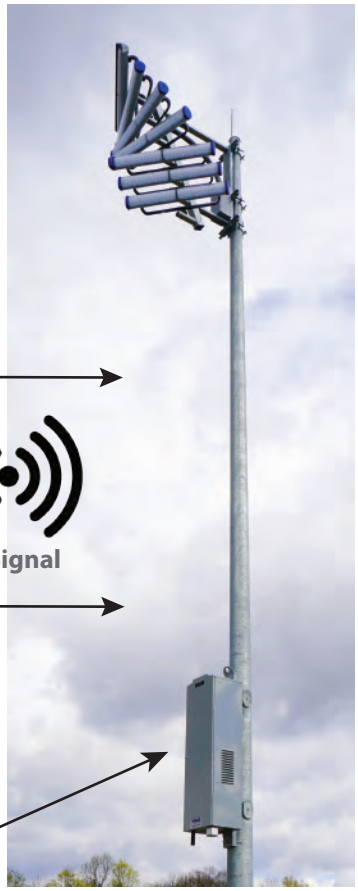


Control from any Internet Enabled Device
Uses site cellular connection through site gateway



Onsite Gateway

RF Signal



Lighting System

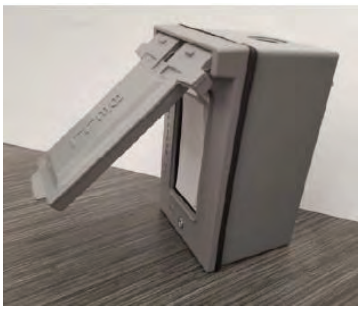
REDUNDANT ONSITE CONTROL OPTION

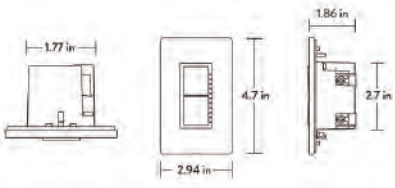


Onsite Touchscreen

OR

Smart Switch w/ Dimmability
Available in Lockable Enclosure





TOUCHSCREEN AND SMART SWITCH TALK DIRECTLY TO POLE IN THE EVENT THE GATEWAY SHOULD FALL OFFLINE. EITHER OPTION CAN BE USED AS A REDUNDANT BACK UP CONTROL OPTION OR EASY ACCESS ONSITE CONTROL WITHOUT THE USE OF CELLULAR GATEWAY OR PHONE. EITHER UNIT COMMUNICATES DIRECTLY TO POLE DRIVER ENCLOSURE.

RAB CONTROLS - IN PARTNERSHIP WITH QUALITE

The Lightcloud Dimmer is an in-wall device that delivers remote switching, dimming and scene control. Easily trigger one of your scenes, or toggle between multiple scenes, using 0-10V DC. We also offer an optional DMX control to provide flashing scenes, if desired.
Color: White Weight: 0.5 lbs



TECHNICAL SPECIFICATIONS

Compliance
UL Listed: Indoor use only

Electrical
Installation: All Lightcloud components should be installed by a licensed electrician in accordance with local codes.
Input Voltage: 120V through 277V
Frequencies: 50/60 Hz
Electrical Ratings:
14 mA @ 120VAC
10 mA @ 277VAC

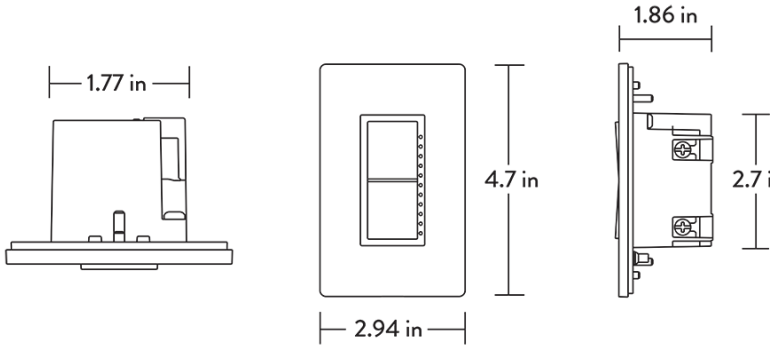
Construction
Operating Temperature Range:
0°C to 40°C
Storage Temperature Range:
-40°C to 85°C
Maximum Relative Humidity:
85%
Wire Gauge:
18AWG grounding; terminals supporting up to 12AWG wire

Wireless Range
Line of Sight:
1000 feet

Obstructions:
100 feet

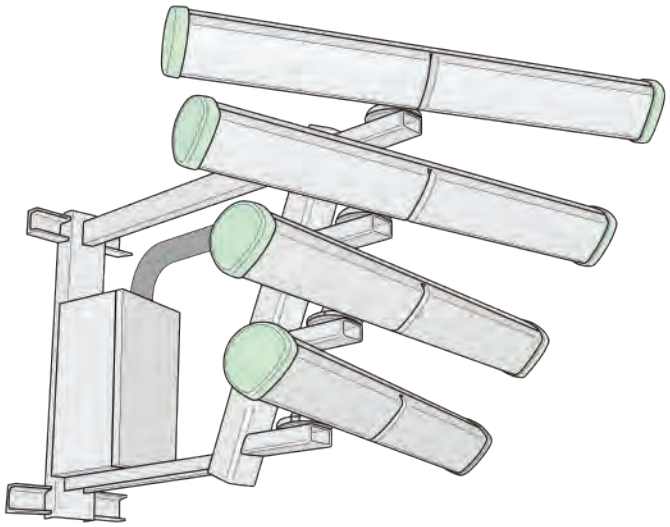
Other
Warranty:
10-year full hardware warranty with 100% repair/replacement coverage for all properly installed devices. See Lightcloud Warranty Terms.
Qualite's 25-Year Warranty encompasses the LightCloud products and is warrantied for the 25-year period.
Buy American Act Compliance:
RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

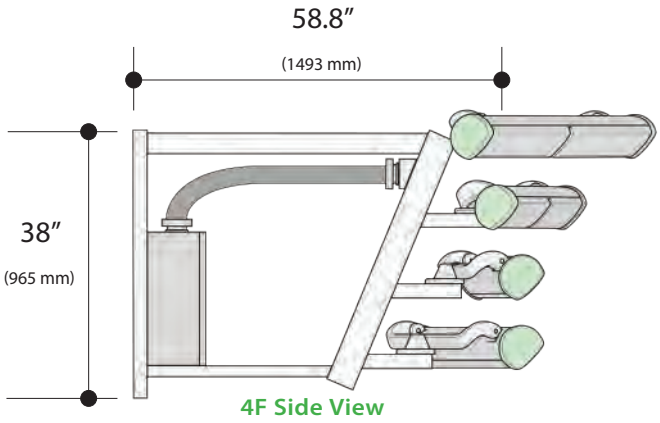
Features
In-wall device for switching, dimming and scene control
Switch and dim individual fixtures or entire zones
Dimming features both fade on/off and rapid full-on
Assign scenes to top and/or bottom buttons
Set the max trim level for a zone or fixture to save energy
Use together with Lightcloud Controller or Sensor devices.



FIXTURES

4F ASSEMBLY



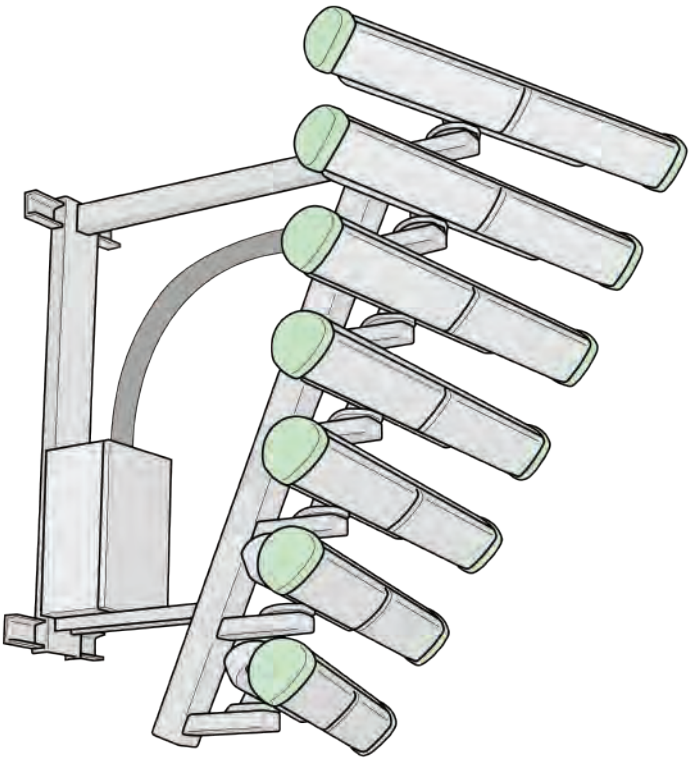


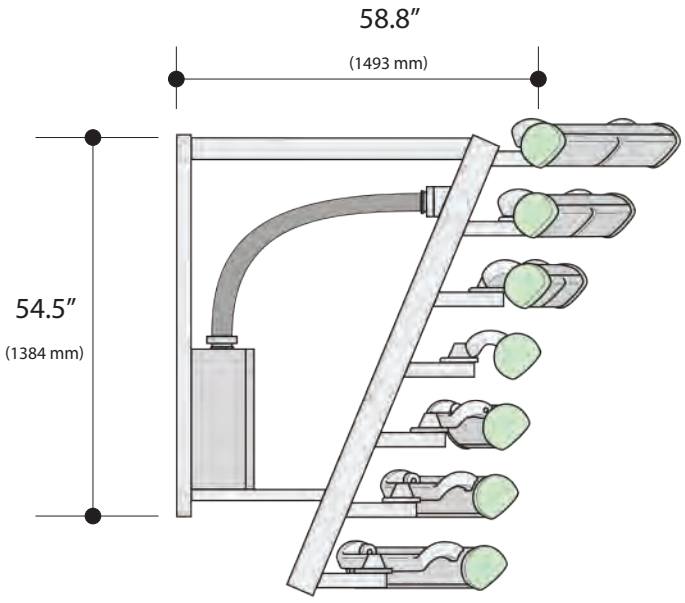
4F Side View

Weight - approximately 300lbs



7F ASSEMBLY



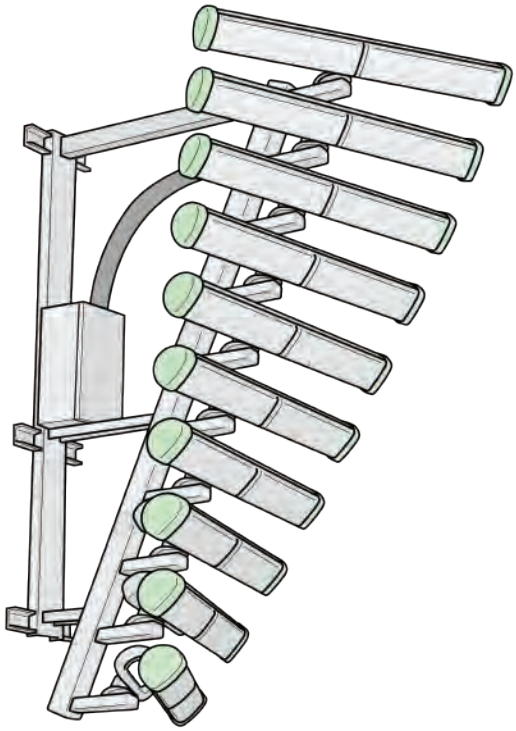


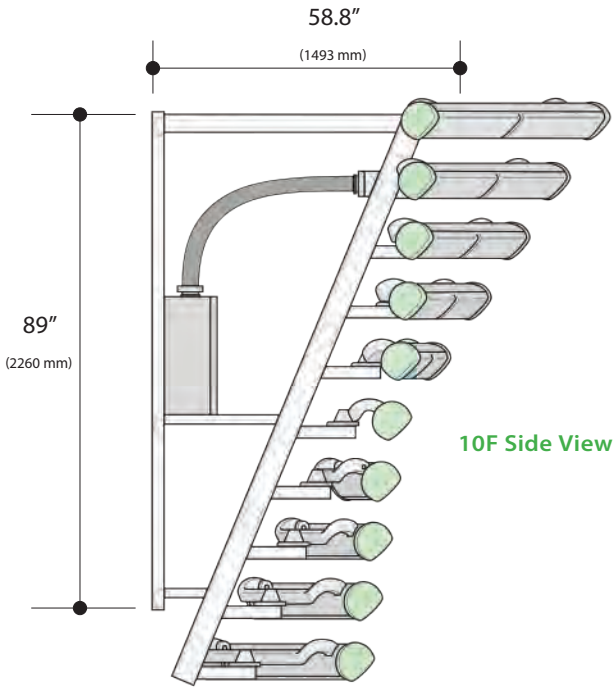
7F Side View

Weight - approximately 430lbs

FIXTURES

10F ASSEMBLY





10F Side View

Weight - approximately 770lbs

Stanchion Assembly Details:

- Designed to meet AASHTO 150mph and Florida Building Code.
- Galvanized to ASTM A123/A123M standards.
- For use on new or retrofit.
- Fully Assembled and inspected prior to shipment.





MORE ABOUT GAMECHANGER

RELIABILITY

Unlike legacy bulb-based systems, Q-LED™ System contains no parts to wear out or replace so you can be sure your lighting is maintenance-free for thousands of hours. Q-LED™ System is weather-proof and can handle the elements yet generate more light than any light in sports.

INTEGRATED CONTROLS

For the greatest control, Q-LED™ System interfaces with the Qualite wireless control system to offer the ultimate fan experience. With dimming, scheduling and many other functions, the customization possibilities are endless.

BEST WARRANTY IN THE BUSINESS

Qualite not only warranties our product, but we also guarantee the light levels, for the life of the system! We have the best standard warranty in the industry and can create a custom warranty to meet the customers needs.

OPTIMIZED FOR HDTV

Q-LED™ System's ability to match daylight color temperature while delivering precise, uniform light means broadcasters do not require supplemental lighting. Intensity and uniformity ensures shadows on the playing surface are eliminated, improving the appearance of moving objects and the ease with which camera operators can follow the action of the game. Our sophisticated circuitry means flicker is a thing of the past.

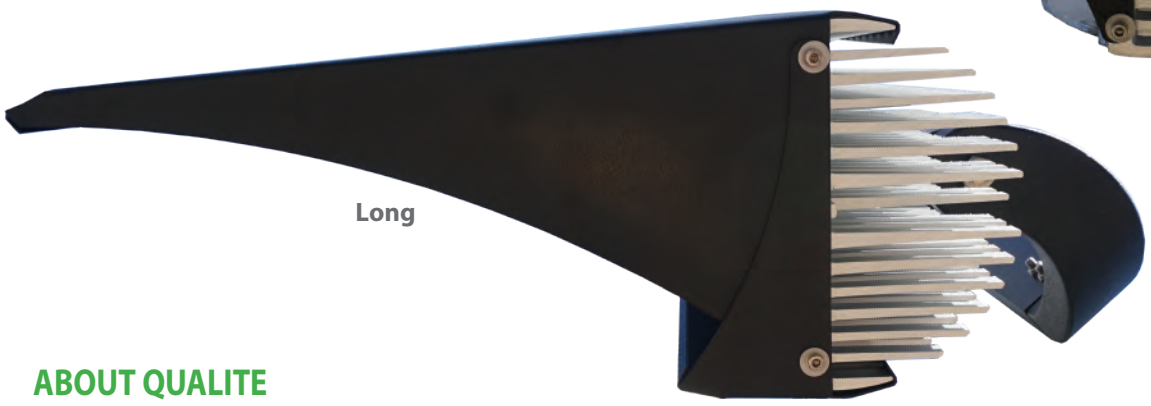
EFFICIENCY

A Qualite Sports Lighting installation can reduce fixture count by one-third to one-half, while doubling the amount of light reaching the playing surface. In one Q-LED™ System installation, fixture count was reduced by more than half, foot candles increased from 148 to 277 with energy savings of over 75%.



Short

Shown with optional external visor for extreme spill and glare control.



Long

ABOUT QUALITE

Qualite has been the sports lighting partner for high schools, colleges, parks and recreation departments, and minor and major league sport franchises for over 30 years. In addition, Qualite has partnered with a leading LED fixture manufacturer to provide the highest quality LED technology to sports facilities, including the host stadium to the 2015 Super Bowl, The University of Phoenix in Glendale, AZ. Qualite's Q-LED system is the most energy efficient, highest Lumen output LED lighting solution in the sports lighting industry.

Patent Pending

GAMECHANGER™

Q-LED™



Top Golf

EDISON AWARDS GOLD 2017 WINNER

MADE IN USA

UL LISTED

INTERNATIONAL DESIGN EXCELLENCE AWARDS '17 FINALIST

OFFICIAL FINALIST 9TH ANNUAL SPARK DESIGN AWARDS

Qualite SPORTS LIGHTING, LLC

(517) 439-1581
www.qualite.com
1-800-933-9741

ISO 9001:2015

Made in USA

RoHS COMPLIANT

GSA Advantage!®

CIO Review 20 MOST PROMISING Sports TECHNOLOGY SOLUTION PROVIDER 2015


Low profile, low glare.
Edge-lit technology unlike any other.
IVELOT™
RAB Outdoor

IVELOT™

- Available in 4,500lm (38W), 7,500lm (67W), 10,000lm (94W) and 13,000lm (117W) models
- Offered with 3 mounting options: universal pole adapter, wall or slipfitter
- Type II, III, IV, VS and Forward Throw distributions
- 0-10V Dimming, standard
- Motion sensor, photocell and Lightcloud® Controller options available
- 100,000-Hour LED lifespan

RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

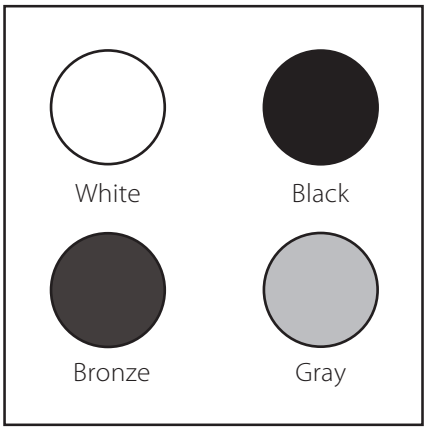
Visit rablighting.com to see which models are DLC listed.



The IVELOT is a complete cutoff, fully shielded area light that minimizes glare, while reducing light trespass.



IVELOT offers several mounting options to support a variety of applications. *(Universal Pole Adapter shown)*



Available in four color finishes: bronze, black, white and gray. *(gray has no texture)*



Available with Lightcloud Controller.



Lightweight, low-profile design, and a low EPA help reduce the load on a pole.



Available with an optional, integrated motion sensor or photocell.

Specifications

UL:
Suitable for wet locations

LEDs:
Long-life, high-efficiency, micro-power, surface-mount LEDs

Drivers(s):
Class 2, 50/60Hz. 120 - 277V, 347-480V, 4kV standard, 10kV optional surge protection

Dimming Driver:
Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims as low as 10%.

Lifespan:
100,000-hour LED lifespan based on IES LM-80 results & TM-21 calculations at 25°C

IP Rating:
Ingress Protection rating of IP66 for dust and water

Color Weather Starting:
Minimum starting temperature is -40°C (-40°F)

Maximum Ambient Temperature:
Suitable for use in 40°C (104°F) temperatures

Housing:
Die-cast aluminum housing

Mounting:
Universal pole adapter, slipfitter or wall mount options available

Lens:
Diffused Polymethyl Methacrylate (PMMA)

Vibration Rating:
3G vibration tested per ANSI C136.31

Effective Projected Area:
EPA = 0.61

Color Stability:
LED color temperature is warrantied to shift no more than 200K in CCT over a 5-year period

Color Uniformity:
RAB's range of CCT (Correlated Color Temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

Title 24 Compliant:
An IVELOT edge-lit area light can be used with a motion sensor or photocell control option to comply with 2016 Title 24 Part 6 Section 130.2 (a,b,c).

Finish:
Formulated for high durability and long-lasting color

Green Technology:
Mercury and UV free. RoHS-compliant components

IESNA LM-79 Testing:
RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79

Performance

Type II

	IVAT2 - 100L			IVAT2 - 75L			IVAT2 - 45L		
Color Temperature	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**
Input Watts	92	93	93	66	67	67	37	38	38
Output Lumens	10,739	10,095	10,167	7,961	7,484	7,537	4,340	4,080	4,109
Efficacy (lm/W)	117	109	110	120	112	112	117	109	110
Color Accuracy (CRI)	75	73	80	75	73	80	75	73	81
	(Replaces 400W PSMH)			*(Replaces 320W PSMH)*			*(Replaces 175W PSMH)*		

Type III

	IVAT3 - 100L			IVAT3 - 75L			IVAT3 - 45L		
Color Temperature	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**
Input Watts	96	96	91	70	70	66	40	40	38
Output Lumens	11,359	9,939	9,588	7,608	6,657	6,422	4,963	4,342	4,189
Efficacy (lm/W)	118	103	105	110	96	98	124	109	111
Color Accuracy (CRI)	75	73	81	75	73	80	75	73	80
	(Replaces 400W PSMH)			*(Replaces 320W PSMH)*			*(Replaces 175W PSMH)*		

Type IV

	IVAT4 - 130L			IVAT4 - 100L			IVAT4 - 75L			IVAT4 - 45L		
Color Temperature	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**
Input Watts	117	116	117	95	95	93	66	66	66	37	37	37
Output Lumens	14,322	14,174	13,232	11,361	10,832	10,207	7,429	7,353	6,864	4,906	4,856	4,533
Efficacy (lm/W)	123	122	113	120	115	109	113	112	104	132	131	121
Color Accuracy (CRI)	75	72	80	90	90	90	75	72	80	75	72	80
	(Replaces 450W PSMH)			*(Replaces **250**W PSMH)*			*(Replaces **150**W PSMH)*			*(Replaces **100**W PSMH)*		

Type VS

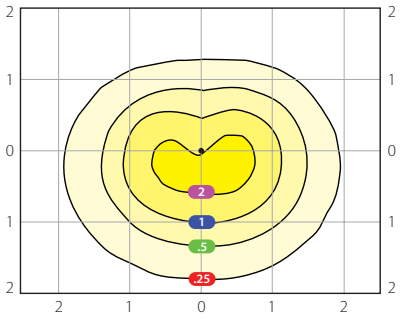
	IVAT5S - 130L			IVAT5S - 100L			IVAT5S - 75L			IVAT5S - 45L		
Color Temperature	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**
Input Watts	118	115	116	97	95	95	66	64	65	38	37	38
Output Lumens	14,494	13,357	12,659	11,577	11,508	10,032	8,434	7,772	7,366	5,210	4,801	4,550
Efficacy (lm/W)	123	116	109	119	122	106	129	122	114	136	128	120
Color Accuracy (CRI)	74	72	80	90	90	90	74	72	80	74	72	80
	(Replaces 450W PSMH)			*(Replaces 400W PSMH)*			*(Replaces 300W PSMH)*			*(Replaces 320W PSMH)*		

Type FT (Forward Throw)

	IVAFT - 100L			IVAFT - 75L			Type FT - 45L		
Color Temperature	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**	**5000K**	**4000K**	**3000K**
Input Watts	95	91	93	68	65	67	39	37	38
Output Lumens	10,594	9,999	9,970	7,927	7,482	7,460	4,928	4,651	4,638
Efficacy (lm/W)	111	110	108	116	115	112	127	125	122
Color Accuracy (CRI)	75	73	80	74	72	80	74	72	80
	(Replaces 400W PSMH)			*(Replaces 320W PSMH)*			*(Replaces 175W PSMH)*		

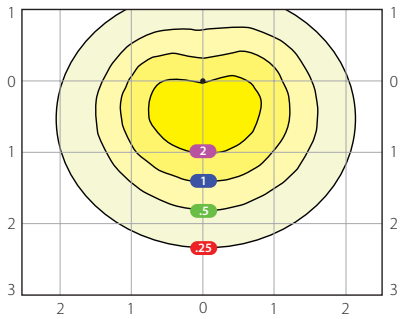
Photometrics

IVAT2-100L (Type II)
25' Mounting Ht.
Photometric Report #DLF1810114-11A.IES



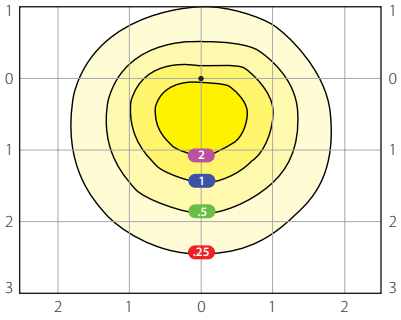
Mounting Height	15	20	25	30	35
Multiplier	2.8	1.6	1.0	0.7	0.5

IVAT3-100L (Type III)
25' Mounting Ht.
Photometric Report #DLF1810114-14A.IES



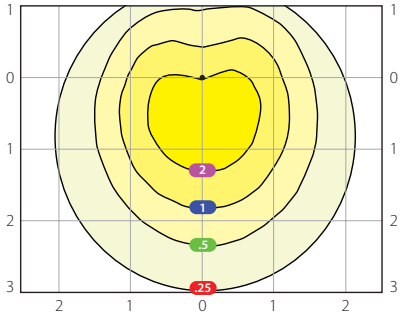
Mounting Height	15	20	25	30	35
Multiplier	2.8	1.6	1.0	0.7	0.5

IVAFT-100L (Forward Throw)
25' Mounting Ht.
Photometric Report #DLF1810114-17A.IES



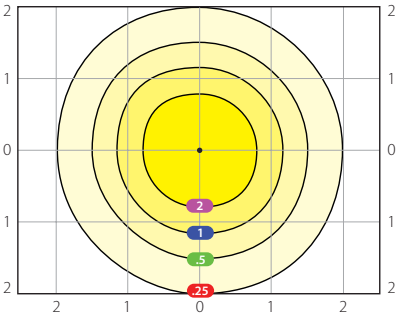
Mounting Height	15	20	25	30	35
Multiplier	2.8	1.6	1.0	0.7	0.5

IVAT4-130L (Type IV)
25' Mounting Ht.
Photometric Report #DLF1810114-20A.IES



Mounting Height	15	20	25	35	30
Multiplier	2.8	1.6	1.0	0.5	0.7

IVAT5S-130L (Type V Square)
25' Mounting Ht.
Photometric Report #DLF1810114-23A.IES



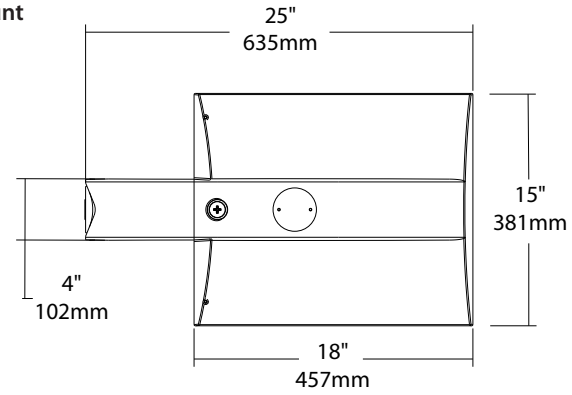
Mounting Height	15	20	25	35	30
Multiplier	2.8	1.6	1.0	0.5	0.7

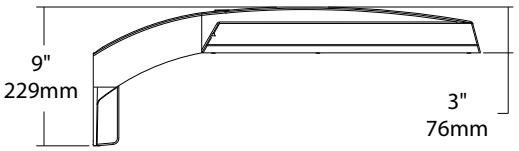
Grid Scales: Multiples of Mounting Height Values Shown in Footcandles

Watts	Lumens Based on 5000K CCT @ 120Vac					Avg Lumens Across All Dist Types
	Type II	Type III	Type IV	Type VS	Forward Throw	
38W	4,340	4,963	4,906	5,210	4,928	4,869
67W	7,961	7,608	7,429	8,434	7,927	7,872
94W	10,739	11,359	10,832	11,577	10,594	10,897
117W	n/a	n/a	14,322	14,494	n/a	14,408

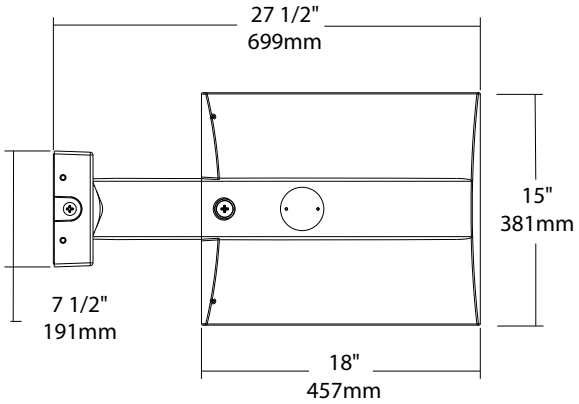
Mountings, Dimensions & Weights

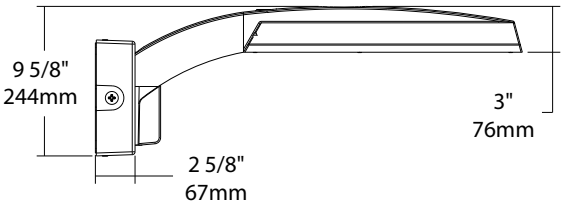
PA - Universal Pole Mount
Weight: 15.0 lbs (7kg)



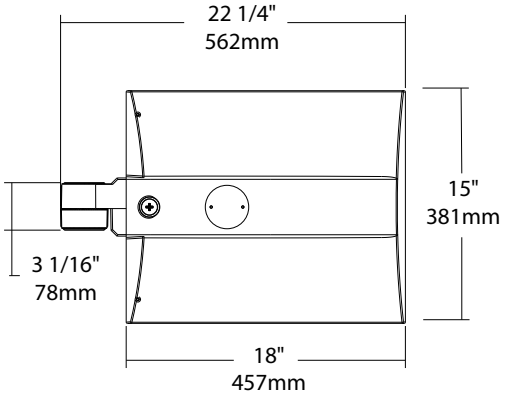


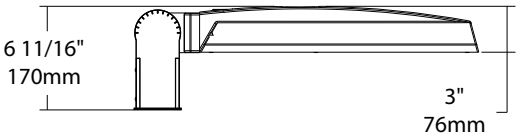
WM - Wall Mount
Weight: 20.0 lbs (9kg)





SF - Slipfitter Mount
Weight: 13.5 lbs (6kg)





Ordering information

Product Family	Optics /Distribution		Lumen Output		Mounting		CCT/CRI		Finish		Voltage/Driver		Sensor Options		Lightcloud Option	
IVA	–															
	T2	Type II	**45L**	4500 lumens (38W)	**PA**	Universal Pole Adapter	**750**	5000K (Cool), 70 CRI	**Z**	Bronze	**U**	120-277V, 0-10V Dimming	**Blank**	No Sensor	**Blank**	No Lightcloud
	T3	Type III	**75L**	7500 lumens (67W)	**WM**	Wall Mount	**740**	4000K (Neutral), 70 CRI	**W**	White	**H**	347-480V, 0-10V Dimming	**/WS**	Multi-Level Motion Sensor, 8ft mounting	**/LC**	Lightcloud Controller[2]
	T4	Type IV	**130L**	13000 lumens (117W)[1]	**SF**	Slipfitter	**730**	3000K (Warm), 70 CRI	**G**	Roadway Gray			**/WS2**	Multi-Level Motion Sensor, 20ft mounting		
	T5S	Type V Sq							**K**	Black			**/WS4**	Multi-Level Motion Sensor, 40ft mounting		
	FT	Forward Throw											**/7PR**	7-Pin Receptacle		

ACCESSORIES (SOLD SEPARATELY)

IVA-SF	Single Fuse (120V, 277V)
IVA-DF	Double Fuse (208V, 240V, 480V)
RSP10GI-277	10kV Surge Protector (120V & 277V)
RSP10GI-480	10kV Surge Protector (480V)

1. Applies to TYPE IV, V Square | 2.Applies to 120-277V

Qualite
SPORTS LIGHTING, LLC

M

References

Q-LED GAMECHANGER™ PROJECT REFERENCES

- Winchester Gun Club Trap & Skeet Range, North Shore Trap & Skeet, Franksville, WI
- St. Mary's Memorial High School Football Stadium, St. Mary's OH
- Hart High School Football Stadium & Track, Hart Public Schools, Hart, MI
- Harrison High School Tennis Courts, Tippecanoe School Corporation, West Lafayette, IN
- Seeger High School Football Stadium & Track, MSD of Warren County, West Lebanon, IN
- Guerin Catholic High School Soccer Field, Noblesville, IN
- Spalding Park Baseball, Champaign Park District, Champaign, IL
- Rec Fields Football & Softball, University of Illinois-Springfield, Springfield, IL
- Sibley-Ocheyedan Community School District Football Stadium & Track, Sibley, IA
- McInnis Park Golf Center Driving Range, Tayman Park Golf Group, Inc, San Rafael, CA
- Augusta National Golf Club, Augusta, GA
- McDonald High School Football & Track, McDonald, OH
- Rocori High School Football & Soccer, Cold Spring, MN
- Miller Park Soccer, Eden Prairie, MN
- Rogers Stadium Football, Tulsa Public Schools, Tulsa, OK
- Robert's Field at the Roy Anderson Sports Complex, Big Spring, TX
- Itasca Intermediate School District Baseball & Softball, Itasca, TX
- Edmond Tennis Center, Intermediate School District #12, Edmond, OK



- Hughes Springs High School Football, Hughes Springs Intermediate School District, Hughes Springs, TX
- Rice Consolidated Intermediate School District Softball & Baseball, Altair, TX
- Panama City Beach Sports Complex, Panama City Beach, FL
- Itasca Independent School District Baseball & Parking Lot, Itasca, TX
- Wink High School Football Stadium & Track, Wink-Loving Intermediate School District, Wink, TX
- Van Vleck Intermediate School District Football Stadium, Van Vleck, TX
- Ingleside Intermediate School District Football Stadium, Ingleside, TX
- Drive Time Parking Area, Lot & Building, Fort Worth, TX
- Crowell Intermediate School District Football Stadium, Crowell, TX
- Marianna High School Baseball Field, Jackson County Schools, Marianna, FL
- Lake Nona Beach Volleyball, Orlando, FL
- South Walton Sports Complex, Baseball & Multi-Purpose Fields, Walton County Board of Commissioners, Defuniak Springs, FL
- Big Corkscrew Island Regional Park Baseball, Multi-Purpose, Pool, Pool Square, Event Lawn Area, Basketball, Pickleball & Tennis, Naples, FL
- Tommy Oliver Stadium Football & Track, Bay District Schools, Panama City, FL
- Mickel Park Baseball, City of Wilton Manors, Wilton Manors, FL
- Iron Tee Golf, Bettenderf, IA
- Drive Time Car Storage, San Antonio,TX

Qualite SPORTS LIGHTING, LLC

Q-LED GAMECHANGER™ PROJECT REFERENCES

- Hempfield Area High School Football Field, Greensburg, PA
- Sechler Park Softball Field, City of Northfield, Northfield, MN
- Babcock Park Softball & Hockey, City of Northfield, Northfield, MN
- Minot North High School Football, Minot, ND
- Caldwell Park Football, Ocean View, NJ
- Franklin Regional High School Football, Soccer & Track, Murraysville, PA
- Mead Sportsplex Football, Mead School District, Mead, WA
- Ridgeline High School Football, Soccer, Track & Tennis, Central Valley School District, Liberty Lake, WA
- Zuni High School Sports Complex Baseball, Zuni, NM
- SanTan High School Football Field, Chandler, AZ
- Blanchet Catholic High School Football, Soccer, Track & Field Events, Salem, OR
- Pollock Field Softball, Department of the Navy, Marine Corps Base MCHB, Hawaii
- Job Corp US Forestry Service Baseball Field, US Forestry Service, White Swan, WA
- Days of 47 Rodeo Arena, Salt Lake City, UT
- Willard City Schools, Willard, OH
- Lassonde Studio Volleyball & Basketball, University of Utah-Lassonde, Salt Lake City, UT
- Burns High School Football Field, Harney County School District #3, Burns, OR
- Pacific High School Football Stadium, Meramec Valley R-III School District, Pacific, MO



- Boonville City Soccer Fields, City of Boonville, Boonville, MO
- Riseley Field Baseball, US Marine Corps Base Hawaii, Kaneohe Bay, HI
- Plant Scherer, Juliette, GA
- Twelve Bridges High School Football, Soccer & Track, Western Place Unified School District, Lincoln, CA
- Clay County SC Complex, Clay County, FL
- Crane Union High School, Football Field, Burns, OR
- Metro State University Sports Complex, Denver, CO
- Lutheran High School Football Field, Parker, CO
- Bradshaw Christian High School Football Stadium & Track, Sacramento, CA
- Junge Stadium Football Field & Track, Joplin, MO
- Ballinger ISD-Bear Cat Stadium Football & Bleachers, Ballinger, TX
- Brush High School, Brush, CO
- Shorecrest Prep School, St. Petersburg, FL

- City of Wilcox Ballfields, Basketball Courts, Softball & Rodeo, Wilcox, AZ
- Dutch Clark Football Stadium, Pueblo, CO
- Double Angel Baseball Field, Parker, CO
- Luckie Park-29 Palms, Twenty Nine Palms, CA
- Cranford Memorial Soccer Field, Cranford Soccer Club, Cranford, NJ
- Eden Community School District Soccer & Track, Eden, NY
- Penn-Trafford High School Football, Harrison City, PA
- Kingston High School Softball, Kingston, OK
- Lakewood Ranch High School Football, Bradenton, FL
- City Pond Park Ballfields 1-6, Covington, GA
- Port Neches-Groves High School, Port Neches, TX
- Lincoln Academy Multi-Purpose Field, New Castle, ME

Qualite SPORTS LIGHTING, LLC

Q-LED GAMECHANGER™ PROJECT REFERENCES

- 5 Jackson Northwest High School Football, Jackson, MI
- Mecklenburg High School Football, Baseball & Softball, Baskerville, VA
- Nacogdoches High School Football Stadium, Nacogdoches, TX
- Putnam City West Football Stadium, Putnam City Schools Independent District No. 1, Oklahoma City, OK
- Sports Field & Stadium Complex, Bay County Board of Commissioners, Panama City Beach, FL
- Kings Meadow Park Basketball Courts, Miami-Dade County, Miami, FL
- Shiloh Football Field, City of Fruitland Park, Fruitland Park, FL
- Silo Public Schools Baseball & Softball, Silo, OK
- Heartwell Golf Course, American Golf, Long Beach, FL
- Rose Park Tennis Center, City of Abilene, Abilene, TX
- Weatherford Intermediate School District Baseball & Softball, Weatherford, TX
- Roy Anderson Sports Complex Baseball, City of Big Spring Park & Recreation, Big Spring, TX
- Golf Links Practice Range, Leonard Golf Links, Fort Worth, TX
- Malone High School Baseball Field, Jackson County Schools, Marianna, FL
- Raymond High School Football/Track, Raymondville Independent School District, Raymondville, TX
- Pickering High School Football Field, Vernon Parish School Board, Leesville, LA
- John Walter Smith Soccer Field, Worcester County Recreation & Parks, Snow Hill, MD
- Carmel Clay School District Baseball Quadplex, Carmel, IN
- Plum Senior High School Football & Track, Plum Borough School District, Pittsburgh, PA
- Donaldson Park Baseball, North Fayette Township, Oakdale, PA
- 5 John A. Halter Shooting Sports Center Shooting Range, Trap & Skeet, Hillsdale College, Hillsdale, MI
- Northwest School District Football Field, Jackson, MI
- Drive Time Parking Area, Morrisville, PA
- Hart High School Football Stadium & Track, Hart Public Schools, Hart, MI
- Harrison High School Tennis Courts, Tippecanoe School Corporation, West Lafayette, IN
- 5 Nash Park Baseball Fields, Chatham Township, NJ
- Washington High School Football Field, Washington, PA
- Harbor Springs High School, Ottawa Stadium, Harbor Springs, MI
- Hillsdale College Baseball, Hillsdale, MI
- The Woods at Creekside Baseball Complex, Creekside Community Improvement District, Parkville, MO
- Rusk Intermediate School District Football Stadium, Rusk, TX
- North Florida Educational Institute Football Stadium, Jacksonville, FL
- Seeger High School Football Stadium & Track, MSD of Warren County, West Lebanon, IN
- Ben Davis High School Tennis Courts, Indianapolis, IN
- Peters Township District, McMurray, PA



Qualite SPORTS LIGHTING, LLC

Q-LED GAMECHANGER™ PROJECT REFERENCES

- Shawnee Heights Unified School District 450 Football & Track, Tecumseh, KS
- Kamiakin High School Soccer & Football, Kennewick School District, Kennewick, WA
- Gallup-McKinley High School Football, Gallup-McKinley County Schools, Gallup, NM
- Zuni High School Softball Field, Zuni Public School District, Zuni, NM
- Woodland Christian High School Football Field, Woodland, CA
- Somerton High School Football/Track, Somerton, AZ
- Mustang Field Ballfield, Tucson, AZ
- Sierra College Football/Track, Rocklin, CA
- Freeman High School Football/Track, Valleyford, WA
- Regent Prep School Multi-Purpose Field, Tulsa, OK
- Edcouch-Else High School Soccer, Edcouch-Else Intermediate School District, Edcouch, TX
- Cottondale High School Baseball Field, Jackson County Schools, Marianna, FL
- McDonough High School, Henry County Schools Baseball, Softball & Football, McDonough, GA
- St. Mary's Memorial High School Football Stadium, St. Mary's, OH
- Bainbridge High School, Decatur County Schools Baseball & Softball, Bainbridge, GA
- Tiger Stadium Football/Track, North Allegheny School District, Pittsburgh,PA
- Stephen R. Gregg Park Softball & Soccer, County of Hudson, Bayonne, NJ
- Guerin Catholic High School Soccer Field, Noblesville, IN
- Ft. Simcoe Job Corps Basketball Courts & Skate Park, US Forestry Service, White Swan, WA
- Cashion High School Baseball Field, Cashion Public Schools, Cashion, OK
- Forsan High School Tennis Center, Forsan Independent School District, Forsan, TX
- Hanover-Horton School District Football Field, Jackson County Schools, Horton, MI
- Ella Grasso Technical High School, Groton, CT
- Trinity High School Football Stadium, Camp Hill, PA
- Traders Village Roller Coaster, Grand Prairie, TX
- Al Diriyah Farms Golf Club Driving Range, Diyadh, Saudi Arabia
- Spring Arbor University, Spring Arbor, MI
- East High School, Waterloo, IA
- Kearns High School Baseball Park & Facility, Kearns, CT
- North Central High School Football, Pioneer, OH
- Glacial Valley Park Hockey & Basketball, Cottage Grove, MN
- Greenwood Sports Complex Baseball & Softball, Greenwood, IN
- Nub's Nob Ski Slope, Harbor Springs, MI
- LEAD Academy Baseball & Softball, Pace, FL
- Patel High School Soccer, Tampa, FL
- Arnold High School Football, Panama City, FL
- Cardinal Gibbons High School Football, Ft Lauderdale, FL
- Sandhill Crane Golf Club Driving Range & Putting Green, Palm Beach Gardens, FL
- Boyd County High School, Asland, KY
- Qunicy High School Football Stadium, Qunicy, WA
- Kennesaw State Fifth Third Stadium Football, Kennesaw, GA



Qualite SPORTS LIGHTING, LLC

Q-LED GAMECHANGER™ TOPGOLF LOCATIONS

- Chesterfield, MO
- Vineyard, UT
- Chattanooga, TN
- Charlotte SW, NC
- The Colony, TX
- Jacksonville, FL
- San Antonio, TX
- Birmingham, AL
- Albuquerque, NM
- Charlotte Univ, NC
- Cleveland, OH
- Fort Worth, TX
- Miami Gardens, FL
- Nashville, TN
- Overland Park, KS
- Ashburn, VA
- Augusta, GA
- Lake Mary, FL
- Doral, FL
- El Paso, TX
- Tucson, AZ
- Pittsburgh, PA
- Las Vegas, NV
- Roseville, CA
- San Jose, CA
- Renton, WA
- Richmond, VA
- Fishers, IN
- Buford, GA
- Orlando, FL
- Germantown, MD
- Thornton, CO
- Ontario, CA
- Mt. Laurel, NJ
- Myrtle Beach, SC
- Pharr, TX
- Baltimore, MD
- Rogers, AR
- Omaha, NE
- Knoxville, TN
- Greenville, SC
- Huntsville, AL
- Austin, TX
- Alpharetta, GA
- Auburn Hills, MI
- Greensboro, NC
- Oklahoma City, OK
- Schaumburg, IL
- Virginia Beach, VA
- Philadelphia, PA
- Canton, MA
- Naperville, IL
- Wichita, KS
- Scottsdale, AZ
- Tampa, FL
- Spring, TX
- Atlanta, GA
- Louisville, KY
- Katy, TX
- Webster, TX
- Centennial, CO
- Salt Lake City, UT
- Glendale, AZ
- Baton Rouge, LA
- El Segundo, CA
- National Harbor, MD
- Colorado Springs, CO
- Brooklyn Center, MN
- Boise, ID
- Columbus, OH
- Gilbert, AZ
- Edison, NJ
- Dallas, TX
- Waco, TX

International Venues

- Dubai, UAE
- Monterrey, Mexico
- Oberhausen, Germany
- Bangkok, Thailand
- Vienna, Austria



Qualite
SPORTS LIGHTING, LLC

N

About Qualite

Qualite
SPORTS LIGHTING, LLC

QUALITE HAS OVER 30 YEARS OF EXPERIENCE IN THE STADIUM & FIELD LIGHTING INDUSTRY

WHO WE ARE

Qualite has been the sports lighting partner for high schools, colleges, parks and recreation departments, and minor and major league professional sports franchises for over 30 years. Qualite's Q-LED GameChanger™ is the first high performance sports lighting system designed for all sports venues, from youth to professional sports stadiums, with a focus on great connectivity and functionality at affordable pricing.

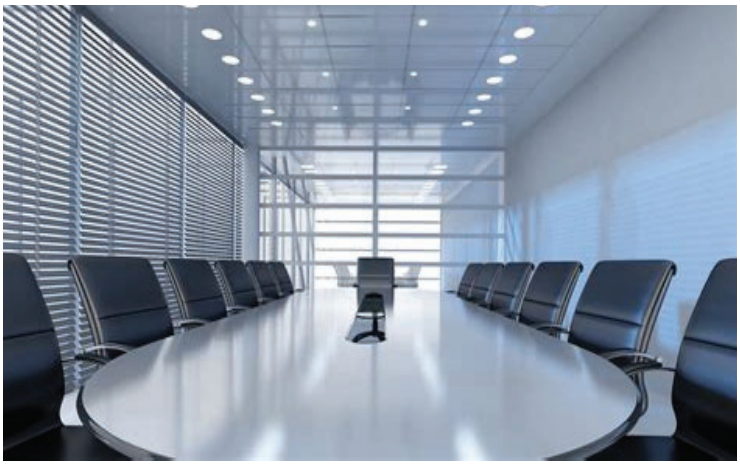


LIGHTING SYSTEM DESIGN

Qualite utilizes its experienced design team to develop complete lighting designs that provide code-compliant, yet energy-efficient, lighting systems.

PROJECT MANAGEMENT

Qualite offers complete project management to provide seamless, ontime completion of your project.



WHERE ARE WE LOCATED

Qualite maintains corperate operations in Hillsdale, MI, along with our manufacturing facility, sales and customer service teams.

COMPLETE INSTALLATION SERVICES

Allow Qualite to provide a turnkey solution. From design and manfactuing to installation by our trained factory installation and service team. Each member has extensive knowledge of our products offering code-compliant installation.

25-YEAR SERVICE WARRANTY

Qualite provides a complete 25-year service and performance warranty. This warranty includes parts, labor and equipment to keep your lighting system running at it's peak performance for a full 25 years. All service work is performed by our factory-trained service technicians. We also utilize our wireless controls for system monitoring and remote service.

Qualite SPORTS LIGHTING, LLC

DESIGNED BUILT SUPPORTED
BY AMERICANS FOR AMERICANS

THE AWARD-WINNING QLED GAMECHANGER LIGHTING SYSTEM IS DESIGNED AND MANUFACTURED IN THE USA



THE GAMECHANGER

The art of design is clearly illustrated with the QLED GameChanger™ Lighting System. With proprietary optical lenses that provide precision lighting on and off the field, the GameChanger is designed for performance and energy savings. The GameChanger is factory-aimed and guaranteed to perform as designed for 25 years.

INNOVATIVE HELICAL DESIGN

Old-style, straight crossarms are obsolete. A new, fresh approach utilizes a vertically-mounted stanchion providing lower wind loads on poles and higher performance. Also, by centering loads, lighting poles are subjected to less torsional loads, in turn extending their life. The helical design is very efficient for lighting efficiency, as well, and allows the designer to maintain good aiming angles while limiting spill.





PRECISE LIGHTING CUT-OFF

The GameChanger offers a wide range of cut-off capabilities. With precision optical lenses, lighting cut-off can be achieved in most cases. If extreme cut-off is needed, Qualite engineers add a external visor that extends the cut-off and increases the cut-off capabilities.

Qualite SPORTS LIGHTING, LLC

DESIGNED BUILT SUPPORTED BY AMERICANS FOR AMERICANS

Gamechanger Performance Specifications



ELECTRICAL DETAIL	GC600	GC1200
Input Watts	600 W	1200 W
KW Draw	.65	1.3
Lumen Output	>60,000	>120,000
Lumens/Watts	>115	>115
CCT	5,700	5,700
CRI	>80	>80
Weight	25 lbs	39 lbs

CURRENT	AMPS	AMPS
480 V, 1P	1.35	2.70
277 V, 1P	2.35	4.70
240 V, 1P	2.71	5.42
208 V, 1P	3.13	6.26
120 V, 1P	5.42	10.80

- Pre-Wired System
- Pre-Aimed Optics
- Remote Driver Enclosure
- Over Current Protected
- Power Conditioner Included
- Service Disconnect Included
- No Exposed Wiring
- Wiring Harness Included
- Wireless Controls Included
- No WIFI Required
- Dimming Capabilities
- Customer-Designed Scenes
- Advanced Scheduling Capabilities
- Remote Diagnostics Included
- Steel or Concrete Pole Options
- Precision Optics Included
- Built-In Glare Control
- IP66, -40L C TO 55L C
- Lightning Protection
- External Visor (optional)
- 24/7 Tech Support
- 25-Year Warranty
- Performance Guarantee
- Extreme Reliability
- 100,000+ hour life
- HDTV Compatible
- Retrofit Compatible
- Made in the USA
- ROHS Compliant
- Enviromentally-friendly packaging

Qualite SPORTS LIGHTING, LLC



M. Eric Boorom, Founder

- Founder of Worth Capital and Worth Investment Group
- Proven track record of over 26 years in operations management, turnarounds, workouts, banking, finance, and mergers & acquisitions
- The Bank of Tokyo-Mitsubishi, the second largest bank in the world; worked as a team member in the Special Assignments Group
- ABN-AMRO/LaSalle National Bank, one of the world's largest banks headquartered in Chicago, Illinois; Worked as a credit analyst, and was also involved in debt recapitalization, operational reengineering, turnaround financing, workout and bankruptcy transactions, real estate financing, enterprise value transactions (cash-flow based financing), mergers, acquisitions, cross-border financing and the issuance/procurement of subordinated debt, bonds and equity.
- Currently President and CEO of Worth Holdings, LLC
- Currently President and CEO of Qualite Sports Lighting, LLC
- Bachelor of Science in finance from Michigan State University

Qualite SPORTS LIGHTING, LLC



Mikel J. Boorom, P.E.
VP and Director of Product Development and Manufacturing

Mikel Boorom started his career working for Commonwealth Engineers, where he designed high-voltage steel and aluminum transmission line structures, including sectional steel pole structures, also designing the reinforced concrete foundations for the structures.

Mr. Boorom was involved with the structural concrete design for a number of nuclear power plants, and has provided engineering expertise in the fields of aerodynamics, aircraft structural analysis and design.

He has been employed by SAFRAN as an expert in the integration of aircraft diesel power plants on general aviation aircraft during which he provided on-site expertise for various projects in France and Central America. He has provided contract services for the Structural Steel Industry and Aircraft Industry. Composite materials integration in current aircraft design optimization of aero dynamic drag reduction.

He has been active in the American Institute of Steel Construction, American Concrete Institute, National Society of Professional Engineers, American Institute of Aeronautics and Astronautics, Society of Automotive Engineers, American Society of Civil Engineers and Structural Engineering Institute.

In addition, he holds an FAA Airframe and Powerplant Mechanics Certificate, Private Pilot's License, with Single Engine and Multi-Engine, Instrument Rating, Seaplane Rating. He has over 10,000 hours of fight time, ranging from ultraflights to Lear jets.

Mr. Boorom earned his bachelor of science degree in Civil/Structural Engineering from Michigan State University and additional studies in soil mechanics, composite structures design, FAA Certification procedures and Forensic Analysis of Structural Failures.



Michael Kiker
Qualite Sales Manager

Mike Kiker is currently a Sales Manager for Qualite Sports Lighting, LLC.

With over 30 years in the outdoor sports and pole industry, and with the combined experience in sales management, construction and engineering Mike has excelled in industry-related positions which include National Product Manager, Regional Sales Manager and Technical Sales Representative to Senior Vice President. With this combined experience Mike has helped to shape Qualite's vision of a total lighting solution from project development, design, sales, installation and long term service. This provides the end user a one point of contact solution.

Prior to being an employee for Qualite, Mike acted as a dedicated Sales Representative and Electrical Contractor for Qualite Sports Lighting as a respected member of Qualite's Indirect Sales Channel for over 15 years.

After successfully representing Qualite in the Alabama market, Mike moved to Texas to develop the North Texas market for Qualite. Mike's successful history resulted in him being recognized multiple years as a top sales performer by Qualite. After developing the Texas territory, Mike now resides in Florida.

Qualite SPORTS LIGHTING, LLC



Heather Jeffrey
Sales and Marketing Manager

Heather Jeffrey is the Marketing/Sales Manager for Qualite Sports Lighting.

She joined the team in 2017 and brought with her two decades of marketing, management and sales experience.

Prior to joining our team, she owned and operated her own successful marketing/sales support company. Prior to that, for 18 years, she served as the Executive Editor of two daily newspapers, two total market coverage publications and four weekly newspapers in Michigan.

She studied journalism at Michigan State University and radio/television broadcasting at Kellogg College.

Heather, who started as a customer concierge, specializes in leading our marketing efforts and customer service teams, with a special emphasis on the facilitation/management of our inside and outside sales team.

Capabilities areas of expertise:

* Sales, customer service and marketing team management;
* Oversee sales, customer service and marketing team daily duties;
* Communications;
* Customer retention;
* Software administration;
* Value-engineering options;
* Bid Packages;
* Quoting;
* Marketing presentations; and
* Email marketing.

Qualite SPORTS LIGHTING, LLC



Patricia Del Rio
Lighting Design Engineer

Patricia del Rio is an Orlando-based Lighting Design Engineer with over 20 years of experience in manufacturing engineering and the lighting industry.

Patricia joined the Qualite Sports Lighting Team in 2023. Patricia is an expert in lighting design analysis for indoor and outdoor sports projects that comply with IES lighting standards. Patricia's expertise includes indoor, outdoor, roadway, and sports lighting.

As a lighting designer, Patricia has analyzed and developed designs for occupational settings (i.e. offices, schools, warehouses), commercial settings (i.e. restaurants, hotels, parking garages), and life safety egress (i.e. corridors, stairwells). Patricia's latest experience has been with Qualite Sports Lighting, providing lighting designs for sports fields (i.e. football, soccer, baseball, softball, and more) and indoor sports facilities (i.e. basketball arenas).

Patricia is focused on excellence through continuous improvements, creative solutions, and analytical approaches to provide exceptional results. Patricia excels through mentoring, training, and empowering junior designers to excel. Patricia is a proud member of the Illuminating Engineering Society.

Capabilities and areas of expertise:

- Bachelor of Science in Mechanical Engineering from Florida Atlantic University
- Master of Science in Occupational Safety Management from Embry-Riddle Aeronautical University
- Lean manufacturing and design engineering
- Lighting Analysis & Design using AGI32 Lighting Analyst
- Understand & Interpret the NFPA Life Safety Code
- IES/NA Recommendations & Guidelines
- OSHA Compliance & Safety
- AutoCAD / REVIT / Sketchup
- Leadership & Mentoring
- Inside sales/manufacturer's representative
- Indoor, outdoor, parking garages, stairwells, commercial, industrial, sports lighting, egress

Qualite SPORTS LIGHTING, LLC



Daniel Elias, Electrical Engineer/ Master Electrician

Daniel Elias serves as Qualite Sports Lighting's electrical engineer.

He was born and raised in Argentina and came to the United States about 20 years ago. He lived in Hollywood, Florida and later moved to San Antonio, Texas, where he lives now with his wife and children.

He has worked in the electrical field for entire life and recently completed his schooling and graduated with an electrical engineer degree. He is a master electrician. He specializes in electrical layout and material planning, as well as provides on-site leadership to execute the quality of installation. He has 12 years experience in the electrical trade.

Qualite SPORTS LIGHTING, LLC



Samuel C. Spragg:
Production & Facilities Manager

Sam Spragg is the Production and Facilities Manager, with more than 15 years of experience in managing and organizing production and transportation.

Mr. Spragg joined the team in 2023, after a plant closure in the automotive industry, where he managed production employees, transportation and scheduling teams. His organization covered North America, suppling the automotive industries with just in time management. He led diverse work groups of management and union employees. Sam specializes in developing a positive workplace culture and boosting morales, as well as empowering teams and employees to achieve defined goals.

Capabilities and areas of expertise:

- Leadership, team-building, transparency;
- Promoting a safe work environment;
- Quality assurance;
- Coordinating new policies and procedures;
- Team management to effectively execute project goals;
- Review and execute production plans and material needs;
- Problem-solving;
- Identify potential cost savings;
- Oversee daily operations and scheduling of jobs;
- Encourage and enhance self-awareness;
- Promoting adaptability;
- Formulate changes to improve;
- Ability to strategize new concepts;
- Implementing product improvements; and
- 24-year career of managing a strong and efficient work force.

Qualite
SPORTS LIGHTING, LLC



Christopher Parks,
Senior Project Manager

Chris Parks is a senior project manager with Qualite, who oversees a crew for warranty and service. He also handles customer service, Qualite controls trouble-shooting, and has eight (8) years of management experience.

Mr. Parks started with the Qualite team in 2012 on the production floor and worked his way up to warehouse manager, then to purchasing manager, then to production manager and finally, to his current Senior Project Manager position. He has helped develop good production work-flow to help meet production goals and time lines.

Capabilities and areas of expertise:

- Leadership to coordinate the effective completion of production needs to meet customer deadlines
- Team management to effectively execute project goals
- Technical trouble-shooting of LED and Metal Halide systems and controls
- Oversee daily operations
- Issue resolution
- Crew route planning
- Scheduling crews and production
- Purchasing and product sourcing
- Safety procedures



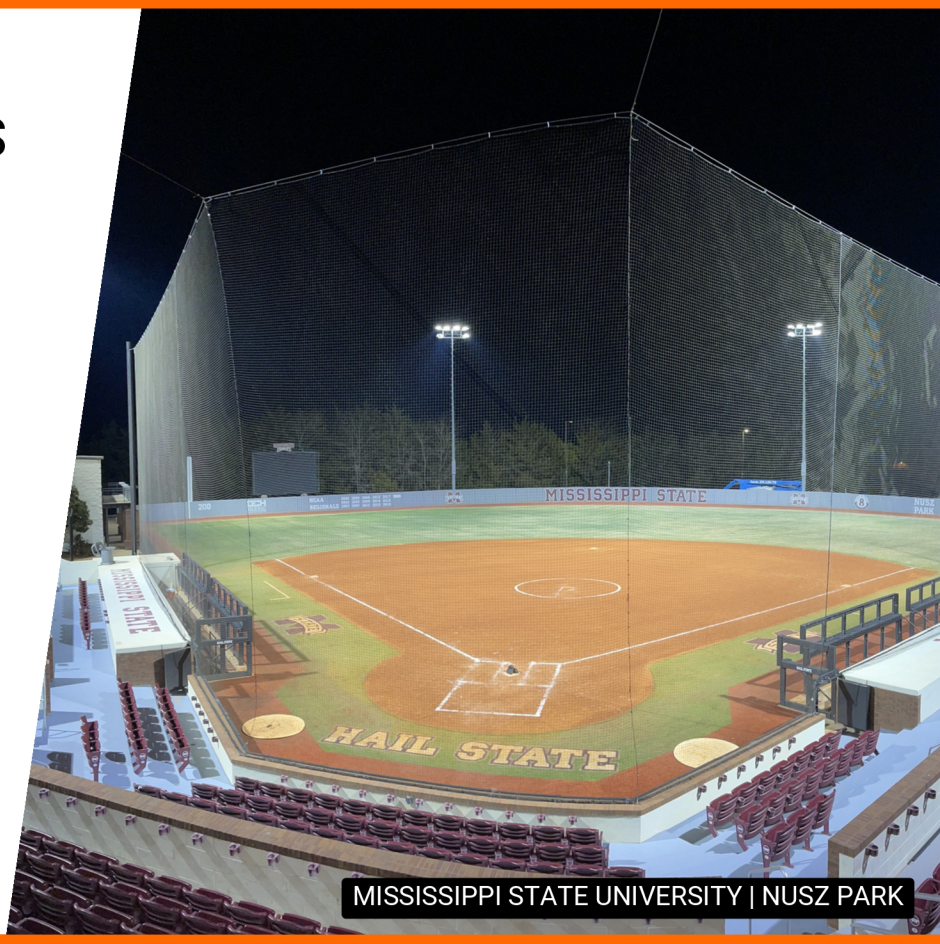
CLEMSON UNIVERSITY | HISTORIC RIGGS FIELD

PROJECT PROPOSAL

DESTIN MORGAN SPORTS COMPLEX LIGHTING

RFP NO. 24-14-REC

NOVEMBER 26, 2024



MISSISSIPPI STATE UNIVERSITY | NUSZ PARK

Submitted by

Premier Sports Lighting, LLC
2100 Chespark Drive
Gastonia, NC 28052
Phone: (800) 674-6058

DESIGN | MANUFACTURING | TURNKEY INSTALLATION

PLAY THE GAME IN A BETTER LIGHT™

Table of Contents

A. INTRODUCTION

- Transmittal Letter
- Meet the Team
- Business Model

B. PRICE PROPOSAL SHEET

C. COMPLETED FORMS

- Attachment NO. 1 – Responsive Bidder Qualification Sheet
- Attachment NO. 2 – Public Entity Crime From
- Attachment NO. 3 – Drug Free Workplace Certification Form
- Attachment NO. 4 – Bid Bond Form
- Attachment NO. 5 – Anti-Human Trafficking Affidavit
- Attachment NO. 6 – Anti-Collusion Statement

D. PROOF OF INSURANCE

E. PROOF OF LICENSING AND CERTIFICATIONS

F. ADDENDUMS

G. EQUIPMENT LAYOUT

H. ON-FIELD LIGHTING DESIGN

I. OFF-FIELD LIGHTING DESIGN

J. PHOTOMETRIC REPORT

K. PERFORMANCE GUARANTEE

L. CONTROL & MONITORING SYSTEM

M. WARRANTY

- PSL 10-Year Parts and Labor Warranty

N. PROJECT REFERENCES

O. PRODUCT INFORMATION

- Remote Pro System
  - Pole Top Assembly
  - Electrical Components Enclosure
  - Pole Length Wire Harness
- Remote Pro™ 1200W Datasheet
- Surge Protection
- Surge Pro

P. DELIVERY

A. INTRODUCTION

TRANSMITTAL LETTER

Premier Sports Lighting is honored to submit our proposal for the replacement of the sports lighting at the Morgan Sports Center. As a trusted manufacturer of high-performance LED lighting systems, we are excited about the opportunity to support the City of Destin in modernizing this important community facility.

We are fully committed to performing this project with precision and professionalism, ensuring a smooth execution that meets your expectations. Our understanding of the scope includes replacing the existing system with advanced, energy-efficient LED lighting designed to improve visibility, reduce maintenance, and enhance energy savings. Our approach ensures minimal disruption to the facility's operations, with a notional schedule that includes a 12 week production timeline, 1 week for delivery to site, and 8-10 weeks for installation, weather permitting. We have also accounted for potential challenges, incorporating contingencies to address weather delays or supply chain issues, ensuring consistent progress and timely completion.

Premier Sports Lighting brings unparalleled expertise and capability to this project. With over seven years of experience and a history of successful installations, we are uniquely positioned to deliver a lighting solution that meets the highest standards of quality, performance, and reliability. Our systems are designed for optimal brightness and uniformity, ensuring a superior experience for athletes and spectators alike. From design through installation and beyond, our comprehensive support ensures the project's long-term success.

We are confident that our proven track record, innovative solutions, and commitment to excellence make Premier Sports Lighting the ideal partner for the Morgan Sports Center. We look forward to the opportunity to collaborate with the City of Destin to deliver a lighting system that enhances this facility and serves the community for years to come.

Thank you for considering our proposal.
Warm Regards,



Andrew Weathers
CEO
Premier Sports Lighting, LLC

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

MEET THE TEAM



Andrew Weathers

Founder
CEO

Andrew, originally from Spartanburg, SC, founded Premier Sports Lighting in 2017. He has lived in Gastonia, NC over 10 years with his wife Lindsay and their 5 children.



Tim Grooms

Co-Founder
Chief Operating Officer

Tim is from Gastonia, NC. He is a board member to several non-profit organizations and a Rotarian for 38 years. Tim and his wife of 48+ years, Candy, have 2 daughters, a son-in-law and one grandson.



Wayne Weathers

Co-Founder
Chief Business Development

Wayne, a native of Spartanburg, SC, where he and his wife, Crystal, of 40 years still reside. He develops new business relationships and manages jobsite activities for PSL. He has 2 sons and daughters-in-law and 7 grandchildren.



Sara Carringer

Executive Assistant to CEO
Project Management

Sara is from Kings Mountain, North Carolina. She is a U.S. Navy veteran. During her service, she lived in Japan for 6 years.



Madison Hyleman

Regional Sales & Marketing

Madison is a native & resident of Gastonia, NC and is a graduate of Gardner-Webb University in Cleveland County. She hosts local community & sporting events in her free time!



Raymond Kirkland

Sr. Project Manager |
Electrical License Qualifier

Raymond is originally from Florida and has lived in McDowell County, NC for over 20 years. He brings 20 years of electrical experience to our team.



Richard McSwain

Controls Engineer |
Electrical License Qualifier

Richard is a native and resident of Lincoln County. A 1984 West Lincoln High School graduate and the Vice President of the West Lincoln Alumni Association.

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

BUSINESS MODEL

What sets Premier Sports Lighting apart from our top competitors?

CUSTOMIZED LIGHTING FOR EVERY FIELD



Each field has unique lighting requirements, and we tailor every solution to meet those needs. Our team of engineers and designers create lighting plans that optimize visibility and performance, ensuring an ideal lighting experience for players and spectators alike.

IN-HOUSE MANUFACTURING AND ASSEMBLY



Premier Sports Lighting maintains full control over every step of production, from initial design to final assembly. By manufacturing all components in-house, we ensure the highest quality standards and complete consistency across every lighting system we deliver.

QUALITY YOU CAN TRUST



With a commitment to excellence, Premier Sports Lighting produces durable, high-performance lighting systems you can rely on. Our all-in-house process allows us to deliver industry-leading solutions for sports fields across the country, providing reliability, longevity, and superior illumination.

PREMIER SPORTS LIGHTING'S PROCESS ENSURES YOU

PLAY THE GAME IN A BETTER LIGHT™

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

POST-INSTALLATION SERVICE & SUPPORT PARTNERSHIP

At Premier Sports Lighting, we prioritize dependable service and exceptional support. We understand that maintaining your sports lighting system is critical, which is why we offer a unique service solution to ensure your lighting is always in top condition.

PARTNERING WITH LOCAL EXPERTS

When you choose Premier Sports Lighting, you're not just getting high-quality LED lighting systems; you're also gaining access to local, expert support. We will partner with an electrical contractor (EC) of your choice, who will become your dedicated local service professional. This local EC will be fully trained and educated on our LED sports lighting systems, equipping them with the skills needed to support your system for post-installation maintenance for years to come.

ONGOING SERVICE AND SUPPORT

Your local EC will be available for:

- Routine inspections and preventative maintenance
- Troubleshooting and adjustments
- Quick repairs to keep your system performing optimally

In the event of an extreme situation that your local EC cannot handle, Premier Sports Lighting has your back. Our team is prepared to be on-site within 24 to 48 hours to resolve any issues swiftly, ensuring your lights are back on when you need them.

24/7 CUSTOMER SUPPORT

Premier Sports Lighting is committed to being there whenever you need us. Our dedicated support team is available around the clock to answer questions, provide guidance, and offer peace of mind. We're only a call away, ready to support your sports lighting needs—day or night.

PLAY THE GAME IN A BETTER LIGHT™

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

B. PRICE PROPOSAL SHEET

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: Premier Sports Lighting, LLC

Address: 2100 Chespark Drive

City & State: Gastonia, North Carolina Zip Code: 28052

Telephone: ( ) 704-718-6285 E-mail: madison@psl-sports.com Fax: ( ) NA

Number of Years in Business: 7+ Contact Name Madison Hyleman

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ _____
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ _____
Replacement/retrofit of lighting for two (2) parking lot areas	$ _____
10 year Warranty Service	$ Includes

Total Cost $1,100,850.00

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Madison Hyleman Sales Manager
(Print or Type)

Signature: Madison Hyleman

Date of Bid: November 26, 2024

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

C. COMPLETED FORMS

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:

Name: Premier Sports Lighting, LLC

Address: 2100 Chespark Drive

City, State, Zip: Gastonia, NC 28052

Telephone No.: 704-718-6285

Email: madison@psl-sports.com

Corporation	☐
Partnership	☐
Individual	☐
Other	☒ LLC

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:
   Premier Sports Lighting, LLC

   The address of the principal place of business is:
   2100 Chespark Drive,
   Gastonia, NC 28052

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: N/A

   b. State of Incorporation: N/A

   c. President's name: N/A

   d. Vice President's name: N/A

e. Secretary's name: N/A

f. Treasurer's name: N/A

g. Name and address of Resident Agent: N/A

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: N/A

b. Name, address and ownership units of all partners:

N/A

c. State whether general or limited partnership: N/A

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

Premier Sports Lighting, LLC designs, manufactures, and installs our own LED sports lighting systems from 2100 Chespark Drive, Gastonia, NC 28052. Andrew Weathers, Wayne Weathers, + Tim Grooms

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

Seven years

Under what other former names has your organization operated?

None

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

Using reciprocity from NC, our Florid license has been board approved and review is pending as the final step.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No, we have not ever failed to complete any work awarded to us.

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

We have included sheets for each key individual.

10. State the name of the individual who will have personal supervision of the work:

Andrew Weathers and Raymond Kirkland

11. State the name and address of attorney, if any, for the business of the responsive bidder:

Emily Leazer — Griffing Leazer, PLLC
615 S New Hope Road, Gastonia, NC 28052

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

Andrew Weathers: 66.5% Wayne Weathers: 12%
Tim Grooms: 12% 2100 Chespark Drive
Gastonia, NC 28052



ANDREW WEATHERS

CEO & Founder

Andrew, originally from Spartanburg, SC, founded Premier Sports Lighting in 2017. He has lived in Gastonia, NC, for over 10 years with his bride Lindsay and their 5 children (Sa'Myah-19, Weston-10, Camden-8, Ryleigh-8, and Drew-6).

Professional Experience

- **Founder & CEO, Premier Sports Lighting, LLC – Aug. 2017 - Present**
  - Established and led Premier Sports Lighting, LLC, specializing in innovative sports lighting solutions.
  - Developed strategic partnerships and negotiated contracts with major sports facilities.
  - Oversaw product development, sales, and client relations, achieving a 200% annual revenue growth.

- **Head of Sales, Spartan Lighting – Jan. 2011 – Aug. 2017**
  - Helped start and lead sales for a National Account LED lighting distributor
  - We focus on the industrial market, selling to major Brands such as Toyota, Kloeckner Metals, and Duke Energy.

- **Wide Receivers Coach, Charleston Southern University – Aug. 2010 - Dec. 2011**
  - Served as a coach for the Charleston Southern University football team.
  - Mentored athletes in skill development, game strategies, and team dynamics.
  - Contributed to successful team seasons and player development.

Education

- **University of South Carolina, Columbia - 2007-2009**
  - Attended the University of South Carolina, focusing on Kinesiology and Exercise Science.
  - Engaged in coursework related to Kinesiology and Exercise Science.

Get in touch with Andrew

Email: andrew@psl-sports.com
Mobile: 704.689.8473
Office: 800.674.6058



WAYNE WEATHERS

Co-Founder & Chief Business Development Officer

Wayne, a native of Spartanburg, SC, where he and his wife, Crystal, of 40 years still reside. He develops new business relationships and manages jobsite activities for PSL. He has 2 sons and daughters-in-law and 7 grandchildren.

Professional Experience

- **Co-founder & Chief Business Development Officer, Premier Sports Lighting, LLC – 2017 - Present**
  - Co-founded Premier Sports Lighting, LLC, driving business development strategies and fostering partnerships.
  - Spearheaded key initiatives resulting in successful collaborations with major sports facilities.
  - Played a pivotal role in establishing market presence and driving company growth.

- **Owner, Imperial Service & Supply Inc. – 1985 - 2017**
  - Successfully owned and operated Imperial Service & Supply Inc. for over 30 years.
  - Managed all aspects of a chemical and janitorial supply company, overseeing sales, purchasing, and operations.
  - Cultivated enduring client relationships and sustained profitability through effective business practices.

Education

- **Gardner-Webb College**
  - Attended Gardner-Webb College, focusing on business administration.
  - Engaged in coursework relevant to business administration.

Get in touch with Wayne

Email: wayne@psl-sports.com
Mobile: 864.529.8070
Office: 800.674.6058



TIM GROOMS

Co-Founder & Chief Operating Officer

Tim is from Gastonia, NC. He is a board member to several non-profit organizations and a Rotarian for 38 years. Tim and his wife of 48+ years, Candy, have 2 daughters, a son-in-law and one grandson.

Professional Experience

- **Co-founder & Chief Business Operating Officer, Premier Sports Lighting, LLC – 2017 - Present**
  - Co-founded Premier Sports Lighting, LLC, driving business development strategies and fostering partnerships.
  - Spearheaded key initiatives resulting in successful collaborations with major sports facilities.
  - Played a pivotal role in establishing market presence and driving company growth.

- **Owner & Founder, JMT Automation. – 1970 - 1997**
  - Successfully owned and operated JMT Automation for 27 years.
  - Managed all aspects of an industrial automation distributor, overseeing sales, purchasing, and operations.
  - Cultivated enduring client relationships and sustained profitability through effective business practices.
  - Established JMT Automation as the largest Siemens electrical distributor in the USA.
  - Executed a strategic sale of the company in 1997.

Education

- Gaston College
  - Attended Gaston College, focusing on Accounting, Electronics and German.

Community Engagement

- Rotarian for 41+ years, contributing to various community service projects.
- Previous board chair of Gaston Together, Gaston Business Association, and board member of multiple non-profit organizations.

Get in touch with Tim

Email: Tim@psl-sports.com
Mobile: 704.674.6963
Office: 800.674.6058



RAYMOND KIRKLAND

Sr. Project Manager

Raymond is originally from Florida and has lived in McDowell County, NC for over 20 years. He brings 20 years of electrical experience to our team.

Professional Experience

- **Sr. Project Manager | Electrical License Qualifier, Premier Sports Lighting, LLC – 2023 - Present**
  - Monitor project progress and performance, identifying and mitigating risks as needed.
  - Ensure compliance with quality standards and regulatory requirements throughout.
  - Coordinate with vendors and suppliers to ensure timely delivery of materials and components to site.
  - Communicate project status and updates to senior management and stakeholders.
  - Conduct post-project evaluations to assess the success and identify areas for improvement.

- **Co-owner & Estimator, K&W Electric – June 2014 - Oct. 2022**
  - Managed & worked with a variety of residential and commercial projects including renovations and additions.
  - Coordinated permits and inspections.
  - Responsible for project estimates, budgets, schedules while coordinating with homeowners, general contractors, and sub-contractors.
  - Responsible for accounts payable, payroll, and employee reviews.

- **Electrical Estimator | Project Manager | Foreman, Whitson Electric – Jan. 2009 - Dec. 2014**
  - Prepared estimates for commercial and industrial projects.
  - Managed and worked on projects with government offices, local schools, and healthcare offices.
  - Responsible for project schedules, ordering materials, and coordinating with other contractors.

Certifications & Licenses

- **Unlimited Electrical License**
  - North Carolina
  - South Carolina
  - Georgia
  - Virginia
  - Texas
  - Alabama
  - Kentucky

Get in touch with Raymond
Email: raymond@psl-sports.com
Mobile: 828.460.5951
Office: 800.674.6058



RICHARD MCSWAIN

Controls Engineer

Richard is a native and resident of Lincoln County. He holds numerous technical SCUBA certifications and a private pilot license. He brings over 30 years of electrical experience to our team.

Professional Experience

- **Controls Engineer | Electrical License Qualifier, Premier Sports Lighting, LLC – Aug. 2021 - Present**
  - Develop web-based control systems for stadium lighting.
  - Commission controls system remotely or onsite.
  - Manage projects for electrical construction.

- **President, Intus Technology Solutions – July 2016 - Aug. 2021**
  - Provides technical solutions for industrial automation control systems in the Southeast.
    - Project types include waste water treatment plants, and high-profile manufacturing lines.

- **Outside Sales, Sterling Engineering Solutions – April 2012 - Sept. 2015**
  - Focused on industrial automation products such as radio communications, cellular communications, and Ethernet products.

Certifications & Licenses

- Unlimited Electrical License
  - North Carolina
  - South Carolina
  - Georgia
- Moxa Network Certification

Community Engagement

- Vice President of the West Lincoln Alumni Association

Get in touch with Richard

Email: richard@psl-sports.com
Mobile: 704.740.9193
Office: 800.674.6058



MADISON HYLEMAN

Regional Sales & Marketing

Madison is a native & resident of Gastonia, NC and is a graduate of Gardner-Webb University in Cleveland County. She hosts local community & sporting events in her free time!

Professional Experience

- **Regional Sales & Marketing, Premier Sports Lighting, LLC – June 2023 - Present**
  - Regional Sales of sports lighting systems.
  - Assist with developing, maintaining, and producing marketing materials and strategies for company.
  - Create social media campaigns and newsletters for client base.
  - Customer Service for current and future clients.

- **Marketing Manager, Gastonia Honey Hunters – April 2022 - June 2023**
  - Planned & executed marketing efforts for teams social media & and gameday experiences.
  - Hosted on-field activities and announcements during games.
  - Attended & planned community events on behalf of the Honey Hunters.

- **Marketing & Communications Specialist, SEM Products | PPG Industries – Sept. 2021 - March 2022**
  - Handled internal communications across SEM Products.
  - Designed & managed company social media and website.
  - Managed marketing supplies for trade shows and sales team.

Education

- **Gardner-Webb University – Bachelors, Communications (2019)**
  - Attended Gardner-Webb University, focusing on Public Relations, Marketing, and Graphic Design.
  - Engaged in coursework related to public relations, media, marketing, and graphic design.

Community Engagement

- Gastonia East Rotary Club
- Volunteer hosting local community and sporting events

Get in touch with Madison

Email: madison@psl-sports.com
Mobile: 704.718.6285
Office: 800.674.6058

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

None

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	6
b.	Non-Governmental Related Work	6
	Total Work (a +b):	12

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
Pinnacle Financial Partners	3900 Pelham Road, Greenville, SC 29615	864-315-1041
Jaime Terry		

16. What will be your turnaround time for written responses to City inquires?

Less than or equal to 2 hours.

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

None

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

None

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

None

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

None

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Madison Hylman

(Title) Sales Manager

Subscribed and sworn to before me

This 22nd day of November, 20 24

SARA CARRINGER
Notary Public - North Carolina
Cleveland County
My Commission Expires Sep 19, 2029

Notary Public (Signature)

My Commission Expires: 9/19/29

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 Destin Morgan Sports Complex Lighting

2. This sworn statement is submitted by Premier Sports Lighting whose business address is 2100 Chespark Drive Gastonia, NC 28052

and (if applicable) Federal Employer Identification Number (FEIN) is 82-2535486 If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Madison Hyleman and my relationship to the entity named above is employee, Sales manager

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 vendor 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 vendor list. (please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Madison Blackman
(Signature)

Date: 11/22/2024

STATE OF FLORIDA
COUNTY OF Okaloosa

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 22nd day of November, 2024, and is personally known to me, or has provided as identification.

Notary Public

My Commission expires: ~~9/2~~ 9/19/29

END OF SECTION

SARA CARRINGER
Notary Public - North Carolina
Cleveland County
My Commission Expires Sep 19, 2029

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: Premier Sports Lighting, LLC

ADDRESS: 2100 Chesperk Drive

CITY: Gastonia STATE: NC ZIP CODE: 28052

TELEPHONE NUMBER: 800-674-6058

SIGNATURE: Madison Hyleman DATE: 11/22/2024

NAME (TYPED OR PRINTED): Madison Hyleman

TITLE: Sales Manager

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 4
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as Premier Sports Lighting, LLC Principal, and The Ohio Casualty Insurance Company as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as Owner in the penal sum of, (five percent(5%) of the Contract Bid)

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.
Signed, this 26th day of November, 2024

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.**

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

2. This obligation shall be null and void if:
   - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
   - 2.2 All bids are rejected by Owner, or
   - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term 'bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):

Premier Sports Lighting, LLC

By: Madison Hyleman (L.S.)

Title: Sales Manager

Attest: Madison Hyleman

Signature and Title

Surety (Print Full Name):

The Ohio Casualty Insurance Company

(Seal) Surety's Name and Corporate Seal

THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE

Seal No. 9505

By: [signature]

Signature (attach power of attorney)

Title: Renee Hugar, Attorney-in-Fact

Witness; Attest: Mikaila Guest

Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8211934-982981**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Grant Garza; Kathleen Cuckler; Renee Hugar

all of the city of Sterling state of VA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 5th day of June, 2024.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 5th day of June, 2024 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 26th day of November, 2024.

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Madison Hyleman (insert name) as Sales Manager (insert title) on behalf of Premier Sports Lighting (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Madison Hyleman
Title: Sales Manager
Nongovernmental entity: Premier Sports Lighting
Date: 11/22/2024

STATE OF North Carolina
COUNTY OF Cleveland

SWORN TO AND SUBSCRIBED before me ✓ in person or ____ remote notarization by Sara Carringer as Notary Public on behalf of Madison Hyleman, who is personally known to me or who produced photo I.D. as identification this 22nd day of November, 2024.

Notary Public

(Notary Seal)

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Premier Sports Lighting
Bidder's Company Name

2100 Chesparth Drive

Gastonia, NC 28052
Address

704-718-6285
Phone #

82-2535486
Federal ID # or SS #

Madison Hylemon
Authorized Signature

Madison Hylemon
Authorized Signatory (Print Name)

Sales Manager
Title

N/A
Fax #

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

D. PROOF OF INSURANCE

E. PROOF OF LICENSING AND CERTIFICATIONS

LICENSE NUMBER

U.15204

EXPIRATION DATE

01/26/2025

STATE OF NORTH CAROLINA
BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

THIS IS TO CERTIFY THAT:

Premier Sports Lighting, LLC

Richard Dale McSwain, Raymond John Kirkland

is duly registered and entitled to practice Electrical Contracting in the

Unlimited Classification License
Limitation: Any project regardless of value

Witness our hands and seal of the Board

Premier Sports Lighting, LLC
2100 Chespark Drive
Gastonia, NC 28021

Chairman

Secretary - Treasurer

PROOF OF LICENSING AND CERTIFICATION

Using reciprocity from North Carolina, our Florida license has been board approved and is awaiting board review as the last step of the process. Premier Sports Lighting is expecting to receive our Florida license by December 2024.

Sincerely,



Andrew Weathers, CEO
Premier Sports Lighting

F. ADDENDUMS

G. EQUIPMENT LAYOUT

MORGAN SPORTS CENTER



170 0 170 340

ALL DIMENSIONS ARE APPROXIMATE PER INFORMATION PROVIDED.

ALL POLE LOCATIONS ARE RELATIVE TO 0,0 REFERENCE POINT.

PREMIER SPORTS LIGHTING™

CITY OF DESTIN FLORIDA — World's Luckiest Fishing Village

DESTIN MORGAN SPORTS CENTER

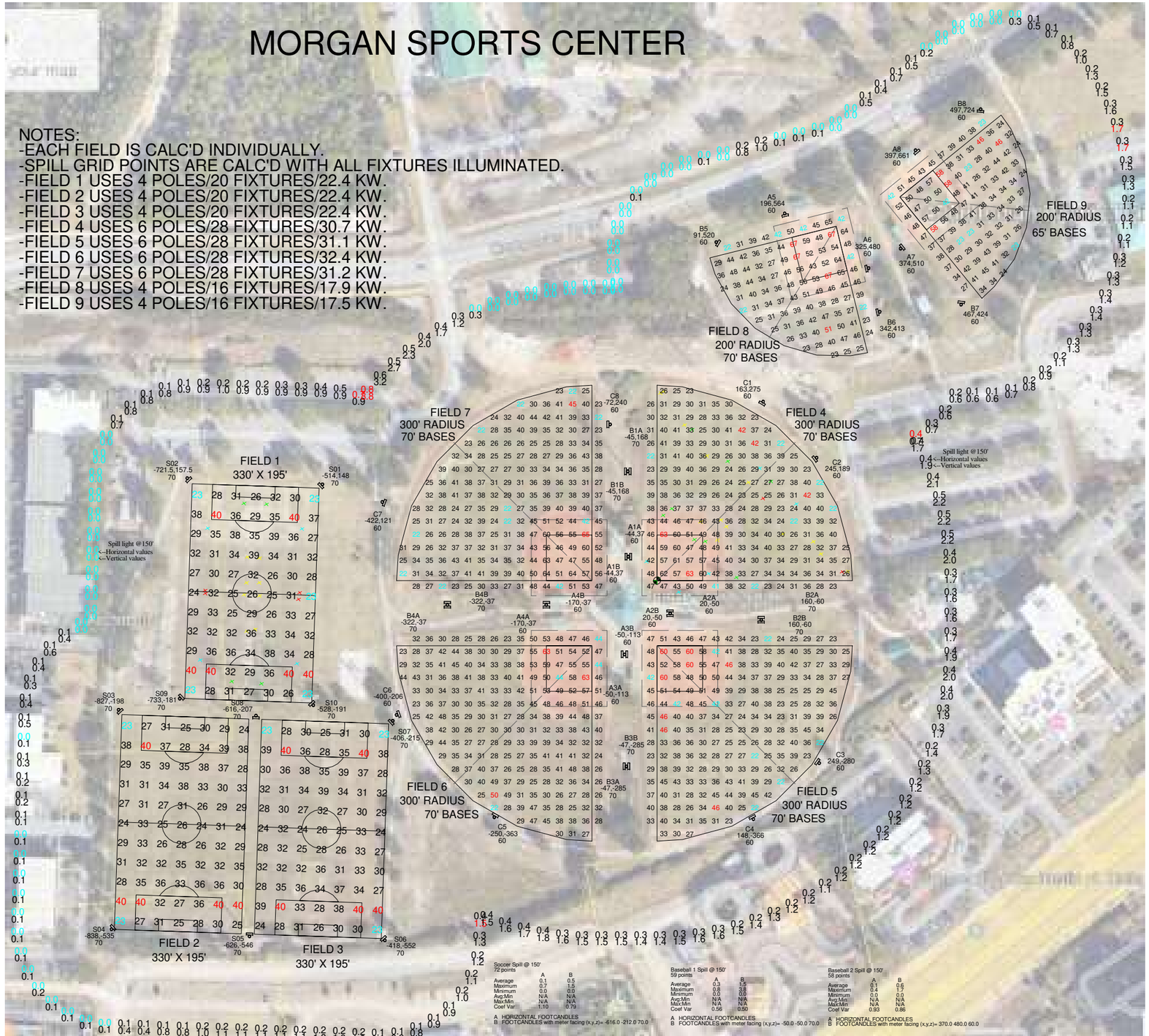
DESTIN, FL

Sheet No.	Designer:	Date/Time of Design	Drawing Number:	Rev:
1 of 1	BS	11/13/242:05	Destin Morgan	00

H. ON-FIELD LIGHTING DESIGN
I. OFF-FIELD LIGHTING DESIGN

MORGAN SPORTS CENTER

NOTES:
-EACH FIELD IS CALC'D INDIVIDUALLY.
-SPILL GRID POINTS ARE CALC'D WITH ALL FIXTURES ILLUMINATED.
-FIELD 1 USES 4 POLES/20 FIXTURES/22.4 KW.
-FIELD 2 USES 4 POLES/20 FIXTURES/22.4 KW.
-FIELD 3 USES 4 POLES/20 FIXTURES/22.4 KW.
-FIELD 4 USES 6 POLES/28 FIXTURES/30.7 KW.
-FIELD 5 USES 6 POLES/28 FIXTURES/31.1 KW.
-FIELD 6 USES 6 POLES/28 FIXTURES/32.4 KW.
-FIELD 7 USES 6 POLES/28 FIXTURES/31.2 KW.
-FIELD 8 USES 4 POLES/16 FIXTURES/17.9 KW.
-FIELD 9 USES 4 POLES/16 FIXTURES/17.5 KW.



Soccer Spill @ 150'
72 points

	A	B
Average	0.1	0.5
Maximum	0.7	1.5
Minimum	0.0	0.0
Avg:Min	N/A	N/A
Max:Min	N/A	N/A
Coef Var	1.10	0.79

A HORIZONTAL FOOTCANDLES
B FOOTCANDLES with meter facing (x,y,z)= -616.0 -212.0 70.0

Baseball 1 Spill @ 150'
59 points

	A	B
Average	0.3	1.5
Maximum	0.8	3.8
Minimum	0.0	0.0
Avg:Min	N/A	N/A
Max:Min	N/A	N/A
Coef Var	0.56	0.50

A HORIZONTAL FOOTCANDLES
B FOOTCANDLES with meter facing (x,y,z)= -50.0 -50.0 70.0

Baseball 2 Spill @ 150'
58 points

	A	B
Average	0.1	0.6
Maximum	0.4	1.7
Minimum	0.0	0.0
Avg:Min	N/A	N/A
Max:Min	N/A	N/A
Coef Var	0.93	0.86

A HORIZONTAL FOOTCANDLES
B FOOTCANDLES with meter facing (x,y,z)= 370.0 480.0 60.0

Field 4
201 points (36 infield, 165 outfield) at z=3, sp 20ft by 20ft
HORIZONTAL FOOTCANDLES

	Outfield	Infield
Average	32	51
Maximum	42	63
Minimum	22	41
Avg:Min	1.43	1.23
Max:Min	1.91	1.54
Coef Var	0.18	0.14
UnifGrad	1.82	1.43

Field 5
201 points (36 infield, 165 outfield) at z=3, sp 20ft by 20ft
HORIZONTAL FOOTCANDLES

	Outfield	Infield
Average	33	50
Maximum	46	60
Minimum	22	42
Avg:Min	1.50	1.18
Max:Min	2.09	1.43
Coef Var	0.20	0.12
UnifGrad	2.05	1.43

Field 6
201 points (36 infield, 165 outfield) at z=3, sp 20ft by 20ft
HORIZONTAL FOOTCANDLES

	Outfield	Infield
Average	34	51
Maximum	51	63
Minimum	22	44
Avg:Min	1.54	1.16
Max:Min	2.27	1.43
Coef Var	0.19	0.10
UnifGrad	2.27	1.37

Field 7
201 points (36 infield, 165 outfield) at z=3, sp 20ft by 20ft
HORIZONTAL FOOTCANDLES

	Outfield	Infield
Average	32	52
Maximum	45	65
Minimum	22	42
Avg:Min	1.46	1.23
Max:Min	2.05	1.55
Coef Var	0.18	0.13
UnifGrad	2.05	1.55

Field 8
96 points (36 infield, 60 outfield) at z=3, sp 20ft by 20ft
HORIZONTAL FOOTCANDLES

	Outfield	Infield
Average	34	52
Maximum	51	67
Minimum	22	42
Avg:Min	1.55	1.24
Max:Min	2.32	1.60
Coef Var	0.23	0.16
UnifGrad	2.00	1.55

Field 9
96 points (25 infield, 71 outfield) at z=3, sp 20ft by 20ft
HORIZONTAL FOOTCANDLES

	Outfield	Infield
Average	34	50
Maximum	46	58
Minimum	23	42
Avg:Min	1.48	1.18
Max:Min	2.00	1.38
Coef Var	0.19	0.10
UnifGrad	1.75	1.33

Pole	x-loc	y-loc	height	PSL N 1200	PSL M 1200	PSL W 1200	PSL W 800	Total	kw
A1A	-44	37	60ft		1	2	1	4	4.4
A1B	-44	37	60ft		1	2	1	4	4.4
A2A	20	-50	60ft		1	2	1	4	4.4
A2B	20	-50	60ft		1	2	1	4	4.4
A3A	-50	-113	60ft		2	1	1	4	4.4
A3B	-50	-113	60ft		2	1	1	4	4.4
A4A	-170	-37	60ft		1	3		4	4.8
A4B	-170	-37	60ft		1	1	2	4	4.0
A5	196	564	60ft		2	1		3	3.6
A6	325	480	60ft		2	1		3	3.6
A7	374	510	60ft		1	2		3	3.6
A8	397	661	60ft		1	2		3	3.6
B1A	-45	168	70ft		5		1	6	6.8
B1B	-45	168	70ft	2	1	2	1	6	6.8
B2A	160	-60	70ft	1	4		1	6	6.8
B2B	160	-60	70ft	1	3	1	1	6	6.8
B3A	-47	-285	70ft	1	3	2		6	7.2
B3B	-47	-285	70ft		3	3		6	7.2
B4A	-322	-37	70ft	2	2	2		6	7.2
B4B	-322	-37	70ft	2	1	2	1	6	6.8
B5	91	520	60ft		3		2	5	5.2
B6	342	413	60ft		2	2	1	5	5.6
B7	467	424	60ft		3		2	5	5.2
B8	497	724	60ft		3		2	5	5.2
C1	163	275	60ft		1	2	1	4	4.4
C2	245	189	60ft	1	1		2	4	4.0
C3	249	-280	60ft	1		1	2	4	4.0
C4	148	-366	60ft		1	2	1	4	4.4
C5	-250	-363	60ft		1	2	1	4	4.4
C6	-400	-206	60ft		1	2	1	4	4.4
C7	-422	121	60ft	2		2		4	4.8
C8	-72	240	60ft	2	1		1	4	4.4
S01	-514	148	70ft	1	2	1	1	5	5.6
S02	-721.5	157.5	70ft	1	2	1	1	5	5.6
S03	-827	-198	70ft	1	2	1	1	5	5.6
S04	-838	-535	70ft	1	2	1	1	5	5.6
S05	-626	-546	70ft	2	4	2	2	10	11.2
S06	-418	-552	70ft	1	2	1	1	5	5.6
S07	-406	-215	70ft	1	2	1	1	5	5.6
S08	-616	-207	70ft	2	4	2	2	10	11.2
S09	-733	-181	70ft	1	2	1	1	5	5.6
S10	-528	-191	70ft	1	2	1	1	5	5.6
Total				27	79	57	41	204	228.0

PSL N 1200 — PSL M 1200 — PSL W 1200 — PSL W 800

Field 1
77 points at z=3, sp 30ft by 30ft
HORIZONTAL FOOTCANDLES

Average	31
Maximum	40
Minimum	23
Avg:Min	1.37
Max:Min	1.74
Coef Var	0.15
UnifGrad	1.74

Field 2
77 points at z=3, sp 30ft by 30ft
HORIZONTAL FOOTCANDLES

Average	31
Maximum	40
Minimum	23
Avg:Min	1.36
Max:Min	1.74
Coef Var	0.15
UnifGrad	1.74

Field 3
77 points at z=3, sp 30ft by 30ft
HORIZONTAL FOOTCANDLES

Average	31
Maximum	40
Minimum	23
Avg:Min	1.37
Max:Min	1.74
Coef Var	0.15
UnifGrad	1.74

ALL DIMENSIONS ARE APPROXIMATE PER INFORMATION PROVIDED.

ALL POLE LOCATIONS ARE RELATIVE TO 0,0 REFERENCE POINT.

N

170 0 170 340

PREMIER SPORTS LIGHTING™

CITY OF DESTIN FLORIDA — World's Luckiest Fishing Village

DESTIN MORGAN SPORTS CENTER

DESTIN, FL

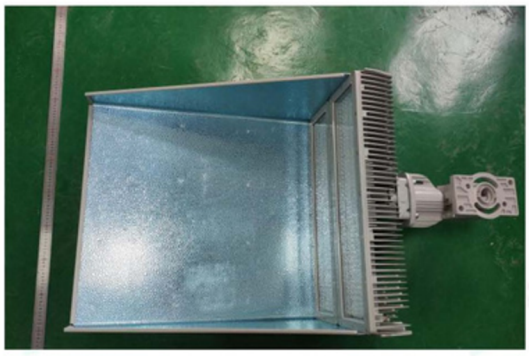
Sheet No.	Designer:	Date/Time of Design	Drawing Number:	Rev:
1 of 1	BS	11/13/242:05	Destin Morgan	00

J. PHOTOMETRIC REPORT

PLAY THE GAME IN A BETTER LIGHT™

Luminaire Description:	Grey aluminium housing, clear glass lens enclosure
Lamp:	582 White LEDS
Mounting:	Pole/Arm
Ballast/Driver:	Upowertek SLK-1K2-C400-ENV-HV0000

Luminaire



Luminaire Characteristics

Luminous Length:	11.00 in.
Luminous Width:	24.00 in.
Luminous Height:	7.25 in.

Summary of Results

Integrating Sphere

Luminous Flux:	156,579 Lumens
Efficacy:	131.92 lm/w
CCT:	5748 K
CRI (Ra):	74.1

Distribution

Total Luminaire Output:	156,620 Lumens
Luminaire Efficacy:	132 lm/w
Maximum Candela:	1,006,626 Candela

Electrical Data at 479 VAC

Test Temperature:	45.7 °C
Voltage:	479.9 VAC
Current:	1.431 A
Power:	1,187.18 W
Power Factor:	0.998
Frequency:	60 Hz
Current THD:	10.8 %

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

K. PERFORMANCE GUARANTEE

PERFORMANCE GUARANTEE

Premier Sports Lighting commits to undertake all corrections required to meet the performance requirements noted in these specifications at no expense to the owner.

Sincerely,

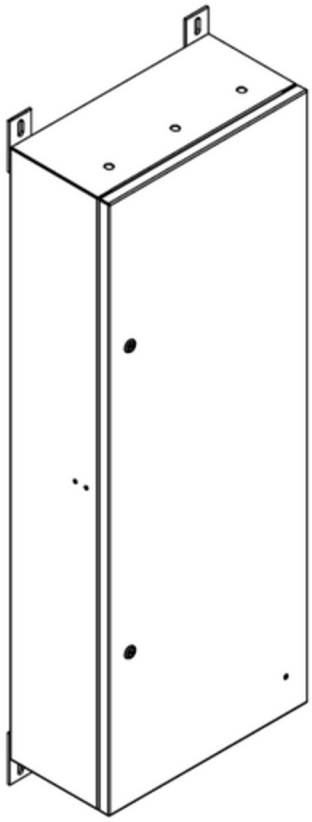
Andrew Weathers

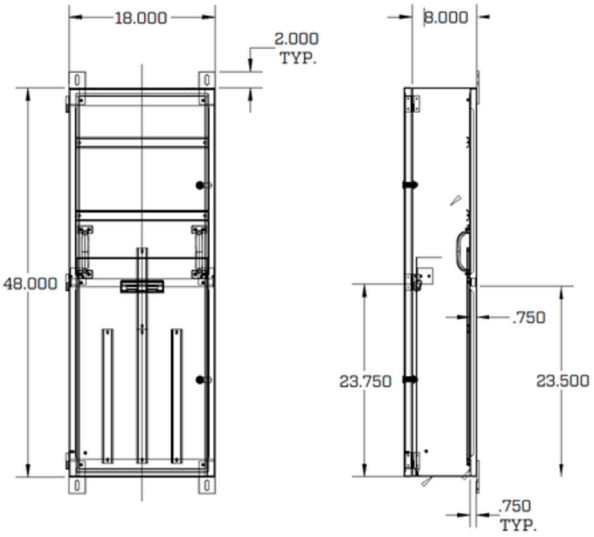
Andrew Weathers, CEO
Premier Sports Lighting



L. CONTROL & MONITORING SYSTEM

CONTROL PRO™





OVERVIEW

The lighting contractor cabinet provides on/off control of the lighting system, remote monitoring, and manual-switch operation.

CONTROL FEATURES

- Lighting system and other customer equipment
- Customized on/off control via the website, smartphone, etc.
- Multi-level user security settings
- Siemens selector switch (On/Off/Auto)
- Up to 6 controllable zones (1 switch per zone)

MONITORING

- Detects light fixture outages
  - if 10% of LEDs fail, the system sends an alert.
- Detects driver failure
- Detects blown fuse(s)
- Detects lightning strikes within 1 mile and triggers a diagnostic to run and check for damages.

SUPPORT

- 24 hours a day, 7 days a week for scheduling, monitoring, and reporting
- Luminaire outage notification within the next business day
- Customized usage reports through the website

TECHNICAL SPECIFICATIONS

- UL Listed: E527745
- Operating Temp.: -4˚F to 140˚F (-20˚C to 60˚C)
- Weight: Max 62 lb. (28 kg)
- Dimensions: 48 x 18 x 8 in (1219 x 457 x 203 mm)

Contactor Current Rating

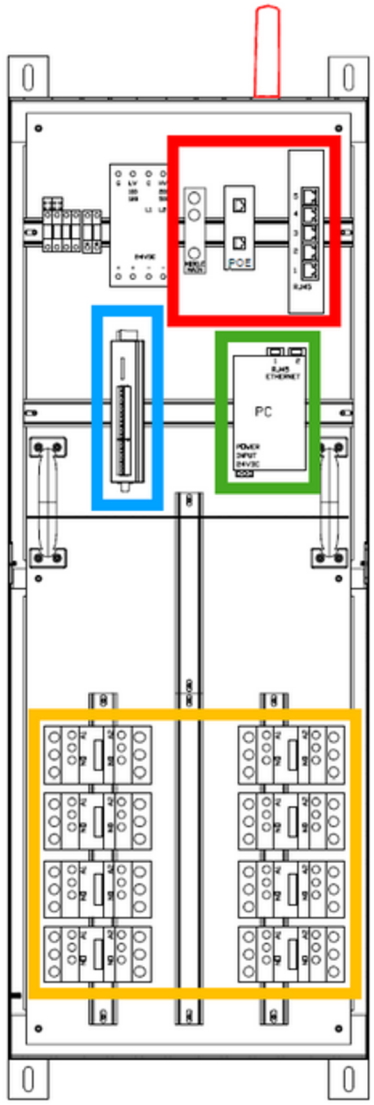
- 30A, 600V rated
- 50A, 600V rated
- 100A, 600V rated

MADE IN THE USA

UL 508A INDUSTRIAL CONTROL PANEL FABRICATOR

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

CONTROL PRO™



CONSTRUCTION

- NEMA Type 4 Enclosure
- Powder-Coated aluminum (14 gauge)
- A protective cover isolates high voltage

INTERNAL DETAILS

- Built-in a UL 508A panel shop
- Factory wired, programmed and tested
- Internally fused
- Control power terminal blocks
- One circuit powers the entire cabinet

MASTER CONTROLLER

- The main controller meets UL 62368
- Receives and stores schedules from the Contro Pro™ website
- Contains a localized stand-alone control system in case of broadband disruption.
- Theatrical controls are built into the PC

DIGITAL I/O MODULE

- Provides system control via selector switches
- Provides digital inputs and relay outputs
- Provides contactor status (on/off)
- Provides selector switch position
- Wide operating temperature -40°C to 75°C (40°F to 167°F)
- Provides a failsafe in the event of catastrophic control system failure
- Class 1 Division 2 programmable controller
- UL File Number: E312544

CONTACTORS

- Switches fields based on the Digital I/O module
- Tested and UL-Listed for continuous operation at 100% of rated current
- All contactors are in a common cabinet.
  - **Not located at each pole.**

COMMUNICATION MODULES

- Provides remote access via PSL-provided cellular or customer-provided network.
- Two-way high-speed connection with no additional monthly charges during the warranty period.

MADE IN THE USA

UL 508A INDUSTRIAL CONTROL PANEL FABRICATOR

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

M. WARRANTY

25 YEARS WARRANTY

Premier Sports Lighting, LLC provides a 25-year "all-inclusive warranty" to the owner for complete peace of mind at no out-of-pocket cost.

What this warranty covers:
Premier Sports Lighting, LLC warrants the Remote Pro LED Lighting System for 25 years of 15,000 hours of usage from failure. All fixtures and/or components are covered under this warranty for the full 25 years. All necessary labor, parts, wiring, etc., will be replaced or corrected at PSL's expense. The use and cost of equipment (cranes, lifts, or other heavy construction equipment) are included in this warranty at PSL's expense.

What is not covered:
- Acts of God (flood, hurricane, lightning, tornado, strong winds, hail, etc.)
- Vandalism
- Damage from improper installation
- Non-compliant power conditions

Conditions of Service:
- Adequate, pre-determined egress/ingress is required for heavy service equipment.
  - No matting will be used, but PSL will make every effort to keep field damage to a minimum.
  - If there is damage to the field, it will be the customer's responsibility to rectify.
- Safe working environment for crews.

Response Time:
- Normal non-emergency service work will be scheduled within the owner's requirements.
- Emergency service response will occur within a 24-hour period.

Notes:
This warranty is intended for normal usage for all Premier Sports Lighting's systems installed on a grade school, high school sports venue, charter school, park and recreation, collegiate level, or another venue with normal use considerations. Please contact Premier Sports Lighting for high or extreme use facilities. High and extreme use could be long daily runtime hours, running lights during the daytime, etc.
- If using existing poles in a retrofit/upgrade project, the warranty automatically becomes ten years.
- 15,000 hours of usage equates to 600 hours per year of availability.

PLAY THE GAME IN A BETTER LIGHT™

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

N. PROJECT REFERENCES

PROJECT REFERENCES

Piedmont Charter High School
Terry Radford
Director of Athletics
Cell: 704-460-5598
Email: terry.radford@pccharter.org
Work Completed: New sports lighting construction at the schools soccer stadium.

H&W Construction
Luke Boles
Project Manager
Cell: 540-974-6967
Email: luke.b@aikensgroup.com
Currently Building: H&W is the GC for the City of Winchester projects. Working on many projects currently.

CHA Consulting
Tim Riordan
Principal Engineer
Cell: 240-994-3746
Email: triordan@chacompanies.com
Relationship: Electrical Engineering Firm

Power Concepts Inc.
Phil Fisher
President
Office: 540-542-0667
Email: phillip.fisher@powerconceptsinc.com
Work Completed: Completed 2 fields in the City of Winchester, VA.

School District Five of Lexington and Richland Counties
Steve Kane
Operations Supervisor, Facilities Dept.
Office: 803-476-8151
Email: skane@lexrich5.org
Work Completed: Completed 2 fields for Irmo High School and Dutch Fork High School in SC.

Presbyterian College
Chad L. Mason
Senior Associate Athletic Director
Office: 864-833-8242
Email: cmason@pesby.edu
Work Completed: Upgrade of basketball facility with LED with theatrical controls.

PLAY THE GAME IN A BETTER LIGHT™

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

CITY OF WINCHESTER

PROJECT HIGHLIGHTS



40 REMOTE PRO FIXTURES

49% ENERGY REDUCTION

30 FOOT CANDLES

1 CONTROL PRO PLUS

Premier Sports Lighting recently installed cutting-edge LED systems at two new soccer fields in Winchester, VA, enhancing the city's athletic complex. The Winchester Parks and Recreation Department chose these lights for their energy efficiency, superior illumination, and cost-effectiveness, enabling the community to enjoy nighttime soccer games.

With these new lights, Winchester has expanded the complex's usability, providing bright, consistent lighting for players and spectators while reducing energy costs. This project highlights Premier Sports Lighting's dedication to delivering top-tier, innovative lighting solutions tailored to community needs.



Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

CLEMSON UNIVERSITY

PROJECT HIGHLIGHTS



82 REMOTE PRO FIXTURES	**49%** ENERGY REDUCTION	**75** FOOT CANDLES	**1** CONTROL PRO PLUS

Clemson University has significantly enhanced the sports lighting at Historic Riggs Field using cutting-edge LED technology. This upgrade not only amplifies the fan experience with a vibrant atmosphere but also improves the venue's efficiency with increased light levels.

The better visibility benefits both players and spectators and even aids broadcast clarity. Complemented by a robust 10-year parts and labor warranty, this advancement reaffirms Clemson University's commitment to offering superior sporting conditions.

The LED upgrade at Riggs Field represents a balance of tradition and modern technology, demonstrating the university's dedication to top-tier sports environments.

"From beginning to end, our experience working with Premier Sports Lighting has been nothing short of exceptional. They were readily available and consistently fulfilled every promise they made. Their commitment to delivering exactly what they pledged has been truly commendable."

ERIC SABIN
SENIOR ASSOCIATE AD
CLEMSON UNIVERSITY

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

MISSISSIPPI STATE UNIVERSITY

PROJECT HIGHLIGHTES



46 REMOTE PRO FIXTURES

65% ENERGY REDUCTION

100/70 FOOT CANDLES

1 CONTROL PRO PLUS

Mississippi State University has carried out a significant upgrade of the sports lighting system at the renowned Nusz Park, using the latest LED technology. This improvement is part of an overarching plan to transform Nusz Park into the premier softball stadium in the Southeastern Conference.

The enhanced lighting not only enriches the fan experience by creating a dynamic and vibrant atmosphere but also heightens the venue's efficiency with superior light levels. The advanced visibility enriches the experience for players, spectators, and even improves broadcast quality.

Solidifying this endeavor is a substantial 10-year parts and labor warranty, which signifies Mississippi State's commitment to excellence and durability. The LED upgrade at Nusz Park is a testament to the university's dedication to providing the ultimate sport's settings, blending tradition with state-of-the-art technology.

> “Working with Premier Sports Lighting has been tremendous from start to finish. They were accessible and they delivered exactly what they said they were going to deliver. With the different controls, and the ability to "dance" the lighting system, it’s one of those things I think fans will want to come to see and keep coming back for.”

CHES FEDRICK
DIRECTOR, PLANNING, DESIGN, & CONSTRUCTION ADMINISTRATION
MISSISSIPPI STATE UNIVERSITY

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

GEORGIA HIGHLANDS COLLEGE

PROJECT HIGHLIGHTS



120 REMOTE PRO FIXTURES	**65%** ENERGY REDUCTION	**70/50** FOOT CANDLES	**1** CONTROL PRO PLUS

Georgia Highlands College recently took a significant stride towards enhancing their sports facilities by installing new state-of-the-art lighting systems in their baseball and softball stadiums. For the first time in the college's history, these fields are equipped with high-performance lighting that will improve visibility for players and enhance the spectator experience.

The move aligns with the college's commitment to promoting a thriving sports culture and providing top-notch facilities for athletes and fans alike. This step represents a monumental advancement in the sports infrastructure of the college, setting the stage for thrilling night-time games and paving the way for potential larger scale events and tournaments.



Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

CHRIST SCHOOL

PROJECT HIGHLIGHTES



78 REMOTE PRO FIXTURES	**65%** ENERGY REDUCTION	**50** FOOT CANDLES	**1** CONTROL PRO PLUS

Christ School in Arden, NC, wanted to light their baseball and soccer/lacrosse fields for the very first time in their storied history. Christ School is located in Western North Carolina, which provides its own challenges with access to the site, which is 2,218 feet above seas level.

The Remote Pro 750W was utilized with great success. Each field meets the North Carolina High School lighting standards for its respective sports. The lighting now provides a year-round facility for its students and student-athletes to utilize.



Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

PIEDMONT COMMUNITY CHARTER

PROJECT HIGHLIGHTES



36	REMOTE PRO FIXTURES	**65%**	ENERGY REDUCTION	**50**	FOOT CANDLES	**1**	CONTROL PRO PLUS

Piedmont Community Charter School recently made the transition to LED sports lighting, marking a significant milestone in its commitment to enhancing the school's athletic facilities and promoting sustainable practices. The newly installed state-of-the-art LED lighting system provides superior illumination for the sports fields and offers substantial energy savings, reflecting the school's dedication to environmental responsibility.

The switch to LED lighting has revolutionized the school's athletic program by enabling night-time games, creating opportunities for larger audiences, and enhancing the overall experience for both athletes and spectators. Additionally, the excellent visibility provided by these lights is anticipated to contribute positively to the performance of athletes and the safety of all users of the field.

"As Athletic Director, I've had the privilege to witness many improvements across our sports facilities, but the installation of these new LED sports lights truly stands apart. The illumination they provide is nothing short of magnificent; it's like daylight on the field even in the middle of the night. The enhancement they bring to both the players' performance and the spectators' experience is immeasurable.

TERRY RADFORD
DIRECTOR OF ATHLETICS
PIEDMONT COMMUNITY CHARTER HIGH SCHOOL

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

0. PRODUCT INFORMATION

POLE TOP ASSEMBLY



OVERVIEW

The factory-aimed and built pole-top luminaire assembly bolts or straps to the top of the sports pole, whether concrete or steel.

FEATURES

- Each luminaire is factory-built, tested, and ships assembled to cross arm.
- Luminaires are factory-aimed to one-tenth degree of accuracy.
- Bolting to new pole utilizes 5/8" DA Bolts.
- Strapping to an existing pole utilizes 1-1/2" stainless steel straps.
- All luminaires are factory-wired to a quick-connect harness for easy installation.
- Labels identify pole and luminaire locations.
- No exposed wiring or conduit.

CONSTRUCTION

- Crossarms and pole shaft hot-dip galvanizing inside and outside after fabrication meets ASTM-A123 and EN 1461 standards.
- All aluminum components are powder-coated or anodized to mil-A-8625F and BS 5599.
- The luminaire and knuckle mount are powder-coated die-cast aluminum.
- All stainless steel fasteners are passivated and coated.
- Crossarms are constructed of rectangular steel tubing.

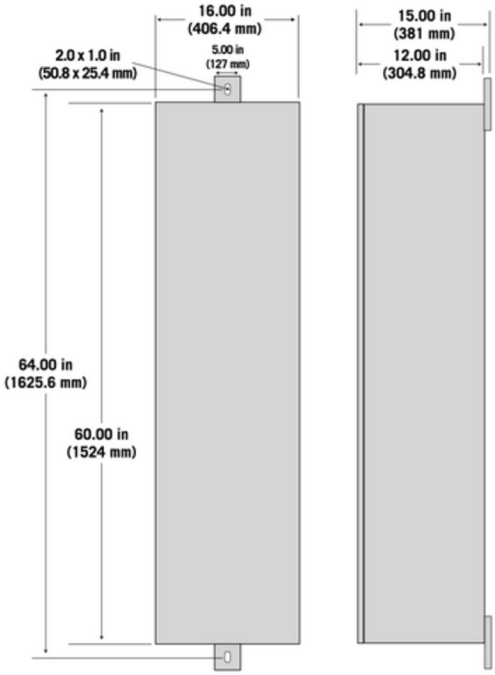
QUALITY TEST

- Electrical continuity.
- Burn test and controls verification testing with pole-length wire harness and enclosure.

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

ELECTRICAL ENCLOSURE





OVERVIEW

The Remote Pro™ System from Premier Sports Lighting represents a superior, high-grade lighting solution designed for professional-grade sports lighting installations. The inclusion of our innovative remote driver system facilitates effortless access to key components, requiring nothing more than a compact step ladder. This effectively eliminates the need for pole-top maintenance, signifying a notable advancement in lighting technology maintenance protocols.

FEATURES

- Factory-built and tested as a unit
- Quick connect plugs for easy field repair
- Mounted 10ft above grade for easy serviceability
- Labeled with pole identification and electrical information
- Drivers individually fused and spare fuses supplied
- Wire access from inside the pole (no exposed wiring or conduit)
- Rotary Disconnect per circuit

TECHNICAL SPECIFICATIONS

- Constructed of aluminum and powder-coated 2mils
- Enclosure ratings: NEMA 3R, IP54
- Designed to operate in up to 60˚ C (140˚ F) ambient temperature
- Aluminum lift-off hinges for easy access to the interior of the enclosure
- Stainless steel lockable latches
- Meets touch-safe standards
- Approximate weight: <125 lbs. fully assembled

MADE IN THE USA

UL 508A INDUSTRIAL CONTROL PANEL FABRICATOR

C UL US LISTED

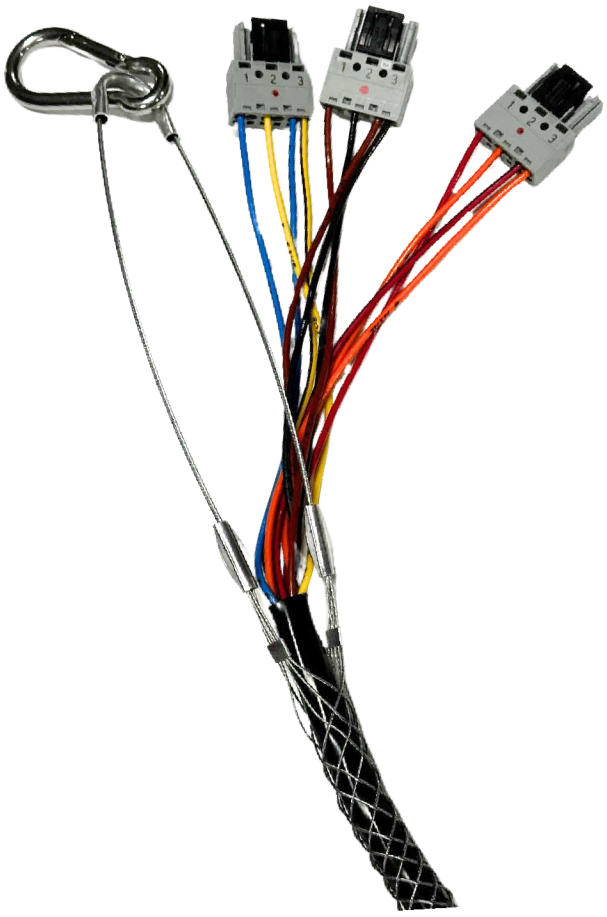
Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

ELECTRICAL ENCLOSURE



Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

POLE LENGTH HARNESS



OVERVIEW

Factory-built wire harness connects the electrical enclosure to our cross-arm assemblies.

FEATURES

- Wago® Cage Clamp® connectors (Male & Female)
- Locking lever on connector to prevent loose connection
- 100% protected against mismating
- Stainless steel cable support grip
- Stainless steel carabiner to alleviate strain on connections
- All internal wiring, no exposed wires to the elements

CONSTRUCTION

- UL Type TC-ER, PVC/Nylon/PVC, Unshielded, 600V
- UL 1581 Compliance
- ICEA S-95-658 Compliance
- UL 1277 Type TC-ER for 3 or more conductors
- UL File # E57179
- Internal cable support grip with carabiner
- Each harness supports up to (6) luminaires
- #16 AWG 12C for up to six luminaires
- #16 AWG 8C for up to four luminaires
- Jacket: lead-free, flame-retardant, sunlight-resistant Polyvinyl Chloride (PVC)

MADE IN THE USA

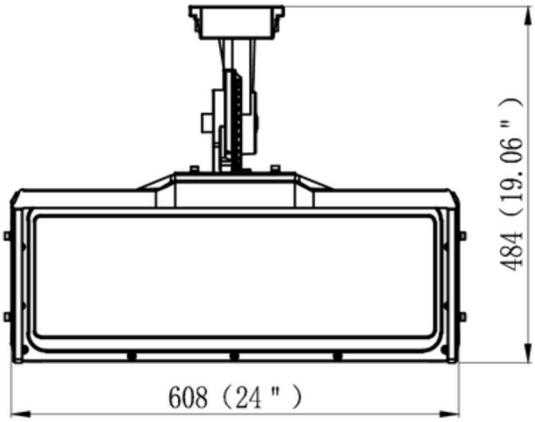
UL 508A INDUSTRIAL CONTROL PANEL FABRICATOR

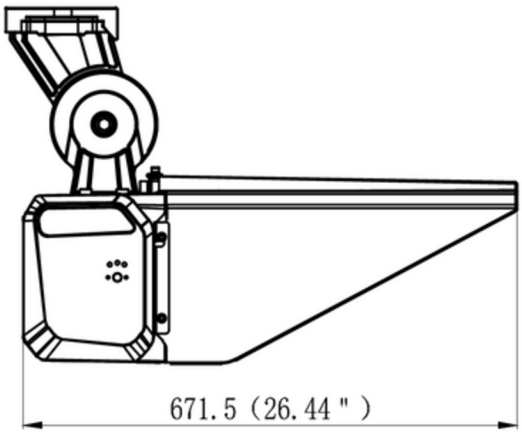
C UL US LISTED

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

REMOTE PRO™ 1200W







Product Details

- 150,000+ lumen output
- Glare and cutoff control via TIR Optical System, Internal Shielding, and Pebble Textured Visor
- Virtually eliminate maintenance with accessible components
- Industry-leading light source reliability with low drive current LEDs
- Wireless and Wired control options to suit your needs

UL Listing Number	E520884
Lumens	150,000
Input Wattage	1200W
Input Voltage	180 ~ 528VAC
Efficiency	Up to 130 lm/W
CRI	75 Typical, 74 minimum
Color Temperature (CCT)	5700K
Distribution	Asymmetrical
Dimming Range	Dim to Off, 10% to 100%
UL Ambient Temp. rating	-30°C to +50°C (-22°F to 122°F)
Usage	Indoor and Outdoor
Mounting	Custom Top Mount Knuckle
Wind Speed Rating (aiming only)	150 mi/h
Surge Protection	Each enclosure has 75kVa per line
Weight (luminaire)	24.5 lbs.
EPA (Effective Projected Area)	< 2.00 (sq. ft.)
Ingress Protection	IP66
Material & Finish	Die-cast aluminum, powder coated

RoHS COMPLIANT · DESIGNED ENGINEERED ASSEMBLED IN THE USA · 3G VIBRATION CERTIFIED · DLC LISTED PREMIUM · c UL us LISTED

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

REMOTE PRO™ 1200W

Heat Sink

- High thermal conductivity, corrosion-resistant construction.
- Machined mounting surface for maximum heat transfer of the diode assembly.

Optics

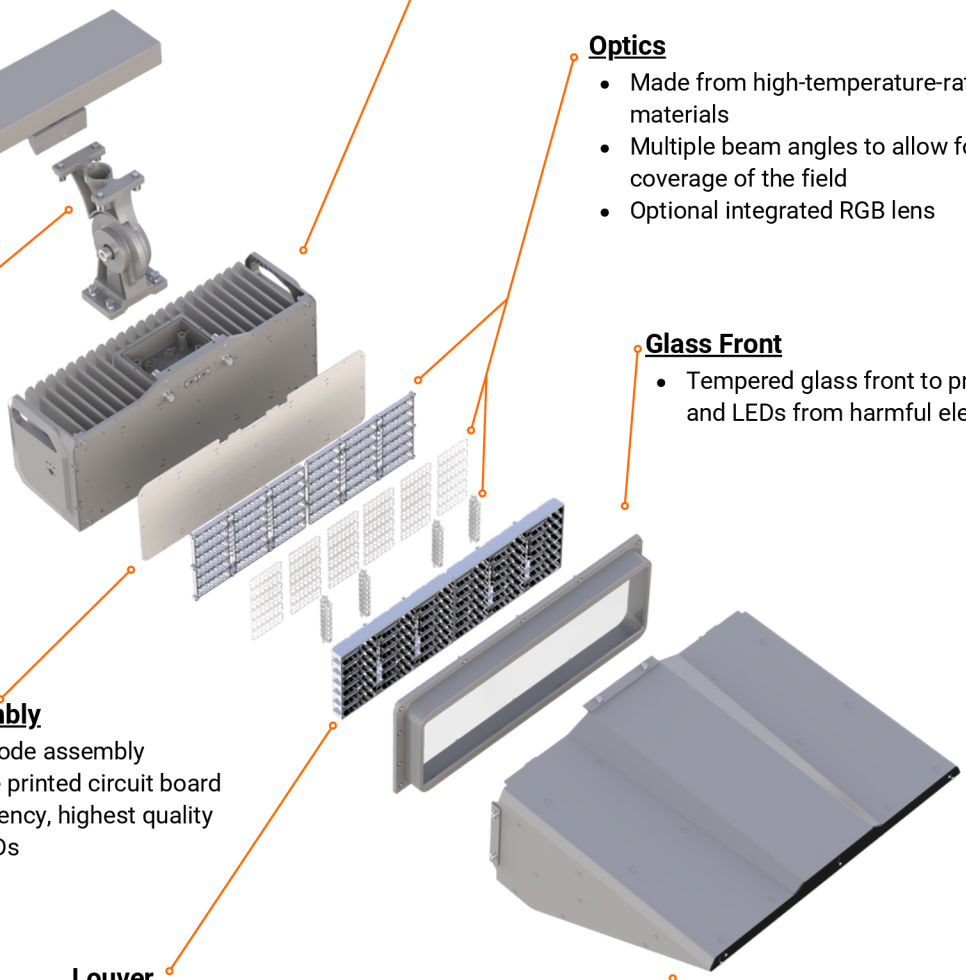
- Made from high-temperature-rated UL-listed materials
- Multiple beam angles to allow for even light coverage of the field
- Optional integrated RGB lens

Glass Front

- Tempered glass front to protect the optics and LEDs from harmful elements

Knuckle Mount

- Factory aimed for precision aiming
- Maintains alignment in up to 150 mph winds
- Internal wiring protected from elements



Diode Assembly

- Custom diode assembly
- Metal core printed circuit board
- High efficiency, highest quality Osram LEDs

Louver

- Made with reflective aluminum with a reflection rate of over 97%.
- Reduces spill and glare
- Multiple options for precision light control

Visor

- Enhances our ability to control light spill
- Reduces unwanted candela on neighboring properties.

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

REMOTE PRO 1200W™

ELECTRICAL PERFORMANCE DATA

PN	Input Voltage Range	Nominal Input Power	Input Current	Power Factor (>60%load)	THD (>60%)	Inrush (A2s)	Peak Inrush (A)
1200w	208V	1200	4.81A Max	0.98	≤ 5%	< 0.25	5.5A
	240V	1200	4.17A Max	0.97	≤ 6%	< 0.25	7.1A
	277V	1200	3.62A Max	0.98	≤ 6%	< 0.25	7.1A
	480V	1200	2.09A Max	0.97	≤ 7.5%	< 0.50	16.3A

OPTICAL PERFORMANCE DATA

Optic	NEMA Type	CRI	CCT	Delivered Lumens	Input Power	Lm/W	Beam Angle	Field Angle
Narrow	Asymmetrical 10˚ x 25˚	Typical 75	5700K	150,070	1208.11	125	H 11.6˚ V 10.8˚	H 25.1˚ V 27˚
Medium	Asymmetrical 20˚ x 40˚	Typical 75	5700K	147,110	1191.60	124	H 31.6˚ V 17.7˚	H 53˚ V 38.9˚
Wide	Asymmetrical 40˚ x 80˚	Typical 75	5700K	147,670	1201.05	123	H 74.3˚ V 39.9˚	H 123.6˚ V 81.5˚

RoHS COMPLIANT · DESIGNED ENGINEERED ASSEMBLED IN THE USA · 3G VIBRATION CERTIFIED · DLC LISTED PREMIUM · c UL us LISTED

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

SURGE PROTECTION

Surge protection plays a vital role in maintaining the quality of LED sports lighting. Power surges, marked by sudden spikes in electrical voltage, can severely damage the intricate electronics within LED lighting systems. This not only risks the lifespan of the lighting fixtures but can also degrade the lighting quality, leading to uneven or subpar illumination. With the implementation of our surge protection, we can prevent such damage, ensuring that our lighting system continues to provide consistent, high-quality illumination necessary for your sporting events. Hence, surge protection is essential for both the longevity and performance of LED sports lighting.

Surge protection is essential for the longevity of LED sports lighting for several reasons:



PROTECTION VS POWER SURGES

LED sports lights are sensitive devices. Power surges, can cause immediate, irreversible damage.



PREVENT FREQUENT REPLACEMENTS

Surge protection helps to enhance the longevity of the lighting system by protecting them from electrical damage and reducing replacement.



MAINTAIN LIGHTING QUALITY

A power surges can deteriorate the performance of LED lights, leading to poor quality. Surge protection ensures the consistency of lighting performance.



SAFEGUARDING OTHER EQUIPMENT

Surge protectors shield LED sports lights and indirectly the entire connected electrical system from power surge damages.



ENSURING SAFETY

Electrical surges can result in sparking or even fires, posing a risk to the safety of the venue and its users. Using surge protectors can mitigate this risk, ensuring the overall safety of the sports facility.

Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

SURGE PRO™ SYSTEM



SERVICE ENTRANCE

PSL utilizes a 200kA surge suppressor, a robust and high-capacity device strategically installed at the main electrical service entrance panel, which effectively shields the entire electrical system downstream.



POLE PROTECTION

PSL utilizes Type 1 Surge Protection Devices (SPDs) at each electrical enclosure for branch circuits to safeguard components from transient overvoltage or surges by limiting the fault current to a load or the unit being protected.



DRIVER PROTECTION

Our drivers feature cutting-edge advancements in their design, incorporating built-in surge protection and over-temperature protection mechanisms, which ensure the extended longevity and reliability of the driver, offering enhanced durability and peace of mind to users.

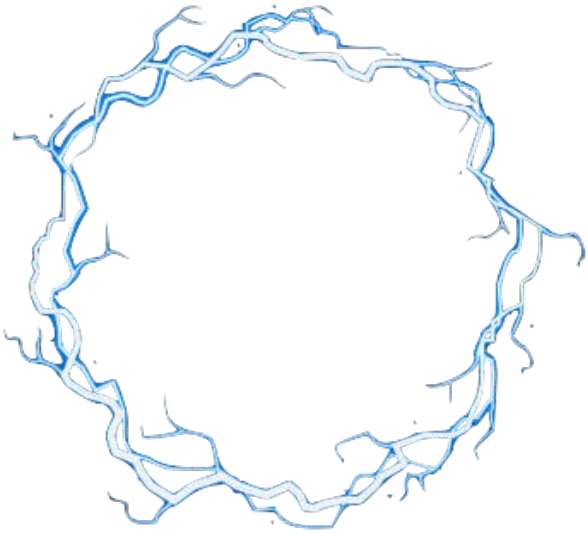
Copyright © 2024 Premier Sports Lighting, LLC. All rights reserved.

P. DELIVERY

DELIVERY

The standard delivery time for Premier Sports Lighting is 8 - 12 weeks.

Destin Morgan Sports Center Lighting
Solicitation ID: RFB No. 24-14-REC



Respondent Submission
November 26, 2024

Submitted To:
City Clerk Rey Bailey
City of Destin
4200 Indian Bayou Trail, Destin, FL 32541
850-837-4242
clerk@cityofdestin.com

Submitted By:
Omar Rivera
Senior Vice President - Product Strategy and Innovation
Orion Energy Systems, Inc
2210 Woodland Drive,
Manitowoc, Wisconsin 54220
Office: (904) 990-7041
Email: orivera@oesx.com
UEI: JZJ4KYXV8QF6
CAGE: 1TK58
Primary NAICS Code: 541330

Omar Rivera
Senior Vice President - Product Strategy and Innovation
Authorized Negotiator / Signatory Agent
Email: orivera@oesx.com
Office: (904) 990-7041

The following proposal submitted in response to the contract opportunity for **SOLICITATION ID AND WHAT FOR.** Orion Energy Systems, Inc is in full agreement with all terms, conditions, amendments, and provisions included in the solicitation and agreement to furnish any or all items in accordance with **Solicitation ID:**

Orion Energy Systems, Inc will hold our offer valid for 120 days after the solicitation closing date, **DATE** unless requested to further extend it by the Contracting Officer.

Table of Contents

Transmittal Letter 3
Company Overview 5
Exhibit A- Price Proposal Sheet 12
Qualifications and Experience 14
Contractor's Qualifications and Financial Information 16
Project Approach and Performance Differentiators 22
Project Design 26
Project Timeline 39
Performance Differentiators Summary 40
Letter of Reference – Luis Suarez 45
MAKO Basic Warranty – 10 Years 46
Attachment No. 1 – Responsive Bidder Qualification Statement 47
Attachment No. 2 – Public Entity Crime Form 48
Attachment No. 3 – Drug Free Workplace Certification Form 49
Attachment No. 4 – Bid Bond Form 50
Attachment No. 5 – Anti-Human Trafficking Affidavit 51
Attachment No. 6 – Anti-Collusion Statement 52
Proof of Insurance 53
Proof of Licensing and Certifications 54
Addendums 56
Supplemental Documentation 57
Data Sheet – Harris Area Light Lumen Select, Gen 1 57
Product Warranty 65
DarkSky Approval Certification 71
MAKO Brochure 72
Data Sheet – MAKO System M3K-001-1000WD 74
Representations and Certifications 80
Past Performance 81
Reference One (1) 81
Reference Two (2) 81
Reference Three (3) 81

Transmittal Letter

Destin Morgan Sports Center Lighting RFB NO. 24-14-REC

Orion Energy System is a NASDAQ company that has executed thousands of retrofit projects for Government and Commercial entities nationwide. This is our area of strength, for which we are well-known. While we are Headquartered in Wisconsin all Retrofit project are manage out our Jacksonville Florida office.

Orion Energy System Headquarters
2210 Woodland Drive Manitowoc Wisconsin 54220

Orion Engineering and Project Management Team
9143 Philips Highway, Suite 420 Jacksonville, Florida 32256

We understand City of Destin, Florida, requests to upgrade parking lots and sports lighting to LED technology and to be able to manage it using one control system at Destin Morgan Sports Center.

We understand that this is a Retrofit project to remove all existing pole top assemblies and replace them with LED technology system while using existing pole and electrical infrastructure.

Parking lots named West and East, where we place LED area luminaire made for parking lots. That provide an even light distribution and minimal glare. Lighting design will meet Dark Sky/Directional, LED average of 2 fc maximum with 1 fc minimum with dusk to dawn photocells.

Sports Lighting Fields 1-9 will meet industry standards regulations. Light levels of 50/30 fc for ballfields and 30 fc for soccer fields. We will be installing MAKO M3 Sports Lighting with includes.

Best Glare Controls technology in the market today with the lowest Candle Power of 102216 and when compared with other Sports Lighting companies of 539765. MAKO M3 Sports lighting provides 528% less glare.

LED module, mounting devices are **Ultra-corrosion resistant** alloy -less than 0.03% Cu with electrophoresis coating.

MAKO M3 sports lighting can withstand 150mi/h winds while maintaining luminaire aiming alignment. MAKO has the lowest EPA in the industry of 5.1 EPA and its 3G Rated system.

MAKO M3 sports lighting certifications are: UL8750, UL198, IP66, NEMA 4X, DARK SKY.

Lightning grounding will be provided for each Sports lightning pole per electrical code NFPA 780, UL 96 and 96A. MAKO M3 has the highest Electrical Surge Protection of 100kA

that will provide additional system protection.

Sports Lighting controls will provide instant on/Off capabilities. The system has a remote that can be installed in an easy access area anywhere within the park complex, away from the electrical room. There is no additional cost for remote devices, and there is no ongoing cost for the controls system. The control system can provide insight into all sports lighting when issues arise with consultation with MAKO M3 technical staff.

Optional Controls Solution, you can upgrade the parking lot from a Standard Photocell to Network Photocell and be able to have the parking lot under the same controls system of Sports Lighting. We can do this will a simple change of orders during installation with no additional labor cost. Or you can do it at later time simply by removing standard photocell and installing MAKO M3 Controls photocell without going inside the fixture.

Existing Electrical: All Luminaires for parking lots and sports field will be compatible.

Delivery of Equipment: We will have all equipment on site with the 8-12 weeks from receipt of approved submittals and receipt of complete order information.

Eagle Nesting: An eagle platform will be installed above the Sports lighting on the pole.

Warranty - Led Parking Lights come with 5-year warranty, LED Sports Lighting comes with a 10-year warranty at no additional cost.

After carefully reviewing all specifications and conducting the walkthrough of the Destin Morgan Sports Center we are highly confident that our 27 years' experience doing lighting retrofits in all applications including Sports Lighting and Parking Lots we will meet and exceed your expectations. Furthermore, MAKO M3 sports lighting, which is made for Sports Lighting Retrofit and has very robust protection from corrosion will lead to many years of Low Maintenance use.

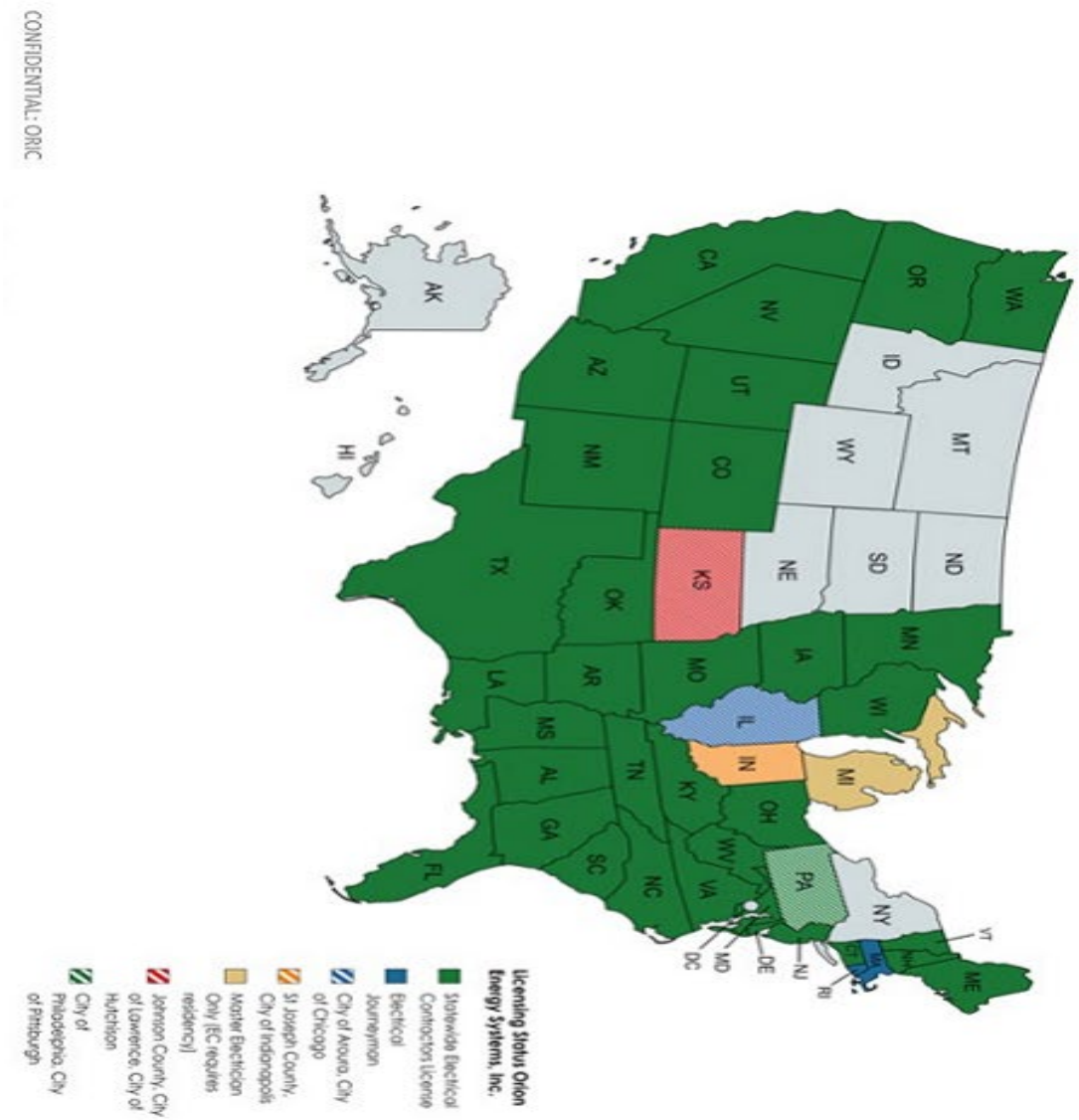
We Sincerely appreciate the opportunity to work with the City of Destin.

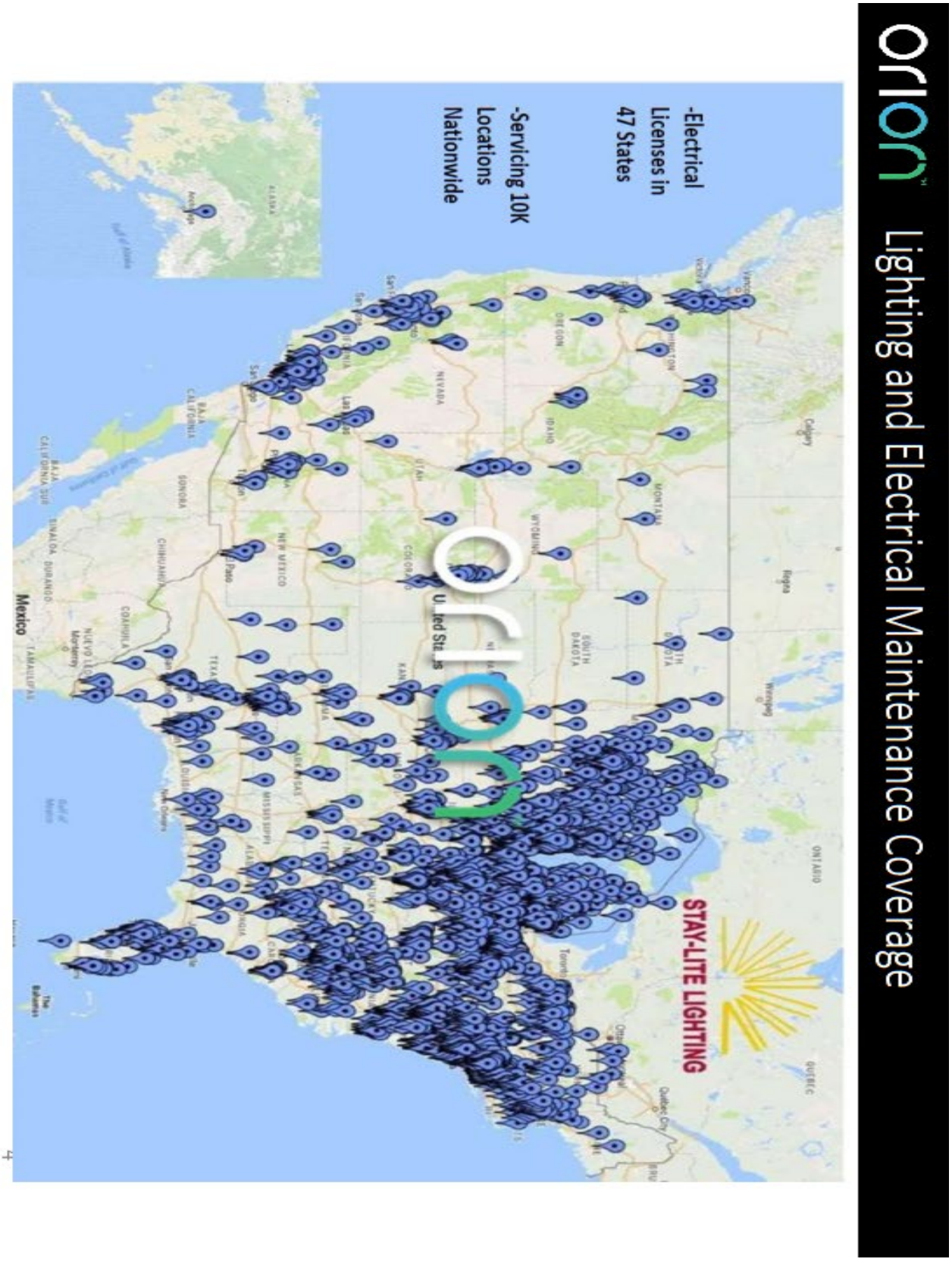
Omar A. Rivera
SVP Product Strategy and Innovation
Orion Energy System, Inc
Office 904-990-7041, Mobile 920-629-4370
orivera@oesx.com

Company Overview



Electrical License Coverage




Lighting and Electrical Maintenance Coverage
-Electrical Licenses in 47 States
-Servicing 10K Locations Nationwide
STAY-LITE LIGHTING
Mexico

LED Lighting Retrofit Market Leader

Our Strength: Being Reliable.

We have helped many of the Fortune 500 and Government Agencies to reduce energy costs and improve their quality of lighting. We are proud of our relationships with major companies all over North America. They know the quality of their lighting system is important and the total cost of ownership includes everything associated with the lighting fixture.

Recognition for Excellence

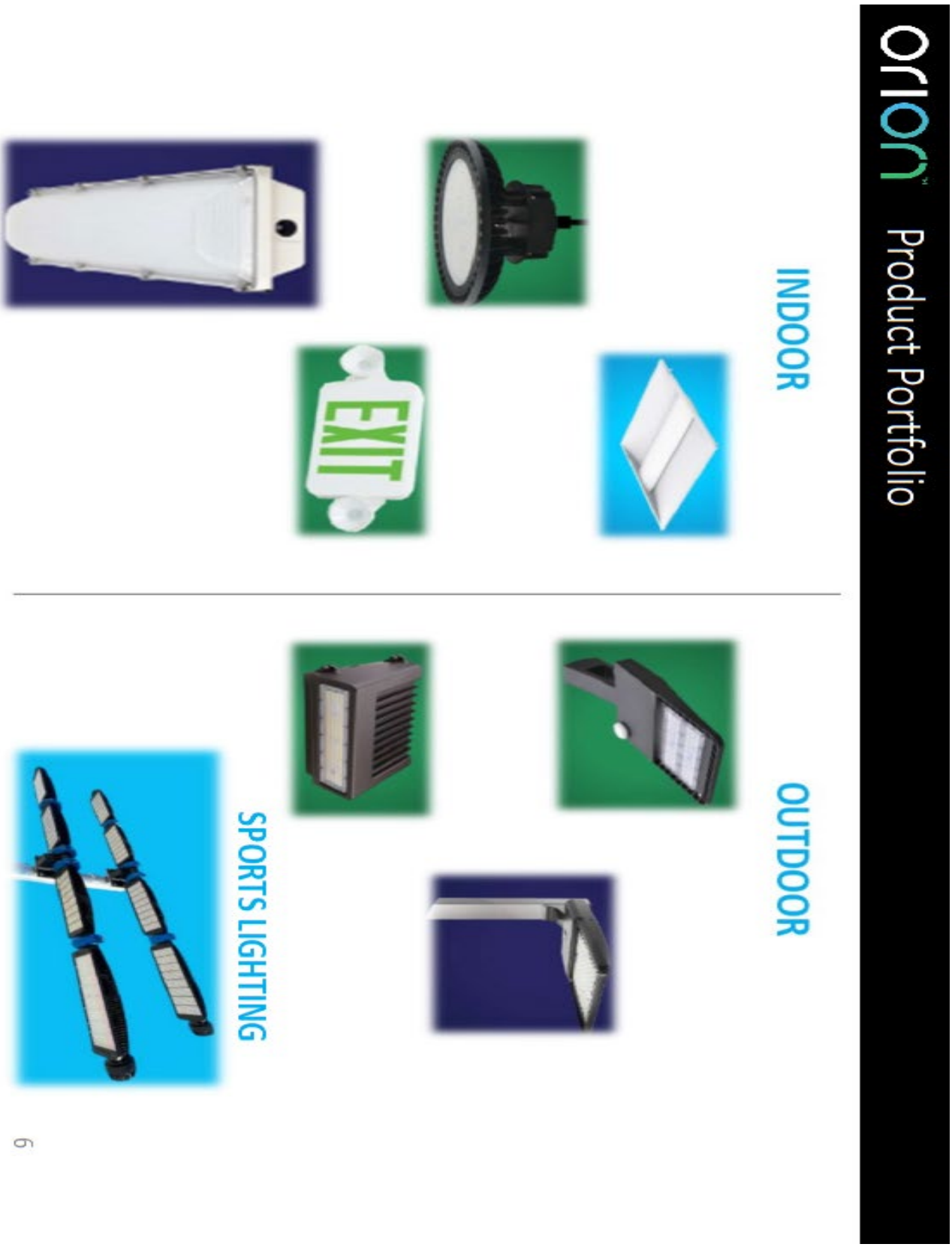
DOLLAR GENERAL 5,000+ Retail Facilities
Kroger 3,000+ Distribution & Retail Facilities
Walgreens 2,050 Retail Facilities
Walmart 2,000+ Retail Facilities
KOHL'S 805 Retail Facilities
Ford 23 Manufacturing Facilities and 700+ Dealerships
Sam's Club 500+ Retail Facilities
COSTCO WHOLESALE 475+ Retail Facilities
Coca-Cola 400+ Bottling & Sales Facilities
BEST BUY 400+ Retail Facilities
TARGET 272 Retail Facilities
PEPSICO 180+ Bottling & Sales Facilities
KWIK TRIP 142 Retail Facilities
Gordon FOOD SERVICE 142 Distribution & Retail Facilities
Sysco 140+ Distribution Facilities
ANHEUSER-BUSCH 100+ Bottling & Distribution Facilities
Kraft Heinz Mondelēz International 100+ Manufacturing & Distribution Facilities
US FOODS 50+ Facilities
UNITED STATES POSTAL SERVICE 46 Government Facilities
Nestlé 40+ Facilities
28 Military Facilities
TOYOTA 14 Manufacturing Facilities
amazon 8 Distribution Ctrs
7 Healthcare Facilities

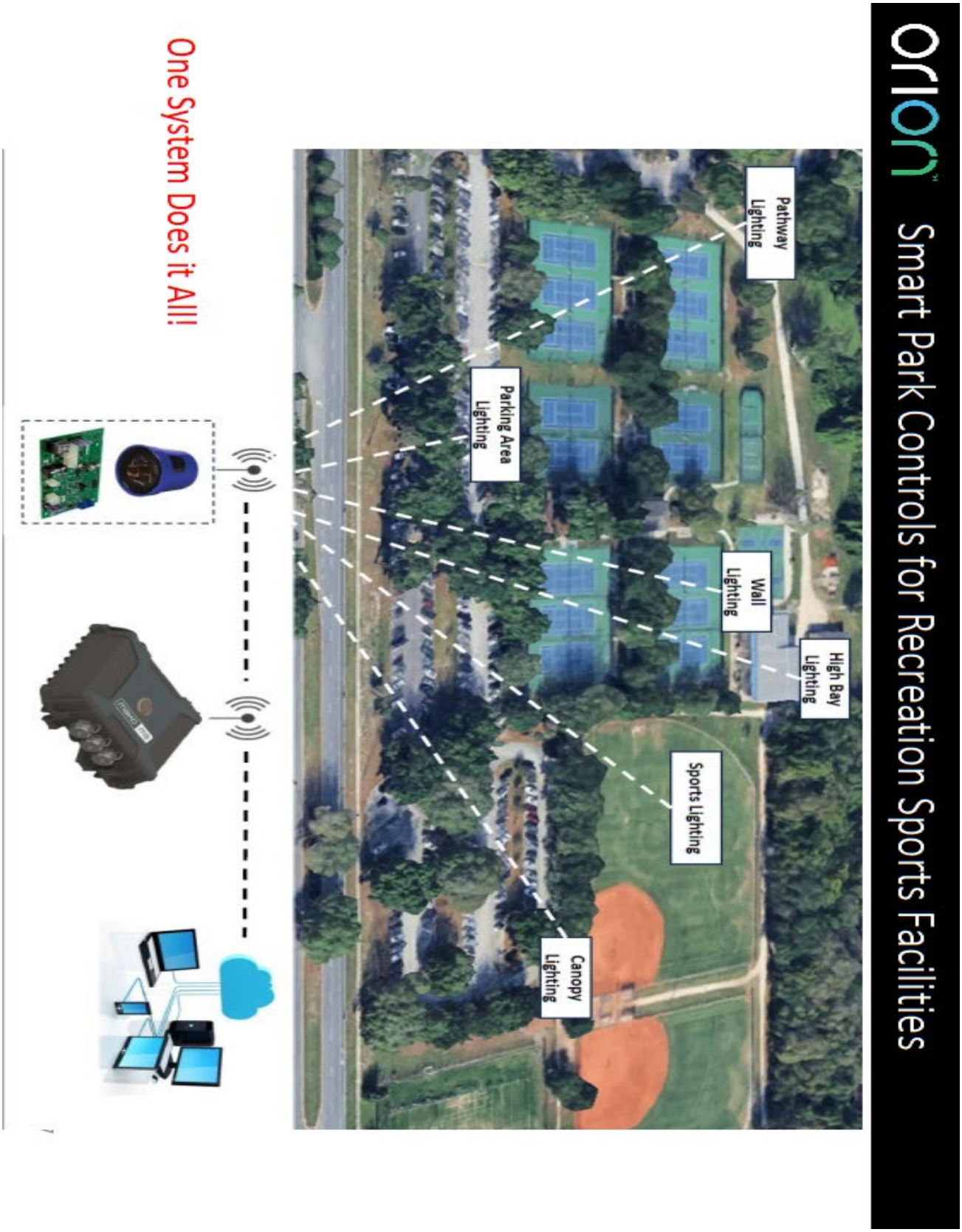
35,000 Lighting Retrofit Projects Completed.

Orion is always invited back!

UEI: JZJ4KYXV8QF6
CAGE: 1TK58

2210 Woodland Drive,
Manitowoc, WI 54220


orion
Product Portfolio
INDOOR
EXIT
OUTDOOR
SPORTS LIGHTING
6


Orion™ Smart Park Controls for Recreation Sports Facilities
Pathway Lighting
Parking Area Lighting
Wall Lighting
High Bay Lighting
Sports Lighting
Canopy Lighting
One System Does it All!

Best in Class Sports LED Lighting Design

- Upgrade to Color Lighting
- Add Emergency Lighting– Plug & Play

- Even Light Distribution
- Lowest Glare in Sports Lighting
- Sharpe back of pole light “Cut-Off”.
- Lowest Maintenance in Sports Lighting
- Remote diagnostics & troubleshooting
- Best in class surge protection

Exhibit A- Price Proposal Sheet

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: Orion Energy Systems, Inc

Address: 2210 Woodland Drive

City & State: Manitowoc, MI Zip Code: 54220

Telephone: ( ) 904-990-7041 E-mail: orivera@oesx.com Fax: ( )

Number of Years in Business: 28 Contact Name Omar Rivera

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$ $823,461.05
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$ $368,860.99
Replacement/retrofit of lighting for two (2) parking lot areas	$ $21,010.99
10 year Warranty Service	$ Included

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Omar Rivera, SVP of Product Strategy & Innovation
(Print or Type)

Signature: Omar Rivera

Date of Bid: 11/14/2024

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

Qualifications and Experience

ORION SENIOR MANAGEMENT	
Mike Jenkins Chief Executive Officer	Mike Jenkins joined Orion as COO in November, 2021 and was named CEO in November, 2022. Mike served as General Manager/ Regional Business Director for Bostik Inc. from 2013 to 2021. From 2011 to 2013, he was Regional Director Americas managing sales and marketing for Diversey, a private equity company that was sold to Sealed Air. Mike spent 9-years at Kohler Co., from 2001 to 2010 in a variety of senior positions, including VP of Sales and Installation for Kohler's Canac cabinetry company where he managed their turnkey installation business model.
Per Brodin Chief Financial Officer	Per Brodin joined Orion as Executive VP in October, 2020 and was named CFO in November, 2020. He has over 30-years of experience as a Financial Executive spanning public accounting and corporate roles, including more than 10-years as CFO of publicly registered companies. Most recently, Per served as Interim CFO for Fleet Farm, a KKR retailer with 48 stores in 5 Midwest states and previously at Claire's stores, Shopko Stores and ATI Physical Therapy.
Scott Green President, Orion Services Group	Scott Green joined Orion upon the 2013 acquisition of Harris Lighting. Prior to being named President of Orion Services Group in November, 2021, he served as COO and Executive VP. Before being named COO, Scott served as President of Orion Innovation, Project Engineering, Construction Management and Orion Engineered Systems. At Harris Lighting, he served as Executive VP and CEO. Prior to Harris Lighting, Scott served as CEO of Green Enterprises, Inc, a real estate development and multi-location restaurant owner and operator.

MAKO M3 SPORTS LIGHTING REFERENCES
Hillsborough County Public Schools
Large Public school district requiring retrofit sports lighting, dynamic color effects, and advanced controls across 86 fields (Football, Soccer, Baseball, Softball) Project Size: $9,000,000.00 / Project Start Date: October, 2022 POC: Luis Suarez (Chamberlain H.S) 315-744-3899

Tipton County Schools
Public school district requiring retrofit sports lighting, dynamic color effects, and advanced controls across 3 football fields. Project Size: $350,000.00 / Project Start Date: April, 2022 POC: Luis Suarez (Chamberlain H.S) 315-744-3899

West Genesee Athletic Club
Sports Club hosting football/ lacrosse events at various levels of play – First MAKO Sports Lighting Retrofit Installation. Project Size: $75,000.00 / Project Start Date: October, 2021 POC: Greg Collins 315-744-3899

M3 Innovation Resume



Joseph Casper – *Executive Officer*
BS/MS Chemical/Electrical Engineering
Rensselaer Polytechnic Institute



Christopher Nolan – Chief Technology Officer
BS Mechanical Engineering
Syracuse University

Company Start-Up Experience

Disruptive Innovators with proven history in the design, engineering, and manufacturing of custom high output sports lighting solutions for professional, collegiate, and municipal markets

- **Ephesus Lighting**
  - Founded in 2010
  - Expanded to 60+ Employees
  - >$60M Revenue
  - Acquired by Cooper/Eaton Lighting in 2016
- **M3 Innovation**
  - Founded in 2019
  - Retained Original Ephesus Engineering Talent
  - Partnered with NYS Technology Innovation Center

Intellectual Property

- Filed and granted more than 65 Utility and Design Patents covering all aspects of LED Lighting technology including
  - *Advanced Electronics*
  - *Heat Dissipation Methods*
  - *Advanced System Controls*
  - *Optical Design*
  - *Integrated Sensors and IoT*
- Strong portfolio of Trademarks and Trade Secrets including
  - *Hardware/Software/Firmware*
  - *Processes and System Controls*
  - *Marketing Strategy / Business Plans*

Key Accomplishments

- Certified and released more than 60 products to the market including
  - *Industrial / Sports Luminaires*
  - *Controls / Internet of Things / Gateways*
- Led the development of numerous LED chip technologies specifically optimized for sporting venues
- Introduced Brightest Solid-State Lighting to the market (2011)
- First professional sports venue lit by LED (2012)
- First NCAA Basketball and Hockey arenas (2013)
- First NFL Stadium and NCAA Collegiate outdoor sports venue (2014)
- First Superbowl lit by LED (2015)
- First NASCAR racetrack lit by LED (2016)
- Product installed in over 2500 professional, collegiate and multi-purpose venues throughout North America
- Product installed in 5 of the 7 most recent NFL Superbowls
- Product installed in Melbourne Park, Australian Open
- First retrofit sports lighting project on wooden poles in NA (2021)
- Secured the largest LED Municipal sports lighting project in the US (2022)
- Influenced the development of lighting standards for a variety of sports-related organizations, including the NFL, NBA and NHL, as well as broadcasting organizations including CBS, NBC, FOX, ESPN, and the IES global standards for sports & recreation lighting
- Pioneered specification of TLCI as a metric for professional sports

Societies / Awards

- Vice Chair and Voting Member of IES Sports Lighting Committee
- Members in IEEE and ASME
- LFI Innovation Award for Sports Luminaires
- SportTechie Award for Outstanding Sports Technology
- IES Illumination Award for Outdoor Lighting
- IES Award for excellence in Photometric Design
- SSL Design Competition Excellence in Next Generation Luminaires

Contractor's Qualifications and Financial Information

CONTRACTOR'S QUALIFICATIONS AND FINANCIAL INFORMATION

OMB Control Number: 3090-0007
Expiration Date: 10/31/2024

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0007. We estimate that it will take 1.5 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

SECTION I - GENERAL INFORMATION

1A. NAME	1B. STREET ADDRESS	1C. CITY	1D. STATE	1E. ZIP CODE
Orion Energy Systems, Inc.	2210 Woodland Drive	Manitowoc	WI	54220

2. TYPE OF ORGANIZATION *(Check one)*

	A. SOLE PROPRIETORSHIP		F. LIMITED LIABILITY COMPANY
	B. GENERAL PARTNERSHIP		G. JOINT VENTURE
	C. LIMITED PARTNERSHIP		H. TRUST
X	D. CORPORATION		I. OTHER *(Specify below)*
	E. SUBCHAPTER S CORPORATION		

3. TAXPAYER ID NUMBER	4. DATE ORGANIZATION ESTABLISHED	5. STATE OF INCORPORATION
39-1847269	3/25/1996	Wisconsin

6. TRADE STYLE NAME *(Provide a copy of filing)*

7. KIND OF PRODUCT OR SERVICE PROVIDED

8. FORMER BUSINESS NAME

9. KIND OF BUSINESS

X	A. MANUFACTURER		D. RETAILER
X	B. CONTRACTOR		E. OTHER *(Specify)*
	C. WHOLESALER		

10. INVENTORY VALUATION METHOD

	A. LIFO		C. AVERAGE COST
X	B. FIFO		D. OTHER *(Specify)*

11. OWNERSHIP INFORMATION-PARTNERS-PRINCIPAL STOCKHOLDERS-OTHERS

NAME	TITLE *(If partner, state G(General) or L(Limited) in column)* ACTUAL TITLE	G OR L	PERCENT BUSINESS OWNED
Michael H. Jenkins	Chief Executive Officer		
J. Per Brodin	Chief Financial Officer		
Scott A. Green	President, Orion Services Group		

12. PARENT COMPANY *(If applicable)*

A. NAME

B. CITY C. STATE

13. IF "YES" TO ANY QUESTION BELOW, PROVIDE DETAILED INFORMATION IN SECTION VIII, REMARKS

	YES	NO
A. HAVE YOU, OR ANY OF YOUR AFFILIATES EVER FILED FOR BANKRUPTCY?		X
B. DO YOU HAVE ANY JUDGMENTS, LIENS, OR PENDING SUITS?		X
C. DO YOU HAVE ANY CONTINGENT LIABILITIES?	X	
D. HAVE YOU OR ANY OF YOUR AFFILIATES DISCONTINUED BUSINESS OPERATIONS WITH OUTSTANDING DEBTS?		X

SECTION II - GOVERNMENT FINANCIAL AID AND INDEBTEDNESS

14A. ARE YOU DELINQUENT ON ANY FEDERAL DEBT (OMB CIRCULAR A-129) *(If "Yes", provide detailed information, Section VIII, Remarks)* ☐ YES ☒ NO

14B. DO YOU OWE THE GOVERNMENT FOR ANY CONTRACT OR OTHER CLAIMS? ☐ YES ☒ NO

IF "YES", COMPLETE THE ITEMS BELOW

AGENCY	CLAIM AMOUNT	PAYMENT	MATURITY	BALANCE

15A. AGENCY INVOLVED WITH DELINQUENCY

15B. AMOUNT OF DELINQUENCY ($)

16. ARE YOU CURRENTLY RECEIVING GOVERNMENT FINANCING? ☐ YES ☒ NO *(Go to Section III)*

17. COMPLETE ITEMS BELOW IF APPLICABLE

TYPE OF FINANCING	AUTHORIZED ($)	IN USE ($)	GOVERNMENT AGENCY INVOLVED
A. INDUSTRIAL REVENUE BONDS			
B. GUARANTEED LOANS			
C. ADVANCED PAYMENTS			
D. PROGRESS PAYMENTS			
E. OTHER *(Specify)*			

GENERAL SERVICES ADMINISTRATION **GSA 527 (REV. 10/2021)**

SECTION III - FINANCIAL STATEMENTS

Prepared Financial Statements with notes may be provided in lieu of completing Section III

When financial statements are prepared or certified by independent accountants and transcribed to this form, please furnish the name and address of accountant of accounting firm.

18. ARE YOU THE INCUMBENT CONTRACTOR FOR THIS SOLICITATION? ☐ YES ☐ NO

19A. NAME: BDO

19B. STREET ADDRESS: 330 Kilbourn Ave, Suite 750 Two, Plaza East

19C. CITY: Milwaukee | 19D. STATE: WI | 19E. ZIP CODE: 53202

20. IF TRANSCRIBED STATEMENTS DIFFER FROM INDEPENDENT ACCOUNTANT'S, PLEASE DESCRIBE ADJUSTMENT IN SECTION VII, REMARKS. ALL OF THE LISTED FIGURES ARE:

☐ ACTUAL | ☒ U.S. DOLLARS
☒ IN THOUSANDS | ☐ FOREIGN CURRENCY (Specify)
☐ IN MILLIONS

21. BALANCE SHEET AS OF (Month, Day, Year): 06/30/2024

22. FISCAL YEAR ENDS (Month, Day, Year): 03/31/2025

23. PREPARED STATEMENTS ☒ ARE ATTACHED

24. ASSETS		25. LIABILITIES AND NET WORTH	
A. Current Assets		**A. Current Liabilities**	
Cash	5692	Accounts payable	14421
Short Term cash investments	0	Notes payable *(current)*	0
Accounts receivable, less allowance for doubtful accounts of $	12475	Current portion of long term debt	264
		Accrued expenses	9835
Inventories	15860	Accrued taxes on income/excess profits	
Other current assets *(Itemize below)*		Other current liabilities *(Itemize below)*	
Revenue earned but not billed	4841	Deferred revenue, Current	245
Prepaid expenses & other curr. assets	3272		
Total Current Assets	42140	**Total Current Liabilities**	24765
B. Property, Plant and Equipment		**B. Other Liabilities**	
Land	0	Mortgages	3261
Buildings and equipment	35460	Bonds	0
Leasehold improvements		Deferred income taxes	0
Less accumulated depreciation and amortization	26185	Other long term debt	12650
		Total Other Liabilities	15911
Total Property, Plant and Equipment	9275		
C. Other Assets		**Total Liabilities**	40676
Investments in and advance to affiliated company		**C. Minority Interest in Subsidiary**	
Goodwill, less amortization	1484	**D. Net Worth**	
Due from officer, employee		Preferred stock	
Other *(Itemize below)*		Common stock	
Other intangible assets, net	4214	Additional paid-in capital	162163
Other long-term assets	2642	Retained earnings/owner's equity	(106850)
		Less, Treasury stock	(36234)
Total Other Assets	8340	**Total Net Worth**	19079
D. TOTAL ASSETS	59755	**E. TOTAL LIABILITIES AND NET WORTH**	59755

SECTION IV - INCOME STATEMENT

26. FROM (Month, Day, Year)

27. TO (Month, Day, Year)

28. INCOME

A. Net Sales	19906	Minority Interest in Earnings of Subsidiaries	
Cost and Expenses			
Cost of Goods Sold	15607	**Total Costs and Expenses**	23643
Depreciation and Amortization			
Selling, General, and Admin. Expenses	7731	Earnings Before Taxes	(3737)
Interest Expense	262	Taxes on Income	21
Other Expenses *(Itemize below)*		Income Before Extraordinary Items	(3758)
Amortization of debt issue cost	58	Extraordinary Gains (Losses) Net of Taxes	
Royalty income	(15)	**NET INCOME (LOSS)**	(3758)

GSA 527 (REV. 10/2021) **PAGE 2**

SECTION V - BANKING AND FINANCE COMPANY INFORMATION

(Please attach a separate sheet using this format for any additional banks.)

ITEM	BANK 1	BANK 2
29. Name of Bank	Bank of America, N.A.	
30. Contact Person	Jonah Vogt	
31. Phone Number	AREA CODE 414 / NUMBER 615 / EXTENSION 9333	AREA CODE / NUMBER / EXTENSION
32. Fax Number	AREA CODE / NUMBER	AREA CODE / NUMBER
33. Address	STREET ADDRESS: 833 E. Michigan St, Suite 701; CITY: Milwaukee; STATE: WI; ZIP CODE: 53202	STREET ADDRESS / CITY / STATE / ZIP CODE
34. Amount Owing ($)	LOC-$10,000,000 Mortgage Term-$3,525,000	
35. Term Loans	[X] Yes [ ] No	[ ] Yes [ ] No
36. Line of Credit	[X] Yes [ ] No	[ ] Yes [ ] No
37. Maximum Amount Authorized ($)	25,000,000	
38. Amount Outstanding ($)		

39. Loans Secured by Company's Assets - Real and Personal Property

A.	SECURED PARTY NAME	CONTACT NAME			
	STREET ADDRESS	CITY		STATE	ZIP CODE
	SECURING ASSETS		MATURITY DATE	MONTHLY PAYMENT ($)	
B.	SECURED PARTY NAME	CONTACT NAME			
	STREET ADDRESS	CITY		STATE	ZIP CODE
	SECURING ASSETS		MATURITY DATE	MONTHLY PAYMENT ($)	
C.	SECURED PARTY NAME	CONTACT NAME			
	STREET ADDRESS	CITY		STATE	ZIP CODE
	SECURING ASSETS		MATURITY DATE	MONTHLY PAYMENT ($)	
D.	SECURED PARTY NAME	CONTACT NAME			
	STREET ADDRESS	CITY		STATE	ZIP CODE
	SECURING ASSETS		MATURITY DATE	MONTHLY PAYMENT ($)	

40. ARE ANY OF THE ASSETS SHOWN ON THE BALANCE SHEET PLEDGED OR MORTGAGED, EXCEPT AS STATED ABOVE?
[X] NO [ ] YES *(Explain in Section VII, Remarks)*

41A. IF CONTRACTOR IS A PARTNERSHIP OR SOLE PROPIERTORSHIP, ARE THE INDIVIDUAL LIABILITIES OF THE PROPIETOR(S) FOR FEDERAL AND STATE INCOME AND/OR EXCESS PROFIT TAXES INCLUDED ON THE BALANCE SHEET?
[ ] YES [X] NO

41B. TOTAL LIABILITY ($)

42. ARE YOU NOW IN OR PENDING DEFAULT ON ANY OBLIGATIONS, I.E., BANKS, FINANCIAL INSTITUTIONS, SUPPLIERS, OTHER?
[X] NO [ ] YES *(Provide detailed information in Section VII, Remarks)*

GSA 527 (REV. 10/2021) **PAGE 3**

SECTION VI - PRINCIPAL MERCHANDISE OR RAW MATERIAL SUPPLIER INFORMATION
(Please attach separate sheet(s) using this format for additional suppliers.)

43. PAST DUE ACCOUNTS PAYABLE ($)

ITEM	44. SUPPLIER 1			45. SUPPLIER 2		
A. Name of Supplier						
B. Contact Person						
C. Telephone	AREA CODE / NUMBER		EXTENSION	AREA CODE / NUMBER		EXTENSION
D. Fax	AREA CODE / NUMBER			AREA CODE / NUMBER		
E. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
F. Amount Now Owing ($)						
G. High Credit ($)						

ITEM	46. SUPPLIER 3			47. SUPPLIER 4		
A. Name of Supplier						
B. Contact Person						
C. Telephone	AREA CODE / NUMBER		EXTENSION	AREA CODE / NUMBER		EXTENSION
D. Fax	AREA CODE / NUMBER			AREA CODE / NUMBER		
E. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
F. Amount Now Owing ($)						
G. High Credit ($)						

SECTION VII - CONSTRUCTION/SERVICE CONTRACTS INFORMATION ***(Public Buildings Service Contracts Only)***

CONTRACTS IN FORCE

ITEM	48. CONTRACT 1			49. CONTRACT 2		
A. Location						
B. Owner's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Type of Work						
E. Contract Amount ($)						
F. Percent Completed						
G. Estimated Completion Date						

ITEM	50. CONTRACT 3			51. CONTRACT 4		
A. Location						
B. Owner's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Type of Work						
E. Contract Amount ($)						
F. Percent Completed						
G. Estimated Completion Date						

GSA 527 (REV. 10/2021) **PAGE 4**

ITEM	52. CONTRACT 5			53. CONTRACT 6		
A. Location						
B. Owner's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Type of Work						
E. Contract Amount ($)						
F. Percent Completed						
G. Estimated Completion Date						

ITEM	54. CONTRACT 7			55. CONTRACT 8		
A. Location						
B. Owner's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Type of Work						
E. Contract Amount ($)						
F. Percent Completed						
G. Estimated Completion Date						

LARGEST JOBS YOU HAVE COMPLETED IN THE LAST FIVE YEARS

ITEM	56. JOB 1			57. JOB 2		
A. Location						
B. Contact's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Telephone	AREA CODE / NUMBER / EXTENSION			AREA CODE / NUMBER / EXTENSION		
E. Type of Work						
F. Contract Amount ($)						
G. Amount Sublet ($)						

ITEM	58. JOB 3			59. JOB 4		
A. Location						
B. Contact's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Telephone	AREA CODE / NUMBER / EXTENSION			AREA CODE / NUMBER / EXTENSION		
E. Type of Work						
F. Contract Amount ($)						
G. Amount Sublet ($)						

ITEM	60. JOB 5			61. JOB 6		
A. Location						
B. Contact's Name						
C. Address	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
D. Telephone	AREA CODE / NUMBER / EXTENSION			AREA CODE / NUMBER / EXTENSION		
E. Type of Work						
F. Contract Amount ($)						
G. Amount Sublet ($)						

GSA 527 (REV. 10/2021) **PAGE 5**

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY BONDS								
ITEM	62. SURETY COMPANY 1				63. SURETY COMPANY 2			
A. Company Name	Pennsylvania Insurance Company							
B. Contact's Name	Agent, AON - Vinny Carbone							
C. Telephone	AREA CODE 312	NUMBER 381-0087		EXTENSION	AREA CODE	NUMBER		EXTENSION
D. Fax	AREA CODE	NUMBER			AREA CODE	NUMBER		
E. Address	STREET ADDRESS 10805 Old Mill Rd				STREET ADDRESS			
	CITY Omaha		STATE NE	ZIP CODE 68154	CITY		STATE	ZIP CODE
64. PRESENT AMOUNT OF BONDING COVERAGE ($) See below	65. HAS YOUR APPLICATION FOR SURETY BOND EVER BEEN DECLINED? *(If Yes, please provide detailed information in Remarks)* ☐ YES ☒ NO				66. DURING THE PAST 2 YEARS, HAVE YOU BEEN CHARGED WITH A FAILURE TO MEET THE CLAIMS OF YOUR SUBCONTRACTORS OR SUPPLIERS? *(If Yes, please provide detailed information in Remarks)* ☐ YES ☒ NO			

SECTION VIII - REMARKS

REMARKS *(Cite those sections of the form relating to your remarks. If additional space is required, attach additional sheet(s).)*

Section VII.Item 62. - Our aggregate facility is $20 million with the possibility of having two individual projects at $5 million each as components of the $20 million.

CERTIFICATION

For the purpose of establishing financial responsibility with, or procuring credit from the U.S. General Services Administration, we furnish the above as a true and correct statement of our financial condition and further certify that all other statements are true and correct. There has been no material change in the applicant's financial condition since the date of the above statement. We agree to notify you immediately in writing of any materially unfavorable change in our financial condition. In the absence of such notice or of a new and full financial statement, this is to be considered as a continuing statement.

NAME OF BUSINESS	BY *(Signature of Authorized Official)*	
Orion Energy Systems, Inc 2210 Woodland Drive, Manitowoc, WI 54220	Scott Green	
	NAME OF AUTHORIZED OFFICIAL *(Type or print)* Scott Green	DATE
	TITLE OF AUTHORIZED OFFICIAL *(Type or print)* President	11/18/2024

GSA 527 (REV. 10/2021) **PAGE 6**

Project Approach and Performance Differentiators

Overview of the Orion Project Management plan and execution for: City of Destin, Florida, Destin Morgan Sports Center Lighting.
RFB NO. 24-14-REC

The below narratives provide the steps and groups that the Project Management team coordinates with to accomplish project preparation, logistics, implementation, execution, and completion.

Project Management actions upon approval of the contract and schedules:

Stage 1: Material Preparations and Procurement

Once a project contract is executed Orion will finalize material review for the approved scope of work per the final contract. The final material review will ensure the material matches the order project proposal and preinstallation and will be available as needed to meet delivery dates.

- The shipping and logistics group will finalize the transportation needs for shipments.
- Review material order against the approved scope of work and schedule.
- Coordinate with Orion Purchasing on final material requirements needed for the project based upon schedule.
- Complete final material order reviews with Orion Purchasing to meet necessary delivery dates based upon final schedule.
- Release material orders to Orion Production to meet the required ship dates of the materials and quantities. Review material deliverables with Orion shipping and purchasing groups to ensure shipping schedules and transportation are aligned for materials being shipped.
- Weekly meetings are put in place to follow up on action items and deliverables.

Stage 2: Finalizing Subcontractor Awards

Final Subcontractor determinations are made, and contractual agreements are set in place with the Electrical Subcontractor

- Final submissions of agreed scope and schedule to Electrical contractors.
- Execute contractor agreements with Orion subcontractors.

Stage 3: Project Material Staging Requirements

Determine the plan for material lay-down and staging areas for each park. This will include receiving material at the agreed staging area and final delivery location.

- Plan and coordinate with locally based Teams to receive shipments.
- Review and plan delivery of materials into the Parks with the Customer and Electrical Subcontractor
- Planning with Customer on an approved material staging area for each park and to keep the materials so they are accessible by personnel performing the installation. Determine if containers are required or if there is available space in an empty secured building.
- Plan with Customer the delivery and placement of necessary containers if required (preferably in a gravel or concrete surface).

- Weekly meetings are put in place with the Customer and Electrical Subcontractor to follow up on action items and deliverables.
- Weekly meetings are put in place with Customer and Electrical Subcontractor to follow up on action items and deliverables.
- Site visits as needed.
- Plan with Customer and Electrical Subcontractor the delivery and placement of the dumpsters for construction debris.
- Plan with Customer and Electrical Subcontractor the delivery and placement of the Equipment (Man Lifts, Forklift, Cranes etc.)

Stage 4: Access Requirements

Orion coordinates with the Customer to determine the necessary steps for Electrical Subcontractor access qualifications.

- Plan and coordinate with the Electrical Subcontractor and Customer any needed qualifications for access to the Parks such as site orientation, clearances etc.
- Follow-up with Subcontractors to make sure all access requirements are on track, so their team is able to gain access when site work is required.

Stage 5: Field Operation Planning

- Finalize action steps required for completion sign off per Park.
    - Acceptance of a completed scope forms
    - Deliverables required by the Customer.
    - Project forms that are required review.
- Discuss and finalize the action plan with Customer for any required maintenance and warranty materials at end of project.
- Weekly meeting put in place with the Electrical Subcontractor to follow up on action items and deliverables.
- Discuss and finalize with Customer a recycling plan and the waste stream on each Park.
- Onsite Project Management to begin daily.
    - Orion will have two Project Managers on the project for the duration of the installation.
    - Orion will have additional project personnel on standby for last minute travel to fill any onsite position as necessary.
- If there is a need for an exchange of Project Manager personnel, the new Project Managers will arrive one week prior, depending on the project flow and then current conditions. This is to allow smooth transition time for orientation, introductions and familiarize themselves with the facilities and status.
- All PTO will be known in advance with the subcontractors and Orion personnel so there are no shortages in manpower to support the project.
- Occasional project site visits by other Orion personnel will be required throughout the project. These will be arranged with Customer prior to the visit.

Orion subcontractors will have 10% additional personnel on standby to replace anyone who may become ill for a period of more than 2 days. These same personnel will attend site orientation in the beginning stages so they may join the team without any delay.

Stage 6: Material Delivery

Orion shipping team will work with the Customer and Subcontractor for the material delivery. Orion Project Management will be onsite during delivery and inventory of the shipments. This step will be utilized throughout the installation project.

- Coordinate and receive materials into each park.
- Complete a damage assessment and inventory check against part numbers and the quantity of the deliveries to ensure it matches the packing list/manifest and spec parts numbers.
- Weekly meeting put in place with Customer to follow up on action items and deliverables.
- Project Manager site visits as needed during delivery.

Stage 7: Preconstruction Coordination Prior to Commencement

Working with all teams involved in the lighting installation to prepare and meet with contacts from each group. This will start the schedule "look ahead meetings" and walkthroughs for the upcoming areas on the scope of work. At this time, we will start weekly meetings with all parties.

- Coordinate with Customer the Electrical subcontractor arrival and equipment deliveries to each park
- Physical Introduction of the key contacts with Orion, Electrical subcontractor, and Customer
- Conduct safety review and contractor orientation.
- Conduct check list review for Electrical subcontractors ensuring they have all necessary and required information to perform the work.
- Coordinate and conduct walkthroughs with Electrical subcontractor and Customer on the first 2 or 3 Parks in which we plan to begin work.
- Daily meetings to start with all groups weekly or as required.
- All teams will be onsite.

Stage 8: Installation

- Work to begin by approved installation schedule. This will include "look ahead meetings" and walkthroughs for the upcoming areas on the schedule.
- Daily safe start and toolbox talks
- Begin Installation of the lighting scope in the first scheduled Parks
- Daily safety and QC checks
- Daily walkthroughs of completed areas.
- Daily reporting
- Weekly material checks
- Implement stage 6 for material deliveries as necessary.
    - Daily and weekly meetings with all key contacts as required.
- Contractor schedules and daily reporting will be reviewed daily to track progress and timing for any schedule changes should we be ahead of schedule or behind schedule.

- Coordination with Customer to complete “look ahead” walkthroughs of the next up Parks to stay ahead of the installation team in case there are any conflicts in upcoming scheduled Parks.
- Keep a detailed daily log of any issues encountered including pre-existing electrical issues, access issues, etc. and review these immediately with Customer.

Stage 9: Completion by Park

Orion PM team to work with Customer to close out each Park as they become complete.

- Coordinate final walkthrough with Customer of any complete Park.
- Generate and assign any punch list items to be completed.
- Complete punch list
- Provide close out submittals by Park.
- Weekly meetings with all key contacts as required.

Stage 10: Project Demobilization

Removal of all recycled materials and construction equipment from the site.

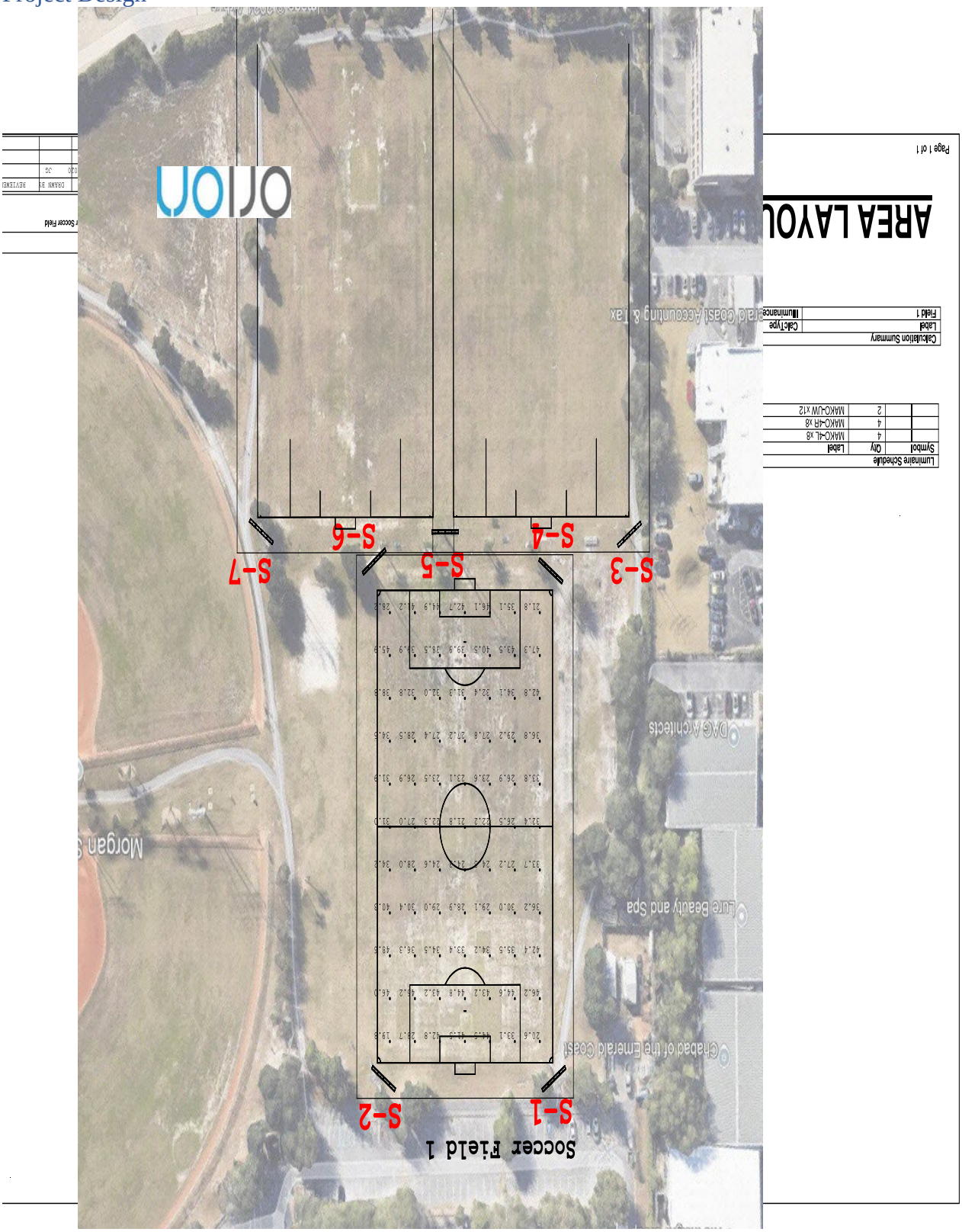
- Coordinate demobilization process with Customer and Electrical Subcontractor.
    - Removal of recycling and construction debris with necessary manifest.
    - Re-inventory and place into staging area any remaining materials
    - Removal of equipment.
    - Orion Subcontractor exit process.
- Weekly meetings with all key contacts as required.

Stage 11: Final Project Submittals

Prepare and provide all final project submittals and close-out documents.

- Review all end-of-project submissions and submittals.
    - O&M Manual to be included.
- Product and labor warranty review
- Final product training
- Review warranty process.
- Stage warranty materials

Project Design



Luminaire Schedule			
Symbol	Qty	Label	
	4	MAKO-4L x8	
	4	MAKO-4R x8	
	2	MAKO-UW x12	

Calculation Summary	
Label	CalcType
Field 1	Illuminance

AREA LAYOU

Page 1 of 1

Soccer Field

DRAWN BY	REVIEWED
JG	

Luminaire Schedule

Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	4	ALLP1D1xxxFD8CSBRT4 32000LM 5 DP	DP	HARRIS Area Light Lumen Select Gen 1, 32,000 Lumens, 5000K, Type IV	0.935	233.59	33238

Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Parking Lot West	Illuminance	Fc	3.09	8.8	1.0	3.09	8.80	1 FC Min

AREA LAYOUT

IMPORTANT

1.) Presentation plans only. Not for construction use.

1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

3) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

5) STANDARD REFLECTION VALUES
CEILING: .8
WALLS: .5
FLOOR: .2
RACKING: .5

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center West
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVIEWED
REV 0	11/15/2024	JG	

2210 Woodland Drive,
Manitowoc, WI 54220

UEI: JZJ4KYXV8QF6
CAGE: 1TK58

Luminaire Schedule							
Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	9	ALLP1D1xxxFD8CSBRT4 32000LM 5 DP	DP	HARRIS Area Light Lumen Select Gen 1, 32,000 Lumens, 5000K, Type IV	0.935	233.59	33238

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Parking Lot East	Illuminance	Fc	5.30	10.5	1.3	4.08	8.08	1 FC Min

AREA LAYOUT

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

2) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3) STANDARD REFLECTION VALUES
CEILING .8
WALLS: .5
FLOOR: .2
RACKING: .5

orion

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center East
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVISIONS
REV 0	11/15/2024	JG	

Page 1 of 1

Luminaire Schedule

Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	2	MAKO-4L x4	x4 MAKO-4L	4 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	2	MAKO-4R x4	x4 MAKO-4R	4 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	4	MAKO-UW	x1 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	4	MAKO-UW x4	x4 MAKO-UW	4 Head Sport Light, 141klm	1.000	1000	141621

Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Flounder Field Infield	Illuminance	Fc	52.80	65.6	42.3	1.25	1.55	50 FC AVG
Flounder Field Outfield	Illuminance	Fc	37.55	53.6	22.5	1.67	2.38	30 FC AVG
Grouper Field Infield	Illuminance	Fc	51.84	57.8	45.2	1.15	1.28	50 FC AVG
Grouper Field Outfield	Illuminance	Fc	33.53	51.6	21.9	1.53	2.36	30 FC AVG

AREA LAYOUT

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

2.) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3.) STANDARD REFLECTION VALUES
CEILING .8
WALLS .5
FLOOR .2
RACKING..5

Confidential & Proprietary – Copyright © 2023 Orion Energy Systems, Inc.

Morgan Sports Center
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVIEWED
REV 0	11/15/2024	JG	

Page 1 of 1

Luminaire Schedule							
Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	1	MAKO-4L	x1 MAKO-4L	1 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4L x2	x2 MAKO-4L	1 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	3	MAKO-4L x4	x4 MAKO-4L	4 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	2	MAKO-4L x8	x8 MAKO-4L	8 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4R x2	x2 MAKO-4R	1 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	3	MAKO-4R x4	x4 MAKO-4R	4 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	2	MAKO-4R x8	x8 MAKO-4R	8 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	1	MAKO-UW	x1 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	1	MAKO-UW x2	x2 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	4	MAKO-UW x4	x4 MAKO-UW	4 Head Sport Light, 141klm	1.000	1000	141621
	8	MAKO-UW x8	x8 MAKO-UW	8 Head Sport Light, 141klm	1.000	1000	141621

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Dolphin Field Infield	Illuminance	Fc	52.01	69.6	35.6	1.46	1.96	50 FC AVG
Dolphin Field Outfield	Illuminance	Fc	35.33	59.5	24.0	1.47	2.48	30 FC AVG

Summary

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed conditions and characteristics of the proposed environment. Any deviation from these conditions or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

2) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3) STANDARD REFLECTION VALUES
CEILING: .8
WALLS: .5
FLOOR: .2
RACKING: .5

orion

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center (Dolphin Field)
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVISIONS
REV 0	11/15/2024	JG	

AREA LAYOUT

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

2.) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3.) STANDARD REFLECTION VALUES
CEILING .8
WALLS .5
FLOOR .2
RACKING .5

orion

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center (Dolphin Field)
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVISED
REV 0	11/15/2024	JG	

Luminaire Schedule							
Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	1	MAKO-4L	x1 MAKO-4L	1 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4L x2	x2 MAKO-4L	1 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	3	MAKO-4L x4	x4 MAKO-4L	4 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	2	MAKO-4L x8	x8 MAKO-4L	8 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4R x2	x2 MAKO-4R	1 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	3	MAKO-4R x4	x4 MAKO-4R	4 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	2	MAKO-4R x8	x8 MAKO-4R	8 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	1	MAKO-UW	x1 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	1	MAKO-UW x2	x2 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	4	MAKO-UW x4	x4 MAKO-UW	4 Head Sport Light, 141klm	1.000	1000	141621
	8	MAKO-UW x8	x8 MAKO-UW	8 Head Sport Light, 141klm	1.000	1000	141621

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Cobra Field Infield	Illuminance	Fc	56.23	77.8	40.3	1.40	1.93	50 FC AVG
Cobra Field Outfield	Illuminance	Fc	37.04	62.3	26.4	1.40	2.36	30 FC AVG

Summary

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

(2) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

(3) STANDARD REFLECTION VALUES
CEILING .8
WALLS .5
FLOOR .2
RACKING .5

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center Cobra Field
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVIEWE
REV 0	11/15/2024	JG	

AREA LAYOUT

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from those reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

2) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3) STANDARD REFLECTION VALUES
CEILING: .8
WALLS: .5
FLOOR: .2
RACKING: .5

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center Cobra Field
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVISIONS
REV 0	11/15/2024	JG	

Luminaire Schedule							
Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	1	MAKO-4L	x1 MAKO-4L	1 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4L x2	x2 MAKO-4L	1 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	3	MAKO-4L x4	x4 MAKO-4L	4 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	2	MAKO-4L x8	x8 MAKO-4L	8 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4R x2	x2 MAKO-4R	1 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	3	MAKO-4R x4	x4 MAKO-4R	4 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	2	MAKO-4R x8	x8 MAKO-4R	8 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	1	MAKO-UW	x1 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	1	MAKO-UW x2	x2 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	4	MAKO-UW x4	x4 MAKO-UW	4 Head Sport Light, 141klm	1.000	1000	141621
	8	MAKO-UW x8	x8 MAKO-UW	8 Head Sport Light, 141klm	1.000	1000	141621

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Barracuda Field Infield	Illuminance	Fc	52.61	61.7	41.3	1.27	1.49	50 FC AVG
Barracuda Field Outfield	Illuminance	Fc	36.20	61.6	25.4	1.43	2.43	30 FC AVG

Summary

IMPORTANT

1.) Presentation plans only. Not for construction use.

1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaires. Based on the factors, Orion Energy Systems, Inc. can not guarantee these results.

2) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3) STANDARD REFLECTION VALUES
CEILING: .8
WALLS: .5
FLOOR: .2
RACKING: .5

orion

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center Barracuda Field
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVISI
REV 0	11/15/2024	JG	

Amberjack Field
Barracuda Field
A3
B4
A2
B5
B3
A4
A1
B6
Morgan Sports Center
Morgan Sports Center
A5
A6
B1
D2
D1
C6
B2
C5
DESTIN FC

Luminaire Schedule							
Symbol	Qty	Label	Tag	Description	LLF	Lum. Watts	Lumens per Fixture
	2	MAKO-4L x4	x4 MAKO-4L	4 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4L x8	x8 MAKO-4L	8 Head Sport Light, Left Aligned, 139klm	1.000	1000	139578
	1	MAKO-4R x2	x2 MAKO-4R	1 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	4	MAKO-4R x4	x4 MAKO-4R	4 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	1	MAKO-4R x8	x8 MAKO-4R	8 Head Sport Light, Right Aligned, 139klm	1.000	1000	139578
	1	MAKO-UW x2	x2 MAKO-UW	1 Head Sport Light, 141klm	1.000	1000	141621
	9	MAKO-UW x4	x4 MAKO-UW	4 Head Sport Light, 141klm	1.000	1000	141621
	9	MAKO-UW x8	x8 MAKO-UW	8 Head Sport Light, 141klm	1.000	1000	141621

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Footcandle Req.
Amberjack Field Infield	Illuminance	Fc	53.49	71	41	1.30	1.73	50 FC AVG
Amberjack Field Outfield	Illuminance	Fc	33.88	51	21	1.61	2.43	30 FC AVG

Summary

IMPORTANT

1.) Presentation plans only. Not for construction use.

(1) GENERAL NOTES
CONFIDENTIAL INFORMATION Please Note: This data is based upon certain specific assumed reflectances and characteristics of the proposed environment. Any deviation from these reflectances or assumed characteristics may affect the actual performance of the luminaries. Based on the testers, Orion Energy Systems, Inc. can not guarantee these results.

2) NO OBJECTS CONSIDERED IN CALCULATIONS UNLESS OTHERWISE NOTED ON THE PRINT.

3) STANDARD REFLECTION VALUES
CEILING: .8
WALLS: .5
FLOOR: .2
RACKING: .5

Confidential & Proprietary - Copyright © 2015 Orion Energy Systems, Inc.

Morgan Sports Center
Destin, FL
P1341171

DRAWING	DATE	DRAWN BY	REVISIONS
REV 0	11/15/2024	JG	

Amberjack Field
Barracuda Field
A3
B4
A2
B5
B3
A4
A1
B6
Morgan Sports Center
Morgan Sports Center
A5
A6
B1
B2
D2
D1
C6
C5
DESTIN FC
D6
C1
Page

Project Timeline

Destin Morgan Sports Center Lighting
Proposed / Estimated Work Schedule

Location	Number of Poles	Number of Fixtures	Weeks
Parking Lot West	4	8	01/27/25 – 01/30/25
Parking Lot West	9	18	01/27/25 – 01/30/25
Field 1 – Soccer	4	32	01/31/25 – 02/06/25
Field 2 – Soccer Shared Pole with Field 3	6	52	02/07/25 – 02/14/25
Field 3 - Soccer			
Field 4 – Amberjack – Shared Poles with Barracuda, Cobia, and Dolphin	4	32	02/17/25 – 02/21/25
Field 5 – Barracuda/ Baseball	4	32	02/17/25 – 02/21/25
Field 6 – Cobia – Baseball	4	40	02/24/25 – 02/28/25
Field 7 – Dolphin - Baseball	4	40	02/24/25 – 02/28/25
Field 8 – Flounder – Baseball	4	18	03/03/25 – 03/07/25
Field 0 – Grouper - Baseball	4	18	03/10/25 – 03/14/25

Performance Differentiators Summary



MAKO Market Differentiators
2. MAKO Mount
Flexible Connection For New & Retrofit Installations
Patented Design Mounts Quickly and Easily in All Applications
Universally Mounts to Wood, Concrete, Steel
Plug and Play, Zero Maintenance Solution
Quick and Simple Sealed Connection Eliminates all Electrical Connections and Exposed Cabling Ensuring Long Term System Performance
Built For the Future
Adaptable Design Provides Means of Connection for Integrated Systems (ie Cameras, Asset Tracking etc)
2
m3
MAKO m3

MAKO Market Differentiators



3. MAKO Driver

- Mission Critical N+1 Redundancy
  - Patented Design Automatically Detects and Compensates for One System Level Failure, Ensuring No Down Time In Sporting Season
- Runs **30C** Cooler, **8X** Lifetime of Competition
  - High Efficiency Drivers Are Located 10FT Above Ground Level, With Direct Coding to the Environment. (Not Contained Within an Electrical Enclosure, Which Traps Heat and Reduces Product Lifetime)
- Field Replaceable *Without* Certified Electrician
  - Patented Military-Grade Connectorized Solution Allows Quick and Easy Driver Replacement If Required
- Intelligent, Future-Proof and Upgradeable
  - Custom Electronics Continuously Monitor and Report Field Voltage, Power Draw, Temperatures, etc, and Are Fully Upgradeable Wirelessly
- One Driver Serves All Applications
  - MAKO Driver Operates at ALL AC Voltages, and is Stocked In the USA



mako m3

UEI: JZJ4KYXV8QF6
CAGE: 1TK58

2210 Woodland Drive,
Manitowoc, WI 54220

MAKO Market Differentiators



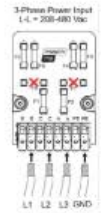
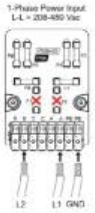
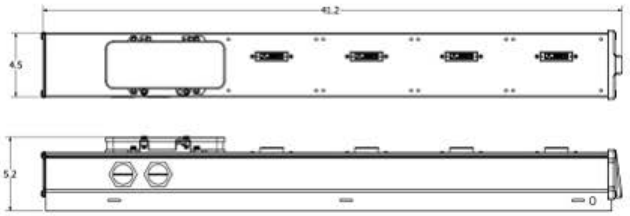
4. MAKO Spine

- Flexible Connection For New & Retrofit Installations
  - Patented Design Mounts Quickly and Easily in All Applications





- Maximum Level of Protection Against Lightning and Dirty Power
  - 100kA Surge Protection, Power Filtering Circuit, and Automated Alerts to Notify If System Has Been Compromised By a Power Event
- Robust and Reliable
  - Field Configurable Fusing Operates Both 1-Phase and 3-Phase, Allowing For Compensation in Faulty Infrastructure (Power Loss)
  - Completely Eliminates Failure Prone Field Wiring

DLC LISTED PREMIUM · DLC LUNA · ida · UL · CE · UKCA · SAA

mako m3

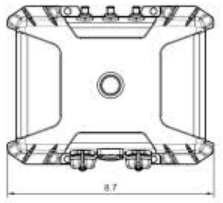
UEI: JZJ4KYXV8QF6
CAGE: 1TK58
2210 Woodland Drive,
Manitowoc, WI 54220

MAKO Market Differentiators



5. MAKO Gateway

- Secure Cellular Connection *Without* the Recurring Cost
  - System Operates on Proprietary Wireless Protocol, With All Costs Included in Upfront Purchase
- Local and Remote Lighting Control and Scheduling
  - Directly Controls Lighting Through Touchscreen Tablet, Personal Device, Or Internet Connection Worldwide
- 24/7 Monitoring and System Updates
  - Full System Telemetry is Continuously Monitored and Alert Messages Are Provided to Identify and Diagnose any Abnormalities
- Dynamic Customizable Scenes
  - Easy Interface For Programming and Executing Unlimited Dynamic Scenes
- Site-Wide Lighting Integration
  - Integrates Ancillary Lighting (Parking Area, High Bay Etc) Into One Control System



mako m3

Letter of Reference – Luis Suarez

School Board
Karen Perez, Chair
Jessica Vaughn, Vice Chair
Nadia T. Combs
Lynn L. Gray
Stacy A. Hahn, Ph.D.
Patricia "Patti" Rendon
Henry "Shake" Washington

Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Superintendent
Van Ayres

Chief of Schools
Sue Burkett

Region Superintendent
Gary Brady
Chamberlain High School

Principal
Jake Russell
Assistant Principal for Curriculum
Danielle Buchert
Assistant Principal for Administration
Luis Suarez
Assistant Principal for Student Affairs
Jennifer Montgomery
Ashley Olson

Luis Suarez
Assistant Principal for Administration
Chamberlain High School
9401 North BLVD
Tampa, FL 33612
813-975-7677 Ext 225

To: Seminole County Parks & Rec.

I am extremely delighted to recommend to you the exemplary quality services of Mako M3 Innovation. They provided all Hillsborough County Public Schools with new LED lighting for all the athletic fields. You will find that compared to other providers in the market, the quality of services and pricing is among the best in the region. They have a strong personable and reliable team that will answer the call at any time. I strongly recommend Mako M3 Innovation for all your lighting projects and know that you will not be disappointed.

Feel free to contact me for more information.

Sincerely,

Luis Suarez

Connect with Us • HillsboroughSchools.org • P.O. Box 3408 • Tampa, FL 33601-3408 • (813) 272-4000
Raymond O. Shelton School Administrative Center • 901 East Kennedy Blvd. • Tampa, FL 33602-3507

MAKO Basic Warranty – 10 Years

MAKO Basic Warranty

10 Yr Parts

M3 Innovation warrants to the purchaser that the covered products shall be free from defects in materials for a period of 10 years, or until maximum hours of coverage have accumulated, starting on the product ship date. Under this warranty, materials to replace defective parts will be provided to maintain the operation of your lighting system to the guaranteed levels within the original design criteria are fully covered.

M3 Innovation's Warranty obligations are triggered upon a material impact in the original design criteria specified. M3 will utilize telemetry monitoring as well as any additional information provided by the customer to determine when the usage of the field has been materially impacted.

M3 Innovation will exercise all reasonable efforts under this Contract but will not be responsible for delays or failure in performing such services caused by adverse weather conditions, acts of any government, failure of transportation, accidents, riots, war, labor actions or strikes or other causes beyond its control.

Your Requirements
You must meet all electrical and installation requirements as specified by the manufacturer. In addition, you promise and assure full cooperation with M3, M3's technicians, and M3's support staff. You agree to check and replace fuses.

What is Not Covered Under the Warranty
Cosmetic Defects, Maintenance, repair, or replacement necessitated by loss or damage resulting from any external causes such as, but not limited to, theft, environmental conditions, negligence, misuse, abuse, improper electrical/power supply, unauthorized repairs by third parties, attachments, damage to Hardware, equipment modifications, vandalism, animal or insect infestation, physical damage to Covered Product(s) parts or components, failure of existing structures, supporting electrical systems or any non-M3 equipment, or acts of God/nature (including, but not limited to: earthquake, flood, tornadoes, typhoons, hurricanes, or lightning). This warranty excludes all labor cost and materials including: fuses, and surge protection device.

Limitation of Warranty
-EXCLUSIONS FROM COVERAGE: IN NO EVENT WILL M3 INNOVATION BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH INCLUDE, BUT ARE NOT LIMITED TO, ANY DELAY INRENDERING SERVICE OR LOSS OF USE DURING THE REPAIR PERIOD OF THE COVERED PRODUCT(S) OR WHILE OTHERWISE AWAITING PARTS.
-Limitation of Liability: To the extent permitted by applicable law, the liability of M3, if any, for any allegedly defective Covered Product(s) or components shall be limited to repair or replacement of the Covered Product(s) or components at M3 Innovation's option. THIS CONTRACT IS YOUR SOLE EXPRESS WARRANTY WITH RESPECT TO THE COVERED PRODUCT(S). ALL IMPLIED WARRANTIES WITH RESPECT TO THE COVERED PRODUCT(S) INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY EXCLUDED.
-Obsolescence or Environmental Restrictions: If during any maintenance or other work performed under this Warranty, any of the parts of the Covered Product(s) are found to be either obsolete, no longer available, or prohibited by any state of federal agency, M3 shall replace said parts with comparable parts and materials with equal operating characteristics solely at M3 Innovation's discretion. The cost of replacement of any obsolete cellular-related technology shall be borne by you. Prior to completing any such work, M3 shall notify you of the cost (if any) you will incur in the replacement of such parts under this section.

Transfer and Assignment
Except to owners, you shall not have the right to assign or otherwise transfer your rights and obligations under this Contract except with the prior written consent of M3; however, a successor in interest by merger, operation of law, assignment, or purchase or otherwise of your entire business shall acquire all of your interests under this Contract.

Governing Law
Unless otherwise governed by applicable state law, the Contract shall be interpreted and enforced according to the laws of the State of New York.

Subrogation
In the event M3 Innovation repairs or replaces any Covered Product(s), parts, or components due to any defect for which the manufacturer or its agents or suppliers may be legally responsible, you agree to assign your rights of recovery to M3. You will be reimbursed for any reasonable costs and expenses you may incur in connection with the assignment of your rights. You will be made whole before M3 Innovation retains any amounts it may recover.

Signature : _____
Vice President of Business Development

© 2024 M3 Innovation, All Rights Reserved
Revision : M3-enUS-01

Attachment No. 1 – Responsive Bidder Qualification Statement

See attached Document with the packet.

Attachment No. 2 – Public Entity Crime Form

See attached Document with the packet.

Attachment No. 3 – Drug Free Workplace Certification Form

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: Orion Energy Systems, Inc

ADDRESS: 2210 Woodland Drive

CITY: Manitowoc STATE: MI ZIP CODE: 54220

TELEPHONE NUMBER: 904-990-7041

SIGNATURE: Omar Rivera DATE: 11/12/2024

NAME (TYPED OR PRINTED): Omar Rivera

TITLE: SVP of Product and Strategy

END OF SECTION

Attachment No. 4 – Bid Bond Form

See attached Document with the packet.

Attachment No. 5 – Anti-Human Trafficking Affidavit

See attached Document with the packet.

Attachment No. 6 – Anti-Collusion Statement

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Orion Energy Systems, Inc Bidder's Company Name	Omar Rivera Authorized Signature
	Omar Rivera Authorized Signatory (Print Name)
2210 Woodland Drive, Manitowoc, WI 54220 Address	SVP of Product Strategy & Innovation Title
904-990-7041 Phone #	 Fax #
391847269 Federal ID # or SS #	

Proof of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/13/2024

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

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

PRODUCER M3 Insurance Solutions, Inc. 828 John Nolen Drive Madison WI 53713	CONTACT NAME: PHONE (A/C, No, Ext): 800-272-2443 FAX (A/C, No): 608-273-1725 E-MAIL ADDRESS: info@m3ins.com
INSURED ORIOENE-01 Orion Energy Systems, Inc. Voltrek, LLC, and Stay-Lite Lighting, Inc. 2210 Woodland Drive Manitowoc WI 54220	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Sentry Insurance a Mutual Comp — 24988 INSURER B : Great American Insurance Compa — 16691 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: 189804043 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:			A0245694004	4/15/2024	4/14/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			A0245694001	4/15/2024	4/15/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 0			TUE 4369991 02	4/15/2024	4/15/2025	EACH OCCURRENCE AGGREGATE $	$ 10,000,000 $ 10,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		A0245694006	4/15/2024	4/15/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000

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

CERTIFICATE HOLDER	CANCELLATION
Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Kim Schwenn

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

Proof of Licensing and Certifications

FLORIDA DEPARTMENT OF STATE
Division of Corporations

August 12, 2013

JOHN UECKER
ORION ENERGEY SYSTEMS, INC.
2210 WOODLAND DRIVE
MANITOWOC, WI 54220

Qualification documents for ORION ENERGY SYSTEMS, INC. were filed on August 7, 2013 and assigned document number F13000003423. Please refer to this number whenever corresponding with this office.

Your corporation is now authorized to transact business in Florida.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. If the annual report is not filed by May 1st, a $400 late fee will be added.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Contact the IRS at 1-800-829-4933 for an SS-4 form or go to www.irs.gov. Please notify this office if the corporate address changes.

Should you have any questions regarding this matter, please contact this office at (850) 245-6052.

Maryanne Dickey
Regulatory Specialist II
New Filing Section
Division of Corporations

Letter Number: 913A00019224

www.sunbiz.org
Division of Corporations - P.O. BOX 6327 -Tallahassee, Florida 32314

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ELECTRICAL CONTRACTORS' LICENSING BOARD

THE ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE

PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

LITLAND, RICHARD WALTER

ORION ENERGY SYSTEMS, INC
2210 WOODLAND DR
MANITOWOC WI 54220

LICENSE NUMBER: EC13006009

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 06/18/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Addendums

N/A

Supplemental Documentation

Data Sheet – Harris Area Light Lumen Select, Gen 1

HARRIS AREA LIGHT LUMEN SELECT, GEN 1

ALLP1

Applications
The ALLP1 is a cost-effective area light designed to offer optimal flexibility to the customer. The ALLP1 provides multiple combinations of options to maximize labor and energy savings. The ALLP1 Area Light provides uniform distribution for area and site lighting in retail, commercial, and residential applications including driveways and parking areas.

Project Name:	
Catalog Number:	
Type:	
Note:	
Date:	



ALLP1B1UNVFD8CSBRT43CRSP

IK08 Rated · 3G Vibration Rating · IP65 · DarkSky · FIELD ADJUSTABLE WATTAGE/LIGHT OUTPUT AND CCT · UL CERTIFIED · UL WET RATED · DLC LISTED PREMIUM

Construction & Design

- Type II, III, IV, and Type V light distributions
- Field selectable lumens provide a late point adjustment at the installation site
- 12,000 to 42,000 lumens
- Nine lumen packages
- Precision engineered lens made of optical grade polycarbonate for maximum light intensity
- Anti-corrosion stainless steel hardware
- Heavy duty die-cast aluminum housing with external heat-sink for optimal thermal management
- Fixture comes standard in bronze
- Field selectable CCT between 3000K, 4000K or 5000K
- Minimum 80 CRI
- Efficacy up to 158 LPW

Additional Options

- Lens field install kits for each light distribution type (Type II, III, IV, V)
- Multiple mounting options
- Light shield kit options

Electrical

- Available in 120v-277v and 277v-480v
- 10kV/5kA Surge Protection Standard
- Power Factor >0.90*
- Total Harmonic Distortion < 20%*

*Note: Varies based on option

Control and Sensor Options

- Factory installed NEMA 3-pin photocell receptacle comes standard (shorting cap included)
- Photo control and occupancy sensor options available
- Fixture comes sensor ready for field installed Motion sensor options

Lumen Maintenance

See lumen maintenance table on page 2

Fixture Certifications & Listings

- UL/cUL Wet Locations
- IK08 Impact Rating
- IP65 Rated
- 3.0G Vibration load rating per ANSI C136.31
- DarkSky Compliant. 3000K must be selected with direct pole mount to meet International DarkSky Association approval criteria
- DesignLights Consortium™ Premium qualified luminaire
- Visit the DLC QPL for listed models

Warranty

See Orion's Product Limited Warranty for more details and information

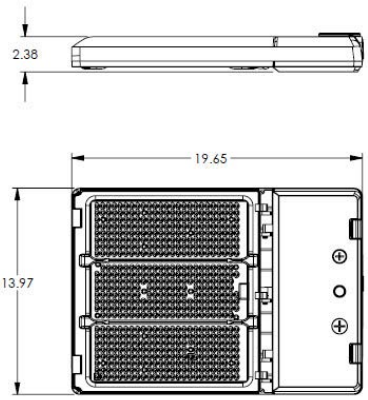
800.660.9340 | orionlighting.com

© 2017 Orion Energy Systems, Inc. All rights reserved. The Orion logo, ISON™, APOLLO®, HARRIS and IntelLite® product names are registered trademarks of Orion Energy Systems. All other trademarks are the property of their respective owners.

Additional Specification Information

ture options can affect performance values.

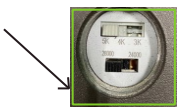
[2] Calculated hours based on TM-21 projections and components used at the time of testing. Warranty is not associated with Calculated Lumen Maintenance



Ambient Operating Temperatures

Nominal Lumen Code	Standard Range
All Lumen Packages	-40°C to 50°C (-40°F to 122°F)

Sensor Type	Operating Range
All Sensors	-30°C to 50°C (-22°F to 122°F)



HARRIS AREA LIGHT LUMEN SELECT, GEN 1

ALLP1

Accessories (Sold Separately-Field Installed)

Mounting Options	
EXT-ALLP-SFT-001	Bronze Slip-fitter, 2-3/8" Tenons
EXT-ALLP-TRN-001	Bronze Trunnion Mount
EXT-ALLP-ADJ-001	Bronze Adjustable Pole Mount, 3" Round Pole, Max 5" Round, Min. 3" Square Pole
EXT-ALLP-WM-001	Bronze Adjustable Wall Mount Arm Kit
EXT-ALLP-DPM-001	Bronze Direct Pole Mount, Dark Sky Compliant, 3" Round Pole, Max 5" Round, Min. 3" Square Pole
Light Shield Options	
EXT-ALLP-FLS-001	Bronze Back and Side Light Shields, A1/B1/C1
EXT-ALLP-FLL-001	Bronze Back and Side Light Shields, D1
Control Options[1]	
EXT-ALLP-PE3-001	Twist-lock Photocell On/Off Daylight Sensing Only, 120v-277v
EXT-ALLP-PE3-002	Twist-lock Photocell On/Off Daylight Sensing Only, 347v
EXT-ALLP-PE3-003	Twist-lock Photocell On/Off Daylight Sensing Only, 480v
Motion Sensor Options[1,2]	
EXT-LSW-RC	Remote Control for Sensor Commissioning (For HB02DPR and HB01DMS-A Sensors)
HB02DPR	PIR Occupancy/Daylight Sensor, High and Low End Trim, 0-10v Dimming, 20' max. mounting height
HB01DMS-A	Microwave Occupancy Sensor, Photosensor, Low End Trim, 0-10v Dimming, IR Remote Programmable, 45' max. mounting height
EXT-ALLP-WBM40	Vesta Keilton Bluetooth Mesh Outdoor Wireless Fixture Controller, PIR Occupancy Sensor, HIGH/LOW/OFF, 0-10V Dimming, High End Trim, Luminaire Level Lighting Control, Wireless Zones, Time-of-Day Scheduling, Keilton Mobile App Programmable, Black
Lens Kit Options - Field Replacement	
ROL-ALLP1-S-T2	Replacement Lens: ALLP, Light distribution Type II (T2), Small (A1/B1/C1)
ROL-ALLP1-S-T3	Replacement Lens: ALLP, Light distribution Type III (T3), Small (A1/B1/C1)
ROL-ALLP1-S-T4	Replacement Lens: ALLP, Light distribution Type IV (T4), Small (A1/B1/C1)
ROL-ALLP1-S-T5	Replacement Lens: ALLP, Light distribution Type V (T5), Small (A1/B1/C1)
ROL-ALLP1-L-T2	Replacement Lens: ALLP, Light distribution Type II (T2), Large (D1)
ROL-ALLP1-L-T3	Replacement Lens: ALLP, Light distribution Type III (T3), Large (D1)
ROL-ALLP1-L-T4	Replacement Lens: ALLP, Light distribution Type IV (T4), Large (D1)
ROL-ALLP1-L-T5	Replacement Lens: ALLP, Light distribution Type V (T5), Large (D1)

Accessories (Field Installed)



Slipfitter
(EXT-ALLP-SFT-001)



Trunnion Mount
(EXT-ALLP-TRN-001)



Adjustable Arm Mount
(EXT-ALLP-ADJ-001)



Adjustable Wall Arm Mount
(EXT-ALLP-WM-001)



Direct Pole Mount
(EXT-ALLP-DPM-001)



Light Shield
(EXT-ALLP-FLx-001)

Additional Specification Information

[2] Use of Sensor and Photocell together is not recommended.

[1] Sensor options are only approved for use when using the max lumen switch position. Power usage and dimming levels are only accurate when using max lumen switch position.

5

800.660.9340 | orionlighting.com

© 2017 Orion Energy Systems, Inc. All rights reserved. The Orion logo, ISOM ™, APOLLO®, HARRIS and Intelite® product names are registered trademarks of Orion Energy Systems. All other trademarks are the property of their respective owners.

HARRIS AREA LIGHT LUMEN SELECT, GEN 1

ALLP1

Accessories (Field Installed)



Photocell
(EXT-ALLP-PE3-00x)



Sensor
(EXT-ALLP1-VMB40)

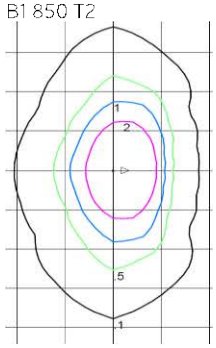


Lens Kit
(ROL-ALLP1x-Tx)

ISO Footcandle Plots

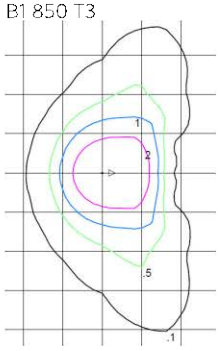
Visit or onlighting.com to obtain all .IES files

B1 850 T2



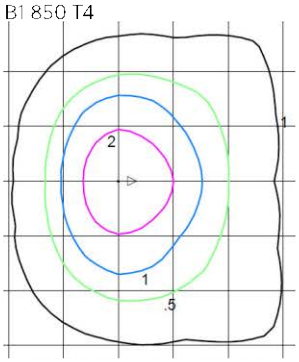
Distance are in Units of Mounting Height
Mounting Height 30'
Max. Calculated Value: 6.58 Fc

B1 850 T3



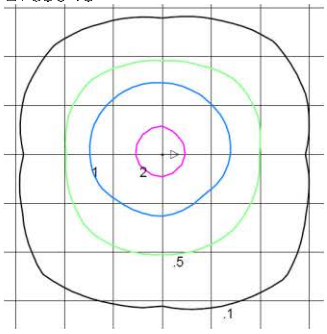
Distance are in Units of Mounting Height
Mounting Height 30'
Max. Calculated Value: 4.92 Fc

B1 850 T4



Distance are in Units of Mounting Height
Mounting Height 30'
Max. Calculated Value: 3.82 Fc

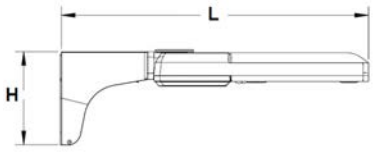
B1 850 T5



Distance are in Units of Mounting Height
Mounting Height 30'
Max. Calculated Value: 2.48 Fc

800.660.9340 | orionlighting.com

© 2017 Orion Energy Systems, Inc. All rights reserved. The Orion logo, ISOM ™, APOLLO®, HARRIS and Intelite® product names are registered trademarks of Orion Energy Systems. All other trademarks are the property of their respective owners.


L
H

CITY OF DESTIN FLORIDA

DESTIN MORGAN SPORTS LIGHTING RFB NO. 24-14-REC

From: Orion Lighting Design Team

Parking Lot Lighting Based on National Standards and IES recommendation as Per Below:

SEARCH | CLEAR | Recommended Maintained Illuminance Targets [a,b,c,d,e,f] | SAVE SEARCH | PRINT TO PDF

Application Task/Area	E_h (Horiz.) Fc@Ft	E_h Max Avg Min	E_h Unif.	E_h Unif. Ratio Basis	E_v (Vert.) Fc@Ft	E_v Max Avg Min	E_v Unif.	E_v Unif. Ratio Basis
PARKING LOTS (and Top Floor of Parking Garages) [6]								
■ Drive Aisles / Parking Areas [1,2,3] | ANSI/IES RP-8-18 | Table 17-2						Room/Area: Room/Area		
☐ All Parking Lots	0.2@0.0	Min	20:1	Max:Min	0.1@5	Min	20:1	Max:Min
■ Transaction Areas (Pedestrian & Vehicle) [3] | ANSI/IES RP-8-18 | Table 17-2						Room/Area: Room/Area		
☐ General Areas [2,4]								
☐ Pre-curfew	0.9@0.0	Min	15:1	Max:Min	0.5@5	Min	15:1	Max:Min
☐ Post-curfew	0.2@0.0	Min	15:1	Max:Min	0.1@5	Min	15:1	Max:Min
☐ Transaction Machines [3]								
☐ Pre-curfew					2.8@TS			
☐ Post-curfew					1.4@TS			

Product Warranty

Orion Energy Systems, Inc.

Product Limited Warranty (Luminaires)

Subject to the terms, conditions, exclusions, procedures and limitations set forth herein, Orion Energy Systems, Inc. and its affiliates ("Orion") warrant to the Qualified Purchaser (as defined below) of a product listed below which is sold by Orion (the "Product") that such Product will be free from defects in materials and workmanship under normal use and service from the Qualified Purchaser's date of purchase of the applicable Product until the end of the warranty period listed below:

PRODUCT	TYPE	WARRANTY PERIOD
Luminaires Interior	LED	5 YEARS
Luminaires Exterior	LED	5 YEARS
Linear Fluorescent Luminaires	T8, T5	1 YEAR

For purposes of this Limited Warranty, a "Qualified Purchaser" is the purchaser who purchases the Product directly from Orion or from an authorized reseller who has purchased the Product directly from Orion. The limited warranty period for any replacement parts or products provided by Orion and for any Products repaired or replaced under this Limited Warranty shall be the remainder of the original warranty period above. Any assistance Orion provides to or procures for you outside the terms, limitations or exclusions of this limited warranty will not constitute a waiver of such terms, limitations or exclusions, nor will such assistance extend or revive the warranty.

Notwithstanding anything to the contrary in this Limited Warranty: (a) this Limited Warranty does not apply to the finish, or any power supplies (ballast, drivers, transformers, etc.), electrical components, controls or components used in the Product which are not manufactured by Orion (any applicable warranties for items manufactured by third parties are the sole responsibility of such third parties; (b) Orion shall have no liability under this Limited Warranty unless Orion is given written notice of a defect in the Product (as provided herein) within thirty (30) days of discovery of such defect by the Qualified Purchaser; and (c) Orion's liability for all claims of any kind or for any losses or damages arising out of, or resulting from the use or inability to use the Product shall not exceed the purchase price of the Product or component(s) which give rise to the claim.

THIS LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS WARRANTIES. ORION EXPRESSLY EXCLUDES AND DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRIGEMENT OR FITNESS FOR A PARTICULAR PURPOSE). TO THE EXTEND SUCH EXCLUSION AND DISCLAIMER OF IMPLIED WARRANTIES IS NOT PERMITTED BY APPLICABLE LAW, THE DURATION OF ANY IMPLIED WARRANTIES SHALL BE LIMITED TO THE WARRANTY PERIOD DESCRIBED ABOVE.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to the Qualified Purchaser. Any oral or written description of the Product is for the sole purpose of identifying it and shall not be construed as an express warranty.

NO OTHER EXPRESS WARRANTY OR GUARANTY GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE PRODUCT SHALL BIND ORION.

Exclusive Remedy. Orion's sole and exclusive obligation and liability under this Limited Warranty, and the Qualified Purchaser's sole and exclusive remedy, is limited to, at Orion's option, the repair or replacement of the Product to the extent the Product is covered by this Limited Warranty, as Orion determines in its reasonable discretion. If Orion determines, in its reasonable discretion, that a Product covered by this Limited Warranty fails to comply with this Limited Warranty, then Orion, at its option, will repair or replace the Product or cause such repair or replacement with the same or a functionally equivalent Product or component part (subject to the component part required to repair the fixture(s) still being commercially available); provided, however, in no event shall Orion be liable or responsible for the costs of labor and equipment to remove the defective Product and install a repaired or a replacement Product. Orion will not reimburse you for any expenses incurred by you in repairing or replacing any defective Product, except for those incurred with Orion's prior written permission. Orion reserves the right to examine any Product claimed to be defective in order to determine to Orion's reasonable satisfaction that warranty coverage applies and/or to determine the cause of failure and patterns of usage.

Warranty Exclusions. If the Product contains LED components, the Product shall not be considered defective solely as a result of the failure of individual LED components to emit light if the number of inoperable components is less than 20% of the total number of LED components in the Product.

This Limited Warranty shall be void should any defect, damage, or loss to the Product(s) be caused by any of the following: (a) induced vibration; (b) harmonic oscillation or resonance (e.g., associated with movement of air currents around the Product); (c) exposure to electrical surges, dips, power spikes, or excessive cycling of power to the Product in excess of 8 times in any 24 hour period; (d) the electrical system that supplies power to the Product is not protected with Transient Voltage Surge Suppressors or does not meet Power Quality specifications as outlined in IEEE 1159 (Institute of Electrical Engineers); (e) power surges; (f) improper power supply; (g) improper installation (unless the Product was installed by Orion); (h) improper or unauthorized installation, operation, maintenance, handling, or storage; (i) repairs, alterations or modifications (unless performed by Orion); (j) misuse; (k) abuse; (l) abnormal operating or environmental conditions; (m) corrosive atmospheres (e.g., chemicals, alkaline, acids or other chemical fumes); (n) accidents; fire; (o) floods; (o) acts of war or terrorism; (p) animal or insect activity; (q) or any acts of God or other force majeure events; (r) failure to comply with normal and proper storage, use, maintenance, or environmental instructions, practices, procedures or codes; (s) failure to comply with any storage, installation, use, maintenance, ambient operating range or environmental instructions, practices, recommendations, or procedures of Orion;
(t) sabotage or intentional damage or vandalism; (u) civil disturbances; (v) use of the Product with third party supplied products (e.g., controls), processes, or materials; (w) and other occurrences beyond Orion's reasonable control. THIS LIMITED WARRANTY IS VOID IF THE PRODUCT IS NOT USED FOR THE PURPOSE FOR WHICH IT IS DESIGNED.

Customer-supplied components shall be void of all written, promised, and implied warranties, including but not limited to this Limited Warranty. All customer-supplied components shall be properly compatible with Orion products and shall be installed "as-is". Orion shall have no liability for any damages or costs incurred relating to or arising out of customer-supplied components.

How To Make a Warranty Claim. The Qualified Purchaser may make a claim under this Limited Warranty by contacting Orion or an authorized Orion representative and providing the following: (a) a copy of the original invoice and any other documents related to the purchase of the Product; (b) if the claim is related to an electrical component, power quality records of the electric circuit that the affected Product was connected to, for the prior 12 months; and (c) all records of maintenance and/or testing of the Product.

Limitation of Liability. IN NO EVENT SHALL ORION BE LIABLE TO THE QUALIFIED PURCHASER OR ANYONE CLAIMING UNDER THE QUALIFIED PURCHASER UNDER ANY LEGAL OR EQUITABLE THEORY OF LIABILITY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY LOSSES OR DAMAGES WHATSOEVER, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER AS THE RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR ANY OTHER THEORY, INCLUDING, WITHOUT LIMITATION, LABOR OR EQUIPMENT REQUIRED TO REMOVE AND/OR REINSTALL ORIGINAL OR REPLACEMENT PARTS, LOSS OF TIME, PROFITS OR REVENUES, LACK OR LOSS OF PRODUCTIVITY, INTEREST CHARGES OR COST OF CAPITAL, COST OF SUBSTITUTE GOODS OR SERVICES OR DOWNTIME COSTS, DAMAGED TO OR LOSS OF USE OF PROPERTY OR EQUIPMENT OR ANY INCONVENIENCE ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY OR OBLIGATIONS UNDER SUCH LIMITED WARRANTY. IN NO EVENT SHALL ORION BE LIABLE TO THE QUALIFIED PURCHASER OR ANYONE CLAIMING UNDER THE QUALIFIED PURCHASER FOR ANY OTHER REMEDIES, OBLIGATIONS OR LIABILITIES OR FOR BODILY INJURY OR DEATH OR LOSS OR DAMAGE TO PROPERTY, UNDER ANY THEORY OF LIABILITY WITH RESPECT TO THE PRODUCT OR ORION'S ACTS OR OMISSIONS OR OTHERWISE. These limitations apply notwithstanding any failure of the essential purpose of the above limited remedy.

Some states do not allow the exclusion or limitation of consequential or incidental losses or damages; therefore, such limitations or exclusions may not apply to the Qualified Purchaser.

Miscellaneous. This Limited Warranty applies only to the Qualified Purchaser and may not be transferred or assigned. Whenever possible, each provision of this Limited Warranty shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision is held to be prohibited or invalid, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the other remaining provisions of the Limited Warranty.

Effective Date: March 3, 2023

Orion Energy Systems, Inc.

Product Limited Warranty (Air Movement Products)

Subject to the terms, conditions, exclusions, procedures and limitations set forth herein, Orion Energy Systems, Inc. and its affiliates ("Orion") warrant to the Qualified Purchaser (as defined below) of a product listed below which is sold by Orion (the "Product") that such Product will be free from defects in materials and workmanship under normal use and service from the Qualified Purchaser's date of purchase of the applicable Product until the end of the warranty period listed below:

PRODUCT	CLASS	TYPE	WARRANTY PERIOD
PureMotion Air Movement	ISON	Air Movement	1 YEAR
PureMotion Light	ISON	Air Movement with LED Light	1 YEAR
PureMotion UVC	ISON	Air Movement with UV-C	1 YEAR

For purposes of this Limited Warranty, a "Qualified Purchaser" is the purchaser who purchases the Product directly from Orion or from an authorized reseller who has purchased the Product directly from Orion. The limited warranty period for any replacement parts or products provided by Orion and for any Products repaired or replaced under this Limited Warranty shall be the remainder of the original warranty period above. Any assistance Orion provides to or procures for you outside the terms, limitations or exclusions of this limited warranty will not constitute a waiver of such terms, limitations or exclusions, nor will such assistance extend or revive the warranty.

Notwithstanding anything to the contrary in this Limited Warranty: (a) this Limited Warranty does not apply to the finish, or any power supplies (ballast, drivers, transformers, etc.), electrical components, controls or components used in the Product which are not manufactured by Orion (any applicable warranties for items manufactured by third parties are the sole responsibility of such third parties; (b) Orion shall have no liability under this Limited Warranty unless Orion is given written notice of a defect in the Product (as provided herein) within thirty (30) days of discovery of such defect by the Qualified Purchaser; and (c) Orion's liability for all claims of any kind or for any losses or damages arising out of, or resulting from the use or inability to use the Product shall not exceed the purchase price of the Product or component(s) which give rise to the claim.

THIS LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS WARRANTIES. ORION EXPRESSLY EXCLUDES AND DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRIGEMENT OR FITNESS FOR A PARTICULAR PURPOSE). TO THE EXTEND SUCH EXCLUSION AND DISCLAIMER OF IMPLIED WARRANTIES IS NOT PERMITTED BY APPLICABLE LAW, THE DURATION OF ANY IMPLIED WARRANTIES SHALL BE LIMITED TO THE WARRANTY PERIOD DESCRIBED ABOVE.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to the Qualified Purchaser. Any oral or written description of the Product is for the sole purpose of identifying it and shall not be construed as an express warranty.

NO OTHER EXPRESS WARRANTY OR GUARANTY GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE PRODUCT SHALL BIND ORION.

Exclusive Remedy. Orion's sole and exclusive obligation and liability under this Limited Warranty, and the Qualified Purchaser's sole and exclusive remedy, is limited to, at Orion's option, the repair or replacement of the Product to the extent the Product is covered by this Limited Warranty, as Orion determines in its reasonable discretion. If Orion determines, in its reasonable discretion, that a Product covered by this Limited Warranty fails to comply with this Limited Warranty, then Orion, at its option, will repair or replace the Product or cause such repair or replacement with the same or a functionally equivalent Product or component part (subject to the component part required to repair the fixture(s) still being commercially available); provided, however, in no event shall Orion be liable or responsible for the costs of labor and equipment to remove the defective Product and install a repaired or a replacement Product. Orion will not reimburse you for any expenses incurred by you in repairing or replacing any defective Product, except for those incurred with Orion's prior written permission. Orion reserves the right to examine any Product claimed to be defective in order to determine to Orion's reasonable satisfaction that warranty coverage applies and/or to determine the cause of failure and patterns of usage.

Warranty Exclusions. If the Product contains LED components, the Product shall not be considered defective solely as a result of the failure of individual LED components to emit light if the number of inoperable components is less than 20% of the total number of LED components in the Product.

This Limited Warranty shall be void should any defect, damage, or loss to the Product(s) be caused by any of the following: induced vibration; harmonic oscillation or resonance (e.g., associated with movement of air currents around the Product); exposure to electrical surges, dips, power spikes, or excessive cycling of power to the Product in excess of 8 times in any 24 hour period; the electrical system that supplies power to the Product is not protected with Transient Voltage Surge Suppressors or does not meet Power Quality specifications as outlined in IEEE 1159 (Institute of Electrical Engineers); power surges; improper power supply; improper installation (unless the Product is installed by Orion); improper or unauthorized installation, operation, maintenance, handling, or storage; repairs, alterations or modifications (unless performed by Orion); misuse; abuse; abnormal operating or environmental conditions; corrosive atmospheres (e.g., chemicals, alkaline, acids or other chemical fumes); accidents; fire; floods; acts of war or terrorism; animal or insect activity; or any acts of God or other force majeure events; failure to comply with normal and proper storage, use, maintenance, or environmental instructions, practices, procedures or codes; failure to comply with any storage, installation, use, maintenance, ambient operating range or environmental instructions, practices, recommendations, or procedures of Orion; sabotage or intentional damage or vandalism; civil disturbances; use of the Product with third party supplied products (e.g., controls), processes, or materials; and other occurrences beyond Orion's reasonable control. THIS LIMITED WARRANTY IS VOID IF THE PRODUCT IS NOT USED FOR THE PURPOSE FOR WHICH IT IS DESIGNED.

Customer-supplied components shall be void of all written, promised, and implied warranties, including but not limited to this Limited Warranty. All customer-supplied components shall be properly compatible with Orion products and shall be installed "as-is". Orion shall have no liability for any damages or costs incurred relating to or arising out of customer-supplied components.

How To Make a Warranty Claim. The Qualified Purchaser may make a claim under this Limited Warranty by contacting Orion or an authorized Orion representative and providing the following: (a) a copy of the original invoice and any other documents related to the purchase of the Product; (b) if the claim is related to an electrical component, power quality records of the electric circuit that the affected Product was connected to, for the prior 12 months; and (c) all records of maintenance and/or testing of the Product.

Limitation of Liability. IN NO EVENT SHALL ORION BE LIABLE TO THE QUALIFIED PURCHASER OR ANYONE CLAIMING UNDER THE QUALIFIED PURCHASER UNDER ANY LEGAL OR EQUITABLE THEORY OF LIABILITY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY LOSSES OR DAMAGES WHATSOEVER, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER AS THE RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR ANY OTHER THEORY, INCLUDING, WITHOUT LIMITATION, LABOR OR EQUIPMENT REQUIRED TO REMOVE AND/OR REINSTALL ORIGINAL OR REPLACEMENT PARTS, LOSS OF TIME, PROFITS OR REVENUES, LACK OR LOSS OF PRODUCTIVITY, INTEREST CHARGES OR COST OF CAPITAL, COST OF SUBSTITUTE GOODS OR SERVICES OR DOWNTIME COSTS, DAMAGED TO OR LOSS OF USE OF PROPERTY OR EQUIPMENT OR ANY INCONVENIENCE ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY OR OBLIGATIONS UNDER SUCH LIMITED WARRANTY. IN NO EVENT SHALL ORION BE LIABLE TO THE QUALIFIED PURCHASER OR ANYONE CLAIMING UNDER THE QUALIFIED PURCHASER FOR ANY OTHER REMEDIES, OBLIGATIONS OR LIABILITIES OR FOR BODILY INJURY OR DEATH OR LOSS OR DAMAGE TO PROPERTY, UNDER ANY THEORY OF LIABILITY WITH RESPECT TO THE PRODUCT OR ORION'S ACTS OR OMISSIONS OR OTHERWISE. These limitations apply notwithstanding any failure of the essential purpose of the above limited remedy.

Some states do not allow the exclusion or limitation of consequential or incidental losses or damages; therefore, such limitations or exclusions may not apply to the Qualified Purchaser.

Miscellaneous. This Limited Warranty applies only to the Qualified Purchaser and may not be transferred or assigned. Whenever possible, each provision of this Limited Warranty shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision is held to be prohibited or invalid, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the other remaining provisions of the Limited Warranty.

Effective Date: May 1, 2021

Orion Energy Systems, Inc.

Product Limited Warranty (Daylight Harvesting Light Pipes)

Subject to the terms, conditions, exclusions, procedures and limitations set forth herein, Orion Energy Systems, Inc. and its affiliates ("Orion") warrant to the Qualified Purchaser (as defined below) of a product listed below which is sold by Orion (the "Product") that such Product will be free from defects in materials and workmanship under normal use and service from the Qualified Purchaser's date of purchase of the applicable Product until the end of the warranty period listed below:

PRODUCT	CLASS	TYPE	WARRANTY PERIOD
Daylight Harvesting Light Pipes	APOLLO	N/A	1 YEAR

For purposes of this Limited Warranty, a "Qualified Purchaser" is the purchaser who purchases the Product directly from Orion or from an authorized reseller who has purchased the Product directly from Orion. The limited warranty period for any replacement parts or products provided by Orion and for any Products repaired or replaced under this Limited Warranty shall be the remainder of the original warranty period above. Any assistance Orion provides to or procures for you outside the terms, limitations or exclusions of this limited warranty will not constitute a waiver of such terms, limitations or exclusions, nor will such assistance extend or revive the warranty.

Notwithstanding anything to the contrary in this Limited Warranty: (a) this Limited Warranty does not apply to the finish, or any components used in any Product which are not manufactured by Orion (any applicable warranties for items manufactured by third parties are the sole responsibility of such third parties; (b) Orion shall have no liability under this Limited Warranty unless Orion is given written notice of a defect in the Product (as provided herein) within thirty (30) days of discovery of such defect by the Qualified Purchaser; and (c) Orion's liability for all claims of any kind or for any losses or damages arising out of, or resulting from the use or inability to use the Product shall not exceed the purchase price of the Product or component(s) which give rise to the claim.

This Limited Warranty does not apply to any roofing materials, labor, and workmanship related to the installation of the Product, and Orion disclaims any liability related to or resulting from the installation of the Product, specifically including damages to roofing structures. The Qualified Purchaser should consult with their roofing supplier and/or contractor to determine what, if any, effects the installation of the Product may have on the warranties on the roofing structures/systems at the location where originally installed.

THIS LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS WARRANTIES. ORION EXPRESSLY EXCLUDES AND DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRIGEMENT OR FITNESS FOR A PARTICULAR PURPOSE). TO THE EXTEND SUCH EXCLUSION AND DISCLAIMER OF IMPLIED WARRANTIES IS NOT PERMITTED BY APPLICABLE LAW, THE DURATION OF ANY IMPLIED WARRANTIES SHALL BE LIMITED TO THE WARRANTY PERIOD DESCRIBED ABOVE.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to the Qualified Purchaser. Any oral or written description of the Product is for the sole purpose of identifying it and shall not be construed as an express warranty.

NO OTHER EXPRESS WARRANTY OR GUARANTY GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE PRODUCT SHALL BIND ORION.

Exclusive Remedy. Orion's sole and exclusive obligation and liability under this Limited Warranty, and the Qualified Purchaser's sole and exclusive remedy, is limited to, at Orion's option, the repair or replacement of the Product to the extent the Product is covered by this Limited Warranty, as Orion determines in its reasonable discretion. If Orion determines, in its reasonable discretion, that a Product covered by this Limited Warranty fails to comply with this Limited Warranty, then Orion, at its option, will repair or replace the Product or cause such repair or replacement with the same or a functionally equivalent Product or component part (subject to the component part required to repair the fixture(s) still being commercially available(; provided, however, in no event shall Orion be liable or responsible for the costs of labor and equipment to remove the defective Product and install a repaired or a replacement Product. Orion will not reimburse you for any expenses incurred by you in repairing or replacing any defective Product, except for those incurred with Orion's prior written permission. Orion reserves the right to examine any Product claimed to be defective in order to determine to Orion's reasonable satisfaction that warranty coverage applies and/or to determine the cause of failure and patterns of usage.

Warranty Exclusions. This Limited Warranty shall be void should any defect, damage, or loss to the Product be caused by water intrusion from other than the Daylight Harvesting Light Pipes product itself. This Limited Warranty shall be void should any defect, damage or loss to the Product be caused by condensation due to environmental conditions.

This Limited Warranty shall be void should any defect, damage, or loss to the Product(s) be caused by any of the following: improper installation (unless the Product is installed by Orion); improper or unauthorized installation, operation, maintenance, handling, or storage; repairs, alterations or modifications (unless performed by Orion); misuse; abuse; abnormal operating or environmental conditions; corrosive atmospheres (e.g., chemicals, alkaline, acids or other chemical fumes); accidents; fire; floods; acts of war or terrorism; animal or insect activity; any acts of God or other force majeure events; failure to comply with normal and proper storage, use, maintenance, or environmental instructions, practices, procedures or codes; failure to comply with any storage, installation, use, maintenance, ambient operating range or environmental instructions, practices, recommendations, or procedures of Orion; sabotage or intentional damage or vandalism; civil disturbances; use of the Product with third party supplied products (e.g., controls), processes, or materials; and other occurrences beyond Orion's reasonable control. THIS LIMITED WARRANTY IS VOID IF THE PRODUCT IS NOT USED FOR THE PURPOSE FOR WHICH IT IS DESIGNED.

Customer-supplied components shall be void of all written, promised, and implied warranties, including but not limited to this Limited Warranty. All customer-supplied components shall be properly compatible with Orion products and shall be installed "as-is". Orion shall have no liability for any damages or costs incurred relating to or arising out of customer-supplied components.

How To Make a Warranty Claim. The Qualified Purchaser may make a claim under this Limited Warranty by contacting Orion or an authorized Orion representative and providing the following: (a) a copy of the original invoice and any other documents related to the purchase of the Product; (b) if the claim is related to an electrical component, power quality records of the electric circuit that the affected Product was connected to, for the prior 12 months; and (c) all records of maintenance and/or testing of the Product.

Limitation of Liability. IN NO EVENT SHALL ORION BE LIABLE TO THE QUALIFIED PURCHASER OR ANYONE CLAIMING UNDER THE QUALIFIED PURCHASER UNDER ANY LEGAL OR EQUITABLE THEORY OF LIABILITY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY LOSSES OR DAMAGES WHATSOEVER, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER AS THE RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR ANY OTHER THEORY, INCLUDING, WITHOUT LIMITATION, LABOR OR EQUIPMENT REQUIRED TO REMOVE AND/OR REINSTALL ORIGINAL OR REPLACEMENT PARTS, LOSS OF TIME, PROFITS OR REVENUES, LACK OR LOSS OF PRODUCTIVITY, INTEREST CHARGES OR COST OF CAPITAL, COST OF SUBSTITUTE GOODS OR SERVICES OR DOWNTIME COSTS, DAMAGED TO OR LOSS OF USE OF PROPERTY OR EQUIPMENT OR ANY INCONVENIENCE ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY OR OBLIGATIONS UNDER SUCH LIMITED WARRANTY. IN NO EVENT SHALL ORION BE LIABLE TO THE QUALIFIED PURCHASER OR ANYONE CLAIMING UNDER THE QUALIFIED PURCHASER FOR ANY OTHER REMEDIES, OBLIGATIONS OR LIABILITIES OR FOR BODILY INJURY OR DEATH OR LOSS OR DAMAGE TO PROPERTY, UNDER ANY THEORY OF LIABILITY WITH RESPECT TO THE PRODUCT OR ORION'S ACTS OR OMISSIONS OR OTHERWISE. These limitations apply notwithstanding any failure of the essential purpose of the above limited remedy.

Some states do not allow the exclusion or limitation of consequential or incidental losses or damages; therefore, such limitations or exclusions may not apply to the Qualified Purchaser.

Miscellaneous. This Limited Warranty applies only to the Qualified Purchaser and may not be transferred or assigned. Whenever possible, each provision of this Limited Warranty shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision is held to be prohibited or invalid, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the other remaining provisions of the Limited Warranty.

Effective Date: May 1, 2021

UEI: JZJ4KYXV8QF6
CAGE: 1TK58

Issued: 2023-09.07
ID#: 6090723

DarkSky Approved Luminaire

DarkSky International grants this approval to:

M3 Innovation

for achieving certification of the following commercial DarkSky friendly product family:

Mako M3

Thank you for your part in the world-wide effort to protect and preserve the natural nighttime environment and our heritage of dark skies.

James Brigagliano
Lighting Program Manager

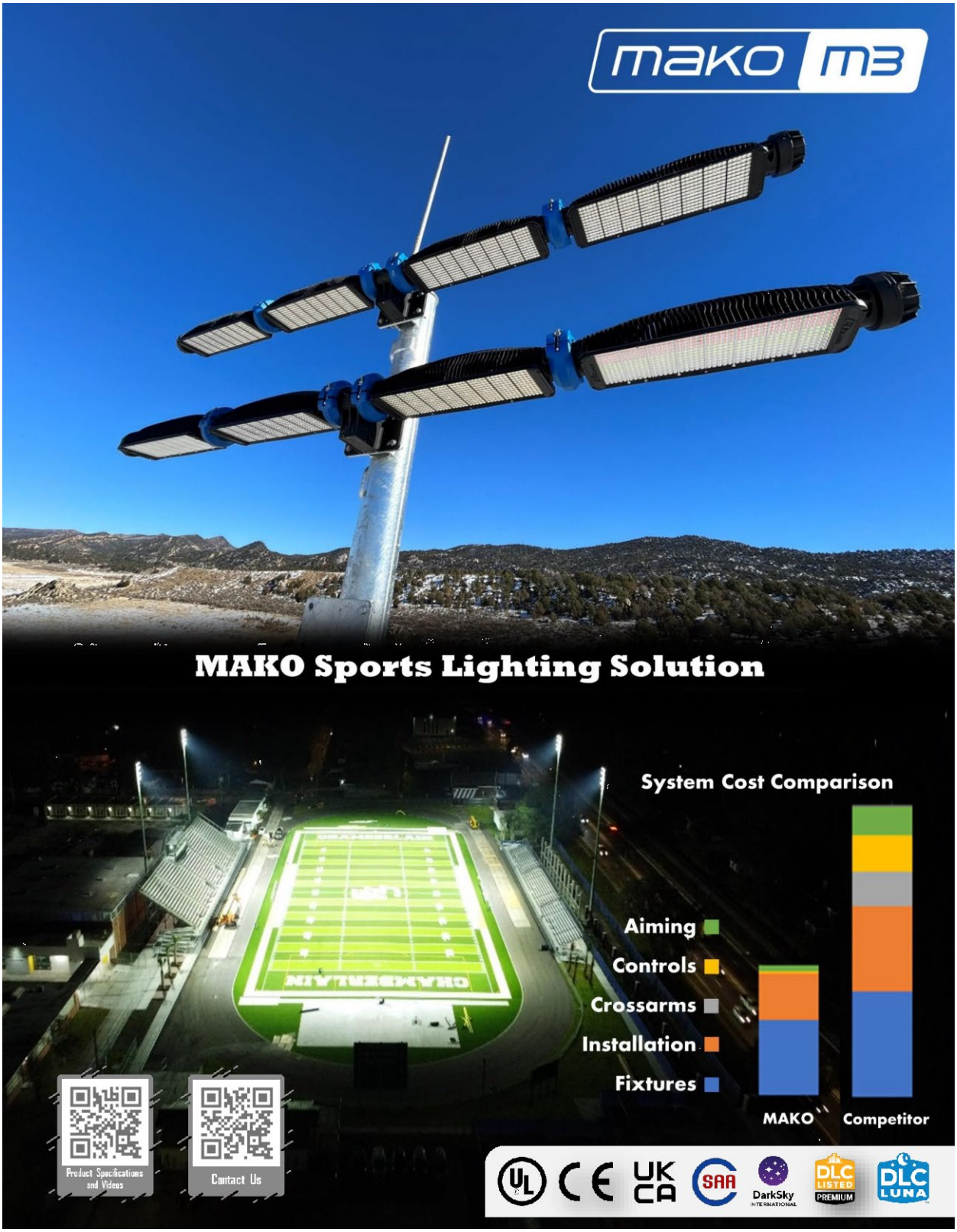
DARKSKY APPROVED
Reduces light pollution
Certified by DarkSky.org

Ruskin K. Hartley
DarkSky Executive Director

2210 Woodland Drive,
Manitowoc, WI 54220

MAKO Brochure

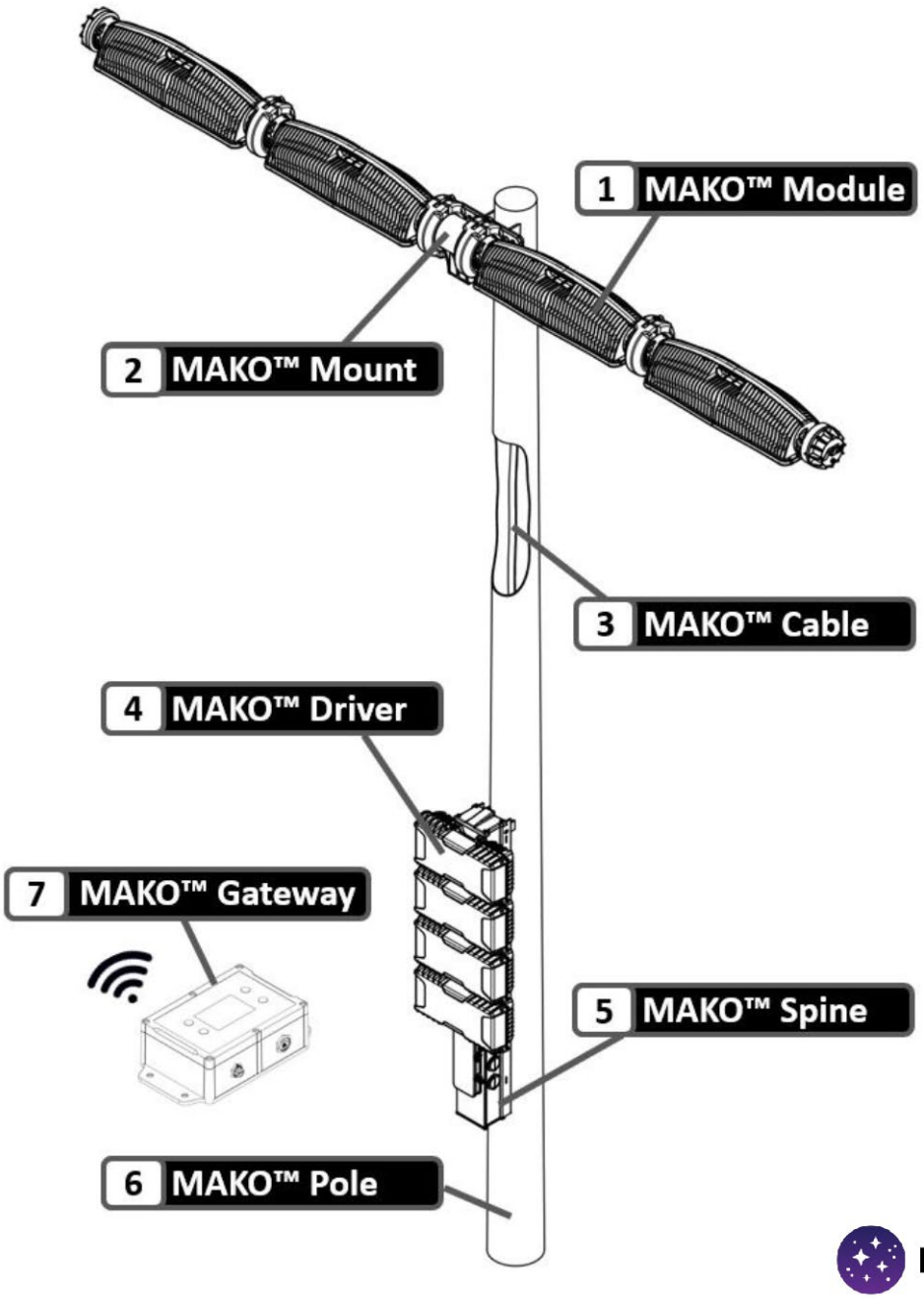



mako m3
MAKO Sports Lighting Solution
System Cost Comparison
Aiming
Controls
Crossarms
Installation
Fixtures
MAKO
Competitor
Product Specifications and Videos
Contact Us
DarkSky INTERNATIONAL
DLC LISTED PREMIUM
DLC LUNA

Data Sheet – MAKO System M3K-001-1000WD

MAKO System

M3K-001-1000WD



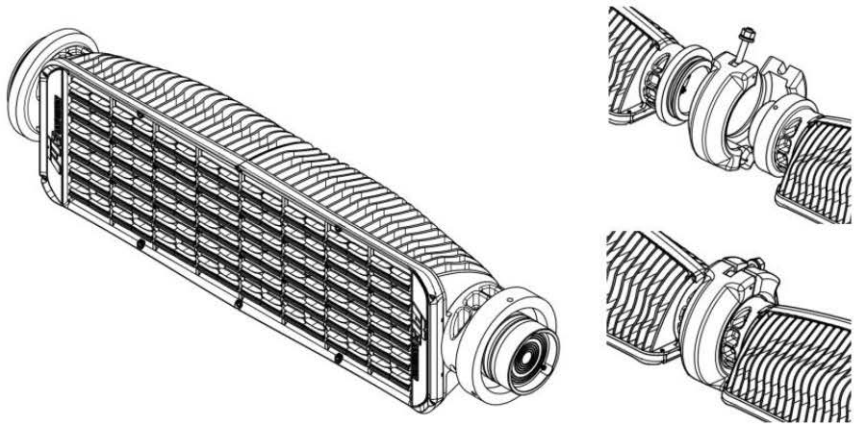
DLC LISTED PREMIUM

DarkSky

M3 Innovation
727 E Washington St. | Syracuse, NY 13244

mako m3

MAKO Module
M3K-010



Product Features

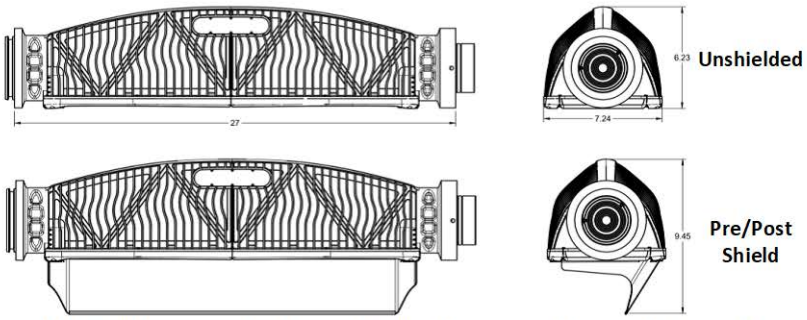
- Up to 150,000 lumens of white light weighting 25.5 lbs
- 96,000 lumens of modular and quickly interchangeable RGB Light
- Quick installation – No complicated wiring or aiming required
- Extremely Low On-Field Glare Rating – Less than 200,000 peak candela at any point on field
- Sleek and structural design; 2x stronger, ½ the weight, and ¼ the EPA of traditional LED sports lighting products
- Eliminates the cost of bulky cross-arms and unreliable wiring connections
- Ultra-corrosion resistant alloy – less than 0.03% Cu with Electrophoresis Coating

Product Performance

	M3K-010-5K	M3K-010-3K	M3K-010-RGB
Lumen Output	Up to 150,000	Up to 144,000	Up to 96,000
Nominal Power	1000W		
CCT	5000K	3000K	N/A
CRI	70		N/A
Optical Distributions	L,R,UW		
Operating Temperature Range	-40C to +45C		
L70 (IESNA TM-21-11)	>130,000		
Electrical Certifications	UL8750, UL1598, DLC		
Environmental Certifications	IP66, NEMA 4x, ANSI C136.31 3G		
Effective Projected Area (EPA)	1.2 (sq. ft)		
Weight	25.5lbs (11.57kg)		
Shield Available	Yes		

** M3K-010-3K 3000K CCT option required for DarkSky approval **

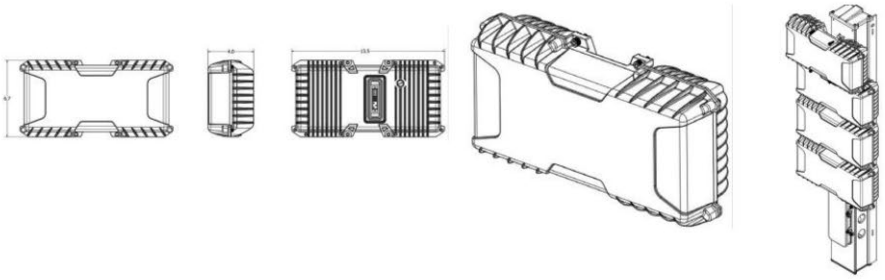
Dimensional Details



* Product shall be installed +/- 10° from parallel. DarkSky approved only when fixed in the downward position (0 degrees) *

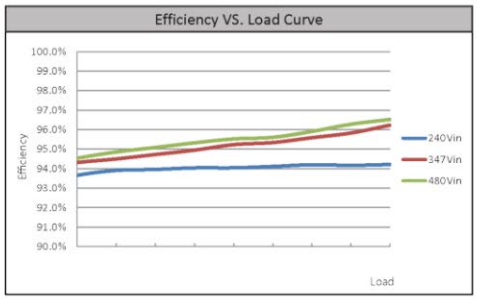
M3 Innovation
727 E Washington St. | Syracuse, NY 13244

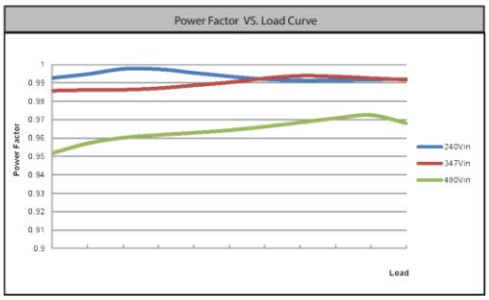
MAKO Driver
M3K-015

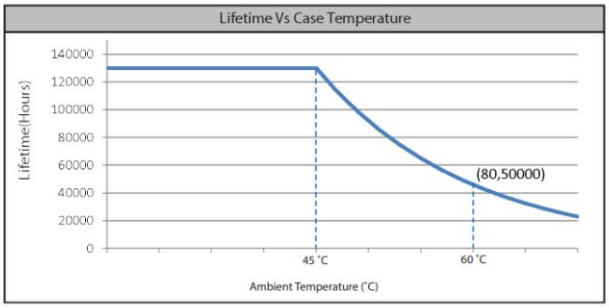


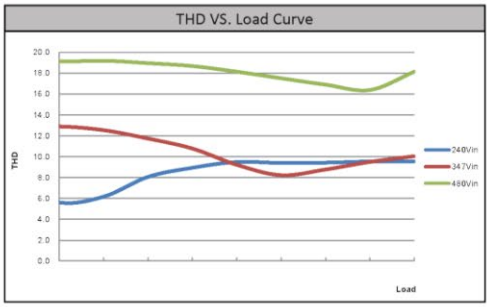
Product Features

- High Power - 1200W, 3-Channel Output
- Light Weight - 8.6lbs
- High Efficiency - >95%
- Universal Input - 190-528VAC
- Field Replaceable - Easy installation and quick disconnect at base of pole - No Electrician Needed
- Reliable -
  - 130,000hr lifetime at 45C ambient temperature
  - Dynamic power factor correction detects, corrects, and runs through dirty power or power pollution
- Redundant - System failure detection and automatic correction with 50% Power Reserve
- Intelligent - System monitoring and dimming over custom protocol provides automated alerts for preventative maintenance









M3 Innovation
727 E Washington St. | Syracuse, NY 13244

MAKO Driver
M3K-015

Description

The MAKO "M3K-015" Driver is custom designed and optimized to be the most efficient and reliable driver in the Sports Lighting Industry. Built from the ground up using mission-critical military power supply design methodology, the MAKO Driver offers many technology innovations to enhance system lifetime. Reliability, redundancy, system health monitoring, and ease of replacement ensure the MAKO sports lighting system remains at peak performance for the lifetime of your project.

Main Characteristics

- Input voltage range:190-528VAC.
- Built-in active PFC function.
- Three channel outputs independent control.
- Max Output Power 400W per channel. Total 1200W(240-528Vac),1000W(190-240Vac)
- Output Current, ranging from 180-1800mA.
- Output Voltage, ranging from 150-215Vdc.
- Dimming Control method: RS485
- High efficiency: 95% Typ.
- Output voltage, output current, output power sensing
- Output short circuit protection, overvoltage protection
- Surge level 4kV common mode and 6kV differential mode with external SPD.
- Non Isolated, Class I.

Electrical Input

Efficiency (Typ.) Note.1:	95% @ 240-480VAC
Voltage Range(Vac) Note.2:	190~528Vac
Frequency Range:	47~63 Hz
Power Factor:	>0.9 at 240~480Vac input with 75%-100% load conditions
THD:	<20% at 240~480Vac input, with 100% load conditions
AC Current:	6.5A MAX at 240Vac, 3.0A Max at 480Vac
Turn-On Time:	<1s Goal
Leakage Current:	<5mA

Electrical Output

Output Channel:	Three independent Channel output
Current Adjustment Range:	Dim to Off, 10%-100%
Output Voltage Range(Vdc):	150Vdc~215Vdc (Three channels are all the same.)
Rated Current (mA):	1800mA (Three channels are all the same.)
Rated Current (mA) Fault Mode:	2700mA (The rest two channels are available)
Output Current Range (mA):	180mA - 1800mA
Output Current Range (mA) Fault Mode:	270mA~2700mA (the rest two channels are available)
Output Current Tolerance:	150mA
Rated Power (W):	400W per channel, 1200W total (240-528Vac), 1000W total (190-240Vac)
Turn on Delay Time:	settable from 2.5s at 240Vac
Output Ripple Current:	16.6% of Io_max. ((PKK-AV)/AV) with LED default mode an full load, <4% @ frequency <10kHz
Dimming Range:	0%, 3%-100%
Efficency:	Up to 97%

Protection

Overload Voltage (V)(Typ.):	250V(Max), Protection type: Transfer to Fault Mode: 528VAC Disable
Under Voltage	150VDC, 180VAC Disable
Short Circuit:	Protection type: Transfer to Fault Mode
Over Temperature:	Protection type: Shut down at Tc=100˚C; Recovery at Tc=95˚C
Short Circuit:	Output Auto-Recovery, when fault is removed
Overpower:	Maintained power output Operation
Redundancy:	N+1 Redundancy
Ingress Protection:	IP66

Aux Output

Aux Output Voltage:	12VDC typ.
Aux Output Voltage Range:	10.5VDC-13.5VDC
Aux Output Current:	1000mA max
Protection:	Short-circuit protected

Environment

Operating Temperature:	-40~+45˚C, refer to the derating curve for detail
Operating Humidity:	5~95%RH, non-condensing
Storage Temperature & Humidity:	-40~+90˚C, 5%-95%RH
Temperature Coefficient:	0.03%/˚C (0~55˚C)
Vibration:	IEC 60068-2-6, Random: 5Hz or 500Hz(2.09G); 20min per axis for all X,Y,Z direction
Operation Altitude:	0 to 5,000 Meters (16,400ft)
Tc max:	90˚C

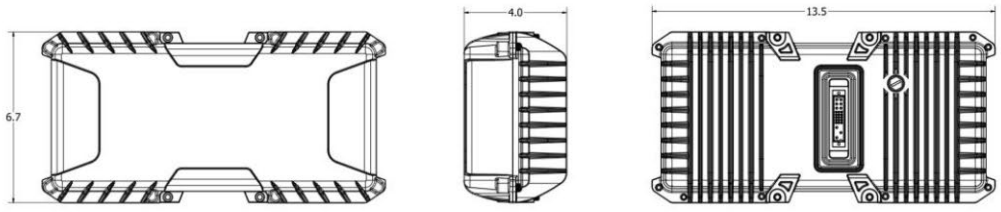
Safety & EMC

Safety Standard	UL8750
Withstand Voltage	Mains VS Output:Non isolated; Mains VS 485 Double isolated; Mains vs Housing: Basic isolated Output VS 485: Double isolated; Output VS Housing: Basic Isolated
Isolation Resistance	I/P-FG, O/P-FG:100M Ohms/500VDC/ 25˚C/70%RH
EMC Emission	EN55011
EMC Immunity	Compliance to EN61000-4-2,3,4,5,6,8,11, EN61547, light industry level (surge:L--N:±6KV,L, N--FG:±6KV)

Others

MTBF	250,000 hours, measured at full load, 25˚C ambient temperature MIL-HDBK-217F(25˚C) 250K Hours Estimated
Dimension (L*W*H)	342.9mm*169.9mm*103mm
Weight	3.9kg

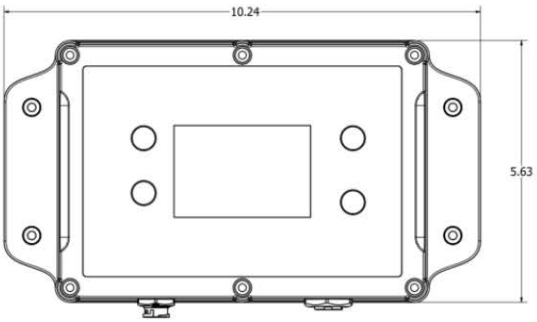
Dimension Details

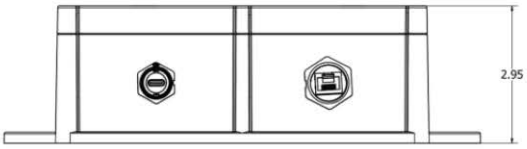


M3 Innovation
727 E Washington St. | Syracuse, NY 13244

MAKO Gateway
M3K-GTW







Features

- Only All-encompassing exclusive Sports Lighting Control System on the market
- Intuitive Control of MAKO M3 Sports Entertainment Solution and IoT devices
- Cellular connectivity included for 24/7 monitoring and system updates

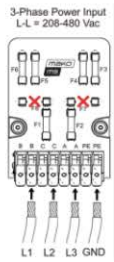
The Mako SES Control System allows for dynamic wireless communication to form a local mesh network. The primary function of the Mako SES Control System is to create multiple zones, dynamic behaviors, events, and schedules. The Mako SES Control System has built in Wi-Fi for local wireless communication. The system comes equipped with an LCD screen and simple push button for easy end user interface.

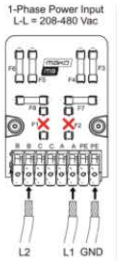
- IP65 rated with built in surge protection
- Programmable push buttons for manual control
- Multiple Zones, Behaviors, Events, and schedules
- Built in Wi-Fi for local wireless access
- Ethernet port and cellular for network connectivity
- AES 128-bit encryption
- BMS and other system integration options
- Optional Cloud and Remote Access services available

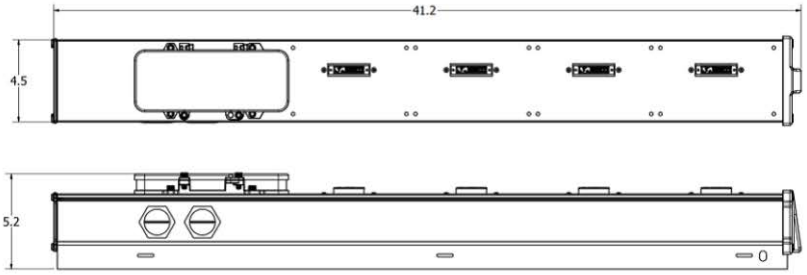
Description:	T30-4G Cellular connected gateway
Input Power:	USB-C Universal Input
Operating Environment:	Outdoor Rated at -40C to 55C, IP65 (when latched)
Cellular:	4G CAT 1 cellular module
Wi-Fi:	Built in Wireless Access
Radio:	ESP32 Wi-Fi+SOC
Certifications:	FCC/IC UL CSA ROHS
Warranty:	5-year

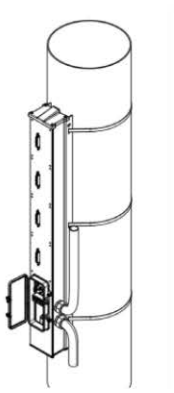
M3 Innovation
727 E Washington St. | Syracuse, NY 13244

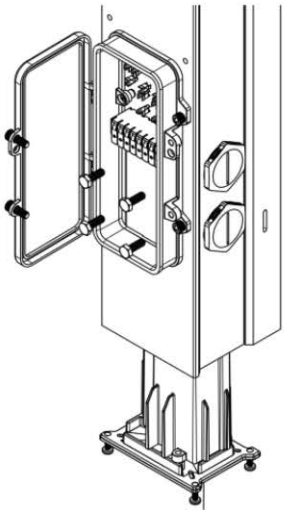
MAKO Spine
M3K-024

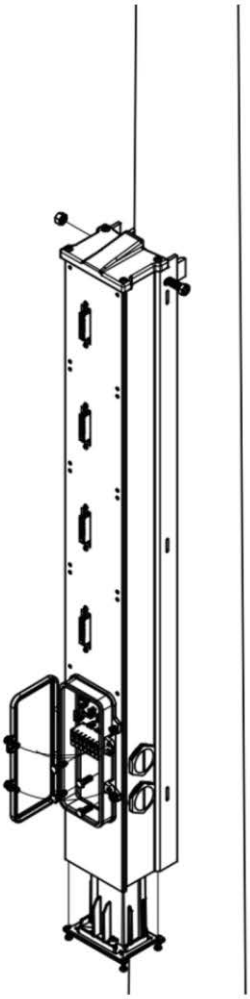












MAKO Spine

Rugged solid-state mission critical defense system backplane for power and communication
Fast connect and disconnect of MAKO Driver without need of electrician
Integrated 100kA surge protection
battery backup on board to support control use, egress lighting, and security cameras in loss of power events
Integrated Junction Box
Sealed and lockable access point for installation and maintenance
Eliminates cumbersome and costly external fuse enclosures
Patented MST Field-Adapt quickly converts from 1-phase to 3-phase in seconds
Universal input voltage of 208VAC to 480VAC
Easy Tool-Free connection to existing power at base of pole

MAKO SES Control System

Only All-encompassing exclusive Sports Lighting Control System on the market
Intuitive control of MAKO Sports Entertainment Solution and IoT devices
Cellular connectivity included for 24/7 monitoring and system updates

Expandable Sensor and Auxiliary Power

Low voltage quick access expansion port for IoT sensors
Simple, quick, and low-cost snap-in camera module for streaming video capability
2-hour emergency lighting module with up to 2500 lumen output

M3 Innovation
727 E Washington St. | Syracuse, NY 13244

Representations and Certifications

52.212-3 Offeror Representations and Certifications--Commercial Products and Commercial Services (NOV 2023)

The offeror has completed the annual representations and certifications electronically via the SAM website accessed through https://www.sam.gov. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs N/A.

52.204-26 Covered Telecommunications Equipment or Services--Representation (OCT 2020)

(c) Representations.
(1) The Offeror represents that it [] does, [X] does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.
(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it [] does, [X] does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (NOV 2021)

(d) Representations. The Offeror represents that—

(1) It [] will, [X] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and
(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It [] does, [X] does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

Past Performance

Reference One (1)

Name of the Company	Home Depot
POC Name	Vincent Deckers
POC Email	Vincent_deckers@homedepot.com
Your Role (Prime or Sub)	Prime Contractor
Project Dates	2019 - Current
Contractual Award	$240,000,000.00

Narrative Description of General Scope of Project / Other than Management

Orion Energy Systems, Inc is responsible for performing audits within 1,800 retail locations. Additionally, we provided custom designs and the manufacturing for retro kits for sustainable fitment of existing fixtures and incorporated controls.

Reference Two (2)

Name of the Company	VAC-CON
POC Name	Mike Sollitt
POC Email	msollitt@aol.com
Your Role (Prime or Sub)	Prime Contractor
Project Dates	2008 - Current
Contractual Award	Varied Contractual Award, between $10,000 - $250,000 per service.

Narrative Description of General Scope of Project / Other than Management

Orion Energy Systems, Inc is responsible for a variety of end-user manufacturers. This includes the design within existing and new builds within the United States. The areas include high bay manufacturing, detailed inspection areas, and offices.

Reference Three (3)

Name of the Company	Ford Motor Company
Location of Project	14 locations throughout the United States.
POC Name	Alex Stefanou
POC Email	Astefan1@ford.com
Your Role (Prime or Sub)	Prime Contractor
Project Dates	2008 - Current
Contractual Award	$14,000,000.00

Narrative Description of General Scope of Project / Other than Management

Orion Energy Systems, Inc is responsible for performing various audits, including office buildings, manufacturing plants, and outdoor areas. Additionally, we provided comprehensive energy saving lighting solutions to save energy and reduce maintenance cycle times. We manufactured energy-saving LED lighting fixtures.

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:

Name: Orion Energy Systems, Inc.

Address: 2210 Woodland Drive

City, State, Zip: Manitowoc, WI 54220

Telephone No.: (904) 626-3242

Email: sgreen@oesx.com

	Check One
Corporation	X
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   Orion Energy Systems, Inc.

   The address of the principal place of business is:

   2210 Woodland Drive, Manitowoc WI 54220

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: April 06, 1996

   b. State of Incorporation: Wisconsin

   c. ~~President~~ CEO's name: Mike Jenkins, CEO

   d. ~~Vice~~ President's name: Scott Green, President Orion Services Group

e. Secretary's name: _____

f. Treasurer's name: Per Brodin, CFO

g. Name and address of Resident Agent: _____

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: _____

b. Name, address and ownership units of all partners:

_____

_____

_____

c. State whether general or limited partnership: _____

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

_____

_____

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

28 years

Under what other former names has your organization operated?

N/A

_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

Electrical Contractor's Licensing Board - License # EC13006009

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

None

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Orion Project Management team has over 100 years of combined experience in lighting retrofit installations. Richard Litland is a Master Electrican with licenses nationwide. Andre Green with 20 years of experience will oversee the project.

10. State the name of the individual who will have personal supervision of the work:

Scott Green and Andre Green

11. State the name and address of attorney, if any, for the business of the responsive bidder:

Nicholas J. Zepnick of Foley & Lardner LLP Attorneys at Law

777 E. Wisconsin Ave., Milwaukee WI 53202

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

~~None~~ ORION is A public company

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

Orion Energy Systems, Inc. is a publicly traded company on NASDAQ.

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	9
b.	Non-Governmental Related Work	10
	Total Work (a +b):	19

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
Bank of America	150 N. College St., Charlotte NC 28255	(414) 615-9320

16. What will be your turnaround time for written responses to City inquires?

12-24 hours

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

None

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

None

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

None

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Maria A. Jean

(Title) President

Subscribed and sworn to before me

This 19th day of November, 2024

Alexandria Acosta

Notary Public (Signature)

My Commission Expires: 11/3/2028

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 Destin Morgan Sports Center Lighting RFB NO. 24-14- REC

2. This sworn statement is submitted by Orion Energy Systems, Inc whose business address is 9143 Philips Hwy, Suite 420, Jacksonville Florida 32256

and (if applicable) Federal Employer Identification Number (FEIN) is 39-1847269 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Scott Green and my relationship to the entity named above is President, Orion Services Group

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ Date: 11/19/24

(Signature)

STATE OF FLORIDA
COUNTY OF Duval

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 19 day of November, 2024, and is personally known to me, or has provided _____ as identification.

Alexandria Acosta
Notary Public

My Commission expires:

END OF SECTION

Notary Public State of Florida
Alexandria Acosta
My Commission HH 609312
Expires 11/3/2028

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Scott Green (insert name) as President Orion Services Group (insert title) on behalf of Orion Energy Systems, Inc (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

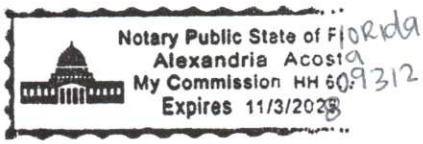
Printed Name: Scott A. Green
Title: President
Nongovernmental entity: Yes
Date: 11/19/24

STATE OF Florida
COUNTY OF Duval

SWORN TO AND SUBSCRIBED before me X in person or _____ remote notarization by Scott Green as President on behalf of Orion Energy Systems Inc, who is personally known to me or who produced _____ as identification this 19th day of November, 2024.

Alexandria Acosta
Notary Public

(Notary Seal)



ADDENDUM #1

CITY OF DESTIN, FLORIDA
REQUEST FOR BID (RFB) NO. 24-14-REC
DESTIN MORGAN SPORTS COMPLEX
LIGHTING

November 21, 2024

This addendum forms a part of the Contract Documents and modifies the original bid documents. Acknowledge receipt of this addendum in the space provided on the Bid Form. **Failure to do so may subject the Bidder to disqualification.** The following items shall become a part of the construction documents for the above referenced project.

Additions:

1. Location of Osprey platforms. Attached.

Clarifications:

1. Lightning rod: grounding- Is this a requirement for the parking lots, too?
   If required by the lightning manufacturer

2. Is there a preferred Eagle nesting platform?
   No

3. RFP note: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.
4. Question: Regarding access control; please provide additional details- is this for each site: fields and parking lots?
   Only for the laydown area as needed by the winning bidder.

5. What date can respondents expect to get answers?
   Questions and answers will be provided through an addendum, to plan holders.

6. Will questions and answers be emailed to all respondents?
   Questions and answers will be provided through an addendum, to plan holders.

7. Orion requests a (1) week extension since proposal is to be mailed, received by 11/26 - there is limited time to get answers and then to go back out for material quotes, if needed.
   The bid opening date remains as Thursday, November 26, 2024, at 2 pm.

8. Did the city decide to put eagle nest platforms on all poles or just a few?
   Yes, there are three proposed. Please see attached map.

9. Do you require new wires underground to the poles?
   No, we do not.

10. Who would handle the removal of the existing bird nest(s)?
    The City will remove the remaining nests.

11. Who is responsible for repairs of any fencing, fields, or pavements that could be damaged during installation?
    The winning bidder would be responsible.

12. Do you want the light head for light head installation on the parking lot lights?
    Presuming the "light head" is the hardware connecting the pole with the light fixture, yes.

13. Does each pole require the platforms for the Osprey nests or are there specified poles?
    No. Only three are proposed to have platforms. Please see map for marked locations.

14. The RFB does not specify the location of the drivers for the lighting system. Most manufacturers can provide a remote driver system typically mounted at a height accessible by a ladder for ease of maintenance. Are remote drivers required or preferred?
    Approximately 10' on pole, remote drivers are required.

15. To prevent damage to the sensitive electronic components in modern LED systems, it is common industry standard to require new grounding systems on retrofits of existing poles. What are the grounding requirements for the new LED system?
    As required per lighting manufacturer's specs.

16. The maximum ground resistance per NFPA code is 25 ohms. If new grounding systems are not required, what are the testing requirements for the existing pole grounding? Who is responsible for testing and verifying grounding meets code?
    The winning bidder will be responsible for testing/verifying grounding meets code.

17. The RFB specifies a horizontal footcandle value no more than 0.2 fcs at the property line. Glare is measured in candela. Candela values from LED luminaires can vary greatly from manufacture to manufacture. How will glare be evaluated? What are the candela or glare requirements or values for the new LED system? Will there be candela value requirements at the complex property line?
    Glare impact scans shall be provided from the field edge on a map of the surrounding area and shall be submitted showing the maximum candela until less than 10,000 candela is met.

18. Which poles get osprey platforms? What are the structural requirements for the platforms and will engineered drawings be required?
    See the attached sketch. Yes, platforms must meet the wind code.

The bid opening date remains as Tuesday, November 26, 2024, at 2 pm.

END OF ADDENDUM #1

A copy of this Addendum #1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum #1 is hereby acknowledged:

Orion Energy Systems, Inc

Print Name

Omar Rivera

Signature

11/22/2024

Date

November 22nd, 2024

City of Destin- Morgan Sports Center Lighting
4200 Indian Bayou Trail
Destin, FL 32541

From: Wes Livingston

PSG Energy Services is honored to submit our proposal for the new LED lights and poles at the Bolton High School. In the pages following this cover letter, you will find our pricing, photometric design, and the product information. PSG has installed similar LED Lighting systems across the state of Georgia in facilities like Truist Park (Atlanta Braves Stadium), Foley Field (UGA Baseball Stadium), Callaway Stadium (Troup Co, GA), Marist School, Madison County High School, Central Georgia Technical College, and many others.

If you have any questions, please don't hesitate to reach out to me.

Respectfully,
Wes Livingston
(704) 604-2165
wlivingston@psg-energy-services.com
www.psg-energy-services.com

Table of Contents

1. Transmittal Letter
2. Price Proposal Sheet
3. Attachment No. 1
4. Attachment No. 2
5. Attachment No. 3
6. Attachment No. 4
7. Attachment No. 5
8. Attachment No. 6
9. Proof of Insurance
10. Proof of Licensing
11. Addendums

Executive Summary/Project Approach and Schedule:

PSG has been providing our clients with turnkey lighting projects for the last 16 years. During this time, PSG's mission has been to create a positive and lasting experience for our clients through intelligent design, customer service and a commitment to our core values. PSG specializes in Sports Lighting, Next-Generation Lighting & Intelligent Controls, Renewable/Building Efficiency (Solar EPC), Electrification & Site Infrastructure (EV Charging), Utility/Roadway Work, and can assist with virtually any project requiring electrical work. In the past year, PSG has completed Sports Lighting Installations at the following locations in the state of Georgia (among others):

- Callaway Stadium, LaGrange, GA (Football Field)
- Marist School, Atlanta, GA (Soccer Field)
- Foley Field, University of Georgia, Athens, GA (Baseball)
- Madison County High Schools, Danielsville, GA (Football, Baseball, Softball)
- Meade Fields, Peachtree City, GA (Softball)
- Central Georgia Technical College, Macon, GA (Football)

PSG is proposing the same fixtures from CHM Lighting that have been installed at these fields and are also installed at Truist Park (Atlanta Braves Stadium).

PSG will procure and install the new poles and fixtures from CHM Lighting as part of the agreement with the City of Destin in the timeline that is outlined in the bid. Once material arrives, the installation will take approximately 15-20 working days for existing fixture removal, fixture installation and aiming. In addition to the sports lighting, PSG will use a crew to install the new LED lighting for the parking lots at Morgan Sports Complex. The spec sheets and photometric design that follow this response outline PSG's design for the project.

PSG's project team consists of Wes Livingston and Scott Engberg for sales/customer support and Kevin Williams and Andy Clark for installation. Wes and Scott have a combined 30+ years of experience in lighting and construction and will be the City of Destin's Cs point of contacts for any questions during the RFP process and for post installation support. Kevin, Andy and their installation teams have completed hundreds of similar installations and have over 40 years of experience in leading teams for electrical projects. The City of Destin project will be supported out of PSG's office in Macon, GA (4301 Mead Rd) where PSG's accounting, warehouse and back house teams are located.

- Below are references for similar scope that PSG has completed in the past 12 months
  - City of Peachtree City, GA
    - Meade Field, Peachtree City, GA
    - Installation of new LED lighting fixtures for softball fields at Meade Fields in Peachtree City, GA
    - September-October 2024
    - Harold Layton- hlayton@peachtree-city.org
  - Central Georgia Technical College
    - Warner Robins, GA
    - Installation of new poles and LED light fixtures for football field at Central Georgia Technical College's Warner Robins Campus
    - Installation included new service to the field and wiring/gear required for power
    - August-September 2024
    - Travarious Strother- tstrother@flintemc.com
  - Madison County Charter Schools
    - Madison County High School, Danielsville, GA
    - Installation of new LED light fixtures for football, baseball, and softball fields. Football field includes color changing light fixtures.
    - August 2024
    - Amanda Wommack- awommack@madison.k12.ga.us
  - Marist School
    - Atlanta, GA
    - Installation of new poles and LED light fixtures for soccer fields
    - February-March 2024
    - Derek Waugh- waughd@marist.com
  - Callaway Stadium, Troup County, GA
    - La Grange, GA
    - Installation of new poles and LED light fixtures for Callaway Stadium (football) in Troup County, GA. Removal of existing poles included as part of the project.
    - January-February 2024
    - Jay Anderson- janderson@troupcountyga.org

Luminaire Schedule						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 2 TV		27	0.950	Single	USR2800GXX70N21GCITV	770
NEMA 3 TV		185	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		72	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Project: Baseball									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
BB Field 1 - Infield	Illuminance	Fc	50.9	66	34	1.5	1.9	30' x 30'	25
BB Field 1 - Outfield	Illuminance	Fc	30.7	42	17	1.8	2.5	30' x 30'	68
BB Field 2 - Infield	Illuminance	Fc	51.4	67	42	1.2	1.6	30' x 30'	25
BB Field 2 - Outfield	Illuminance	Fc	32.3	43	17	1.9	2.5	30' x 30'	65
BB Field 3 - Infield	Illuminance	Fc	52.6	68	42	1.3	1.6	30' x 30'	25
BB Field 3 - Outfield	Illuminance	Fc	32.3	43	17	1.9	2.5	30' x 30'	65
BB Field 4 - Infield	Illuminance	Fc	51.5	67	40	1.3	1.7	30' x 30'	25
BB Field 4 - Outfield	Illuminance	Fc	31.6	42	18	1.8	2.3	30' x 30'	67

Calculation Summary									
Project: Softball									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
SB Field 1 - Infield	Illuminance	Fc	51.6	63	35	1.5	1.8	20' x 20'	25
SB Field 1 - Outfield	Illuminance	Fc	32.8	44	18	1.8	2.4	20' x 20'	72
SB Field 2 - Infield	Illuminance	Fc	52.3	63	40	1.3	1.6	20' x 20'	25
SB Field 2 - Outfield	Illuminance	Fc	32.0	43	17	1.9	2.5	20' x 20'	73

Calculation Summary									
Project: Soccer									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
Soccer Field 1	Illuminance	Fc	34.3	45	23	1.5	2.0	30' x 30'	70
Soccer Field 2	Illuminance	Fc	35.2	47	24	1.5	2.0	30' x 30'	60
Soccer Field 3	Illuminance	Fc	34.8	44	22	1.6	2.0	30' x 30'	60

Scenario/Channel Summary			
Scenario: CHM Lighting			
Channel	**M.H.**	**# Lums**	**Total kW**
A01	60'	5/5	7.70 kW
A02	60'	5/5	7.70 kW
A03	60'	5/5	7.70 kW
A04	60'	5/5	7.70 kW
A05	60'	5	3.85 kW
A06	60'	5	3.85 kW
A07	60'	5	3.85 kW
A08	60'	5	3.85 kW
B01	70'	10/10	15.40 kW

Scenario/Channel Summary			
Scenario: CHM Lighting			
Channel	**M.H.**	**# Lums**	**Total kW**
B02	70'	10/10	15.40 kW
B03	70'	10/10	15.40 kW
B04	70'	10/10	15.40 kW
B05	60'	6	4.62 kW
B06	60'	6	4.62 kW
B07	60'	6	4.62 kW
B08	60'	6	4.62 kW
C01	50'	4	3.08 kW
C02	50'	6	4.62 kW

Scenario/Channel Summary			
Scenario: CHM Lighting			
Channel	**M.H.**	**# Lums**	**Total kW**
C03	60'	5	3.85 kW
C04	60'	5	3.85 kW
C05	60'	5	3.85 kW
C06	60'	5	3.85 kW
C07	60'	5	3.85 kW
C08	60'	5	3.85 kW
S01	70'	7	5.39 kW
S02	70'	7	5.39 kW
S03	60'	7	5.39 kW

Scenario/Channel Summary			
Scenario: CHM Lighting			
Channel	**M.H.**	**# Lums**	**Total kW**
S04	60'	7	5.39 kW
S05	60'	7	5.39 kW
S06	70'	7	5.39 kW
S07	70'	12	9.24 kW
S08	70'	12	9.24 kW
S09	70'	7	5.39 kW
S10	70'	7	5.39 kW

CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

Comments

#	Date

Revisions

Drawn By: UA
Checked By:
Date:11/4/2024
Scale:

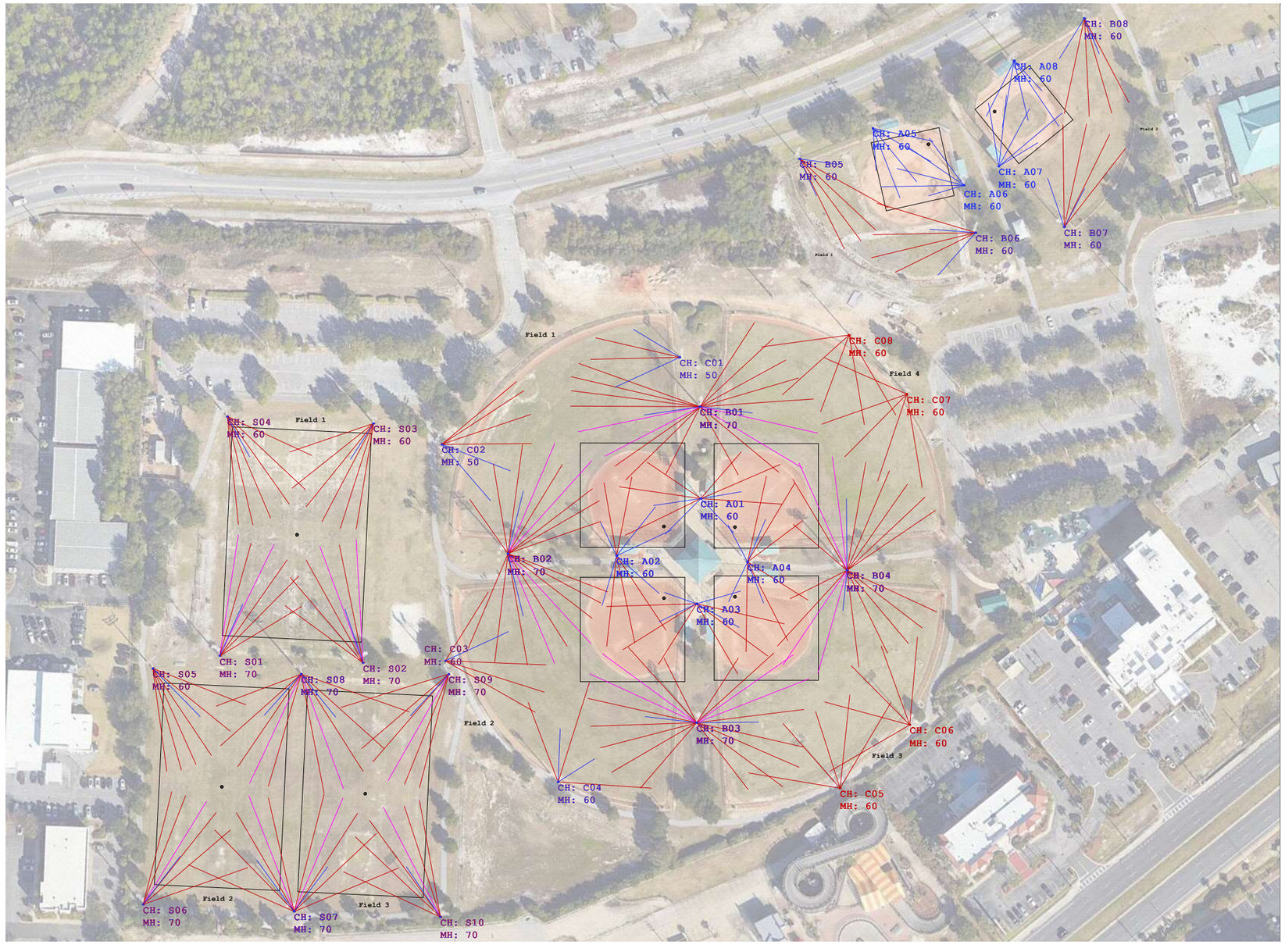
Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 2 TV		27	0.950	Single	USR2800GXX70N21GCITV	770
NEMA 3 TV		185	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		72	0.950	Single	USR2800GXX70N41GCITV	770

Scenario/Channel Summary			
Scenario: CHM Lighting			
Channel	**M.H.**	**# Lums**	**Total kW**
A01	60'	5/5	7.70 kW
A02	60'	5/5	7.70 kW
A03	60'	5/5	7.70 kW
A04	60'	5/5	7.70 kW
A05	60'	5	3.85 kW
A06	60'	5	3.85 kW
A07	60'	5	3.85 kW
A08	60'	5	3.85 kW
B01	70'	10/10	15.40 kW
B02	70'	10/10	15.40 kW
B03	70'	10/10	15.40 kW
B04	70'	10/10	15.40 kW
B05	60'	6	4.62 kW
B06	60'	6	4.62 kW
B07	60'	6	4.62 kW
B08	60'	6	4.62 kW
C01	50'	4	3.08 kW
C02	50'	6	4.62 kW
C03	60'	5	3.85 kW
C04	60'	5	3.85 kW
C05	60'	5	3.85 kW
C06	60'	5	3.85 kW
C07	60'	5	3.85 kW
C08	60'	5	3.85 kW
S01	70'	7	5.39 kW
S02	70'	7	5.39 kW
S03	60'	7	5.39 kW
S04	60'	7	5.39 kW
S05	60'	7	5.39 kW
S06	70'	7	5.39 kW
S07	70'	12	9.24 kW
S08	70'	12	9.24 kW
S09	70'	7	5.39 kW
S10	70'	7	5.39 kW

Note:
Poles A01-A04 and B01-B04 are back-to-back configuration.



Overview
Scale: 1 inch= 170 Ft.

CHM LIGHTING
CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

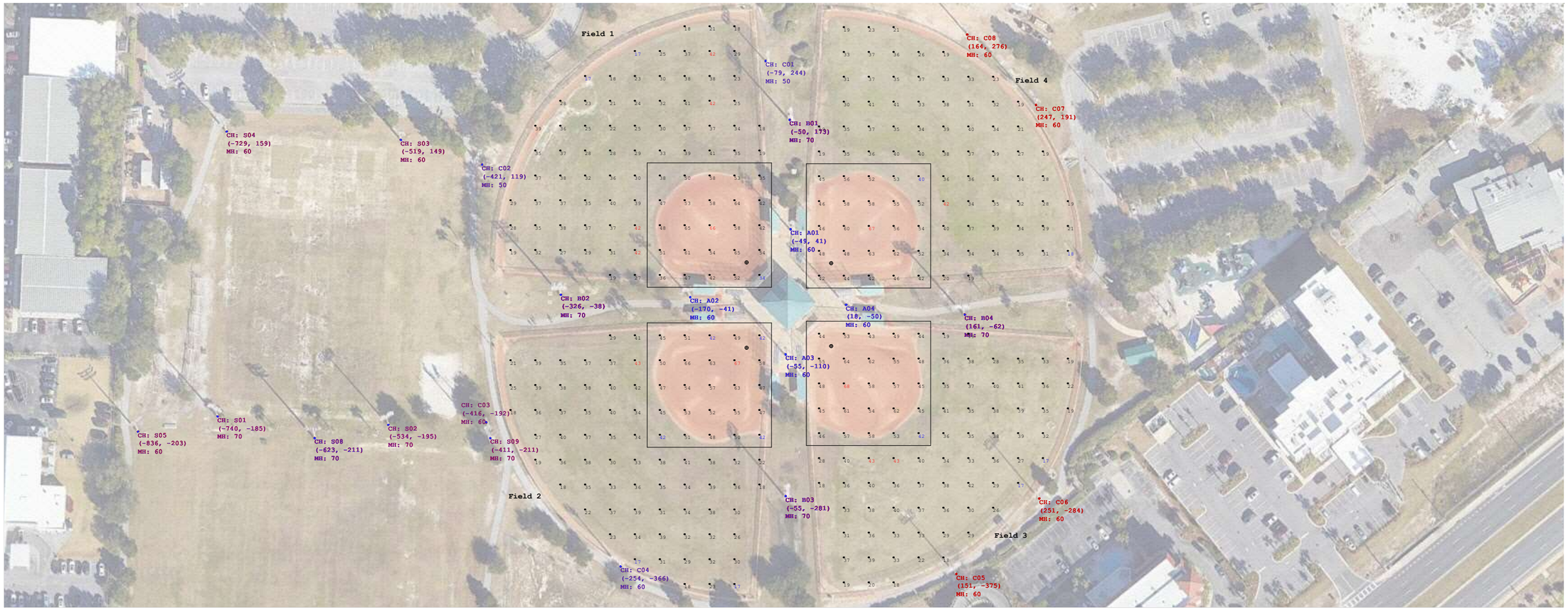
Drawn By: UA
Checked By:
Date:11/4/2024
Scale:

Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Project: Baseball						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 2 TV		16	0.950	Single	USR2800GXX70N21GCITV	770
NEMA 3 TV		112	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		32	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
BB Field 1 - Infield	Illuminance	Fc	50.9	66	34	1.5	1.9	30' x 30'	25
BB Field 1 - Outfield	Illuminance	Fc	30.7	42	17	1.8	2.5	30' x 30'	68
BB Field 2 - Infield	Illuminance	Fc	51.4	67	42	1.2	1.6	30' x 30'	25
BB Field 2 - Outfield	Illuminance	Fc	32.3	43	17	1.9	2.5	30' x 30'	65
BB Field 3 - Infield	Illuminance	Fc	52.6	68	42	1.3	1.6	30' x 30'	25
BB Field 3 - Outfield	Illuminance	Fc	32.3	43	17	1.9	2.5	30' x 30'	65
BB Field 4 - Infield	Illuminance	Fc	51.5	67	40	1.3	1.7	30' x 30'	25
BB Field 4 - Outfield	Illuminance	Fc	31.6	42	18	1.8	2.3	30' x 30'	67



Baseball Fields 1-4
Scale: 1 inch= 130 Ft.

CHM LIGHTING
CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

Drawn By: UA
Checked By:
Date:11/4/2024
Scale:

Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Project: Baseball						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 2 TV		16	0.950	Single	USR2800GXX70N21GCITV	770
NEMA 3 TV		112	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		32	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Project: Spill Light									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
Airport Rd - Horizonta Fc	Illuminance	Fc	0.1	0.2	0.0	N.A.	N.A.	30'	31
Hwy 98 - Horizontal Fc	Illuminance	Fc	0.0	0.1	0.0	N.A.	N.A.	30'	103
Indian Bayou Trial - Horizonta Fc	Illuminance	Fc	0.0	0.0	0.0	N.A.	N.A.	30'	75



BB Spill Light - Vertical Fc
Scale: 1 inch= 400 Ft.

CHM LIGHTING
CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

Drawn By: UA
Checked By:
Date:11/7/2024
Scale:

Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Project: Softball						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 3 TV		16	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		28	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
SB Field 1 - Infield	Illuminance	Fc	51.6	63	35	1.5	1.8	20' x 20'	25
SB Field 1 - Outfield	Illuminance	Fc	32.8	44	18	1.8	2.4	20' x 20'	72
SB Field 2 - Infield	Illuminance	Fc	52.3	63	40	1.3	1.6	20' x 20'	25
SB Field 2 - Outfield	Illuminance	Fc	32.0	43	17	1.9	2.5	20' x 20'	73



Softball Fields 1 and 2
Scale: 1 inch= 80 Ft.

CHM LIGHTING
CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

Drawn By: UA
Checked By:
Date:11/4/2024
Scale:

Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Project: Softball						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 3 TV		16	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		28	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Project: Spill Light									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
Airport Rd - Horizonta Fc	Illuminance	Fc	0.0	0.0	0.0	N.A.	N.A.	30'	31
Hwy 98 - Horizontal Fc	Illuminance	Fc	0.0	0.0	0.0	N.A.	N.A.	30'	103
Indian Bayou Trial - Horizonta Fc	Illuminance	Fc	0.0	0.0	0.0	N.A.	N.A.	30'	75



SB Spill Light - Vertical Fc
Scale: 1 inch= 400 Ft.

CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

Drawn By: UA
Checked By:
Date:11/7/2024
Scale:

Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Project: Soccer						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 2 TV		11	0.950	Single	USR2800GXX70N21GCITV	770
NEMA 3 TV		57	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		12	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
Soccer Field 1	Illuminance	Fc	34.3	45	23	1.5	2.0	30' x 30'	70
Soccer Field 2	Illuminance	Fc	35.2	47	24	1.5	2.0	30' x 30'	60
Soccer Field 3	Illuminance	Fc	34.8	44	22	1.6	2.0	30' x 30'	60



Soccer Field 1-3
Scale: 1 inch= 120 Ft.

CHM LIGHTING
CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

Drawn By: UA
Checked By:
Date:11/4/2024
Scale:

Morgans Sports Complex

CA4705-424

Luminaire Schedule						
Project: Soccer						
Scenario: CHM Lighting						
Label	**Symbol**	**Qty**	**LLF**	**Arrangement**	**Description**	**Lum. Watts**
NEMA 2 TV		11	0.950	Single	USR2800GXX70N21GCITV	770
NEMA 3 TV		57	0.950	Single	USR2800GXX70N31GCITV	770
NEMA 4 TV		12	0.950	Single	USR2800GXX70N41GCITV	770

Calculation Summary									
Project: Spill Light									
Scenario: CHM Lighting									
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Grid Spacing**	**# Pts**
Airport Rd - Horizonta Fc	Illuminance	Fc	0.1	0.2	0.0	N.A.	N.A.	30'	31
Hwy 98 - Horizontal Fc	Illuminance	Fc	0.0	0.0	0.0	N.A.	N.A.	30'	103
Indian Bayou Trial - Horizonta Fc	Illuminance	Fc	0.0	0.0	0.0	N.A.	N.A.	30'	75



SC Spill Light - Vertical Fc
Scale: 1 inch= 400 Ft.

CHM LIGHTING / 700 E. McLEROY BLVD / SAGINAW, TX 76179

#	Date	Comments

Revisions

Drawn By: UA
Checked By:
Date:11/7/2024
Scale:

Morgans Sports Complex

CA4705-424

Customer: Date: Type:

Project:

USR2

FEATURES

SECOND GENERATION GLARE CONTROL FLOOD.

The USR2 luminaire provides replacement of up to 2000W HID in a form factor that is smaller and lighter allowing safe and easy retrofit of existing systems. With standard diode level internal glare control, the USR2 provides a vast reduction in on and off field glare that is not available in any other product. Available in 800W, the USR2 is an extremely versatile sports lighter ideal for arenas, sporting complexes and professional stadiums.



- Industry Leading, Diode Level Glare Control
- Dim to Off Technology
- Standard DALI-2 D4i Drivers
- Available 0-10V Dimming
- Controls Ready 24V Auxiliary
- Integral and Remote Driver Operation
- Standard Stainless-Steel Aiming Device
- Designed and Manufactured in Texas, USA

ORDERING GUIDE

PRODUCT	OUTPUT	FINISH	CCT/CRI	OPTIC	INPUT VOLTAGE	DRIVER	GLARE CONTROL	DIMMING
USR2	800						GC	
USR2 2ND GEN USR	**800** 777W	**Standard Configuration** **GY** GREY	**5070** 5000K 70CRI	**N2** NEMA 2 **N3** NEMA 3 **N4** NEMA 4	**A** 120V - 240V **B** 277V - 480V	**I** INTEGRAL **R**[2] REMOTE	**GC** GLARE CONTROL	**D4i** DALI-2 D4i **DTO** 0-10V
		Custom Configuration* **DB** DARK BRONZE **CC** CUSTOM	**3070** 3000K 70CRI **4070** 4000K 70CRI **5080** 5000K 80CRI **5770** 5700K 70CRI					

RECEPTACLE	CONTROL	FUSING	PRE-WIRE	TUNING
BLANK NONE **7P**[1] 7 PIN	**Standard Configuration** **BLANK** NONE **WIL** WiLUME WIRELESS CONTROLS **Custom Configuration*** **DMX** DMX MODULE	**BLANK** NONE **F1** 1 HOT LEG FUSE **F2** 2 HOT LEG FUSE	**BLANK** NONE **3T3P** 3' TAIL OF 16/3 CABLE WITH 3-PIN PLUG **3T5P** 3' TAIL OF 16/5 CABLE WITH 5-PIN PLUG **6T3X** 6' TAIL OF 16/3 CABLE **6T5X** 6' TAIL OF 16/5 CABLE	**BLANK** NONE **FT**[3] FTXXXX

1. Selection requires one of the following accessories: 36021, 36022, 36023, 36001, 36004
2. Remote Driver option requires separate driver enclosure to be ordered separate from luminare. Input voltage and phasing to be specified on RDE.
3. FT option allows factory reduction in drive current to meet project specific need. Contact factory for more details

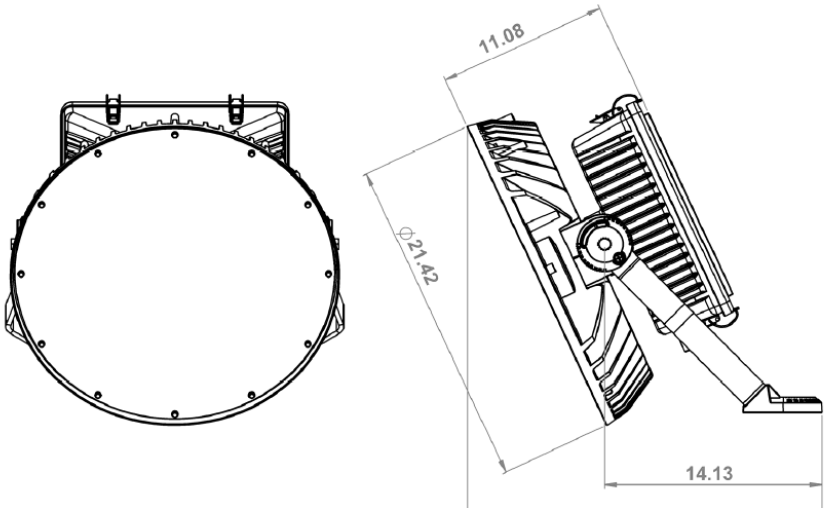
**Additional costs and lead times may apply. Contact factory for more information*

ACCESSORIES

19013 6' SS SAFETY CABLE
24151 USR2 ANODIZED TOP VISOR
36021 120-277V PHOTOCELL
36022 347V PHOTOCELL
36023 480V PHOTOCELL
36001 120-480V WILUME TWIST-LOCK CONTROLLER
36004 120-480V SHORTING CAP
81098 GALVANIZED SLIP FITTER FOR 2" PIPE

SPECIFICATIONS AND DETAILS ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.
CONTACT CHM LIGHTING FOR UP TO DATE DETAILS. CHM LIGHTING IS A DIVISION OF CHM INDUSTRIES, INC.

DIMENSIONS



SPECIFICATIONS

GENERAL DESCRIPTION
The complete luminaire is ETL/cETL Listed in conformance to standards ANSI/UL1598 and CSA22.2 No. 250.0 with an ambient temperature rating of -40°C to 40°C and is suitable for wet locations. The complete assembly is designed to fit within the same packaging dimensions and weigh less than previous HID technology permitting safe, easy and straightforward retrofit of existing installations. All critical components are easily replaced with commercially available, off-the-shelf components within the tool-less entry driver housing including the driver, surge protective device (SPD) and control units. Thermal management of the LED, drivers and internal components is passive in design and does not utilize any active methods of cooling. Providing high beam efficiency and available peak candela greater than 900,000, the USR2 is ideal for sporting venues, aprons and general outdoor lighting applications. Every USR2 comes standard with a stainless-steel aiming device for easy target aiming in the field and a high visibility label on the glass that indicates the photometric distribution of the luminaire that is visible from the playing surface. The USR2 is available pre-wired and pre-aimed as part of a complete sports lighting system from CHM Sports.

HOUSING
The complete housing assembly is precision, heavy duty diecast aluminum with a rugged power coat finish that has a salt spray rating of 2,500 hours per ASTM B117. The driver housing cover utilizes (4) stainless steel draw latches to secure the cover to the driver housing which permits tool-less entry even while wearing work gloves. The integral driver housing cover includes a stainless-steel leash that attaches the cover to the driver housing such that the cover cannot be lost, damaged or dropped during service. Each driver is secured to the housing using a sliding, aluminum driver clip which permit replacement of the driver without having to remove any fasteners thereby eliminating the risk of dropping hardware during service. The remote specification unit includes a gasketed and powder coated wiring junction box that provide simple access to the wiring compartment without having to open the LED housing.

ELECTRICAL SYSTEM
In integral specification, the unit includes (4) premium, Class P drivers each powering a dedicated LED module which provides redundancy to the luminaire wherein a driver failure will only extinguish one quarter of the luminaire. Each driver includes integral transient surge protection in accordance with IEEE C62.41 6kV/6kV. The LED drivers have a minimum power factor of 0.95 with a Total Harmonic Distortion no greater than 20%. The drivers come standard with DALI-2 D4i Dimming, dim-to-off technology and 24V auxiliary output that can be used to power secondary sensors or controls installed in the future or at the factory. All drivers utilized by the USR2 are constant current in design where the output current to the LED is precisely controlled for predictable and accurate light output while the output voltage is automatically adjusted to compensate for operating temperature of the diode and driver-to-LED distance in remote applications. Each unit also includes a secondary surge protection device (SPD) that is fully potted, IP66 rated and UL1449 Listed. The SPD provides a maximum discharge current of 20kA and meets ANSI c82.77-5-2015: High C, ANSI C136.2-2015: Extreme Level and IEEE C62.41.2 Location C High. In remote specification, the unit is provided with a factory wired, diecast aluminum housing with pre-wired and labeled landing terminals for DC input from a CHM Remote Driver Enclosure (RDE).

LED ASSEMBLY
Each LED is provided with a precision cast, TIR optic. Standard internal glare control optic holders block unwanted glare in all viewing angles to improve comfort for players and spectators. The glare control is provided in a flat black finish to absorb, rather than reflect, spill light thereby eliminating secondary glare. The LED array is comprised of (4) metal core printed circuits boards (MCPCBs) that provide redundancy to the overall system such that failure of one PCB will not extinguish the other PCBs in the system. The USR2 uses high performance graphite thermal interface material (TIM) that provides high thermal conductivity while allowing for easy field replacement without having to clean or scrape the heat sink. Wiring connection to the PCB is via a poke-in connector that allows easy removal and replacement of the LED modules without the need to solder or splice. The entire LED housing is enclosed with an anti-reflective coated, 4mm thick high-performance glass utilizing silicon gasket-on-glass technology. This allows straight forward removal of the glass in the field and easy replacement of the lens. The LED housing includes (2) IP68 rated breather vents that allow the pressure inside the LED housing to stabilize during normal heating-cooling cycles. This technology extends the life of the gaskets utilized in the system and thereby extends the life of the unit. Utilizing (2) breathers allows for proper circulation of air throughout the system but prohibits ingress of water or particles into the assembly. The breather vents are installed under the trunnion mount casting and are completely shielded from UV exposure, rain and sprayed water. The entire assembly is IP67 rated. The LED utilized is a high power, ceramic base LED which is suitable for outdoor, harsh environments. All stated CRI values for the USR2 are listed as minimums. The typical CRI, in most instances, will be 2 to 5 points higher than the published minimum. To ensure long life, minimal lumen depreciation, high efficacy and cooler operating temperatures the 800W unit utilizes a LED drive current of 700mA, the 600W unit operates at 550mA.

WARRANTY
The entire product is covered by a minimum five (5) year limited fixture warranty. Supplementary warranty coverage is provided when supplied as part of a complete lighting solution from CHM. Longer term warranties are available, contact CHM Lighting for additional details.

USR2
SECOND GENERATION GLARE CONTROL FLOOD

SUPPLEMENTARY

STRUCTURAL LOADING		
DRIVER TYPE	WEIGHT	EPA
INTEGRAL	60	3.0
REMOTE	40	3.0

ELECTRICAL LOADING							
OUTPUT	LINE WATTS	120V AMPS	208V AMPS	240V AMPS	277V AMPS	347V AMPS	480V AMPS
800	777	6.5	3.7	3.2	2.8	2.2	1.6

PERFORMANCE TABLE							
DISTRIBUTION	WATTAGE	CRI	CCT	LUMENS	LPW	BEAM ANGLE	FIELD ANGLE
N2	800	70	3000K	88,260	114	14.9	29.6
		70	4000K-5700K	100,616	129		
		80	5700K	90,555	117		
N3	800	70	3000K	87,058	112	21.4	41.6
		70	4000K-5700K	99,246	128		
		80	5700K	89,322	115		
N4	800	70	3000K	83,549	108	33.3	61.7
		70	4000K-5700K	95,273	123		
		80	5700K	85,721	110		

Contact CHM for lumen output of CCT/CRI combinations not shown on the above table.

LUMEN MAINTENANCE FACTORS				
@ 25,000 HRS	@ 50,000 HRS	@ 100,000 HRS	L70 @ 25C (CALCULATED)	L70 @ 25C (REPORTED)
0.98	0.96	0.94	575,000	>84,000

RFP NO. 24-14-REC
ATTACHMENT NO. 1
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By: Corporation ☐

Name: PSG Energy Services, LLC Partnership ☐

Address: 4301 Mead Rd Individual ☐

City, State, Zip: Macon, GA 31206 Other ☒

Telephone No.: 404-369-7002

Email: wlivingston@psg-energy-services.com

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the responsive bidder is:

   PSG Energy Services, LLC

   The address of the principal place of business is:

   4301 Mead Rd, Macon, GA 31206

2. If responsive bidder is a corporation, answer the following:

   a. Date of Incorporation: _____

   b. State of Incorporation: _____

   c. President's name: _____

   d. Vice President's name: _____

e. Secretary's name: _____

f. Treasurer's name: _____

g. Name and address of Resident Agent: _____

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: _____

b. Name, address and ownership units of all partners:

_____

_____

_____

c. State whether general or limited partnership: _____

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

PSG is an LLC with two principals, Teak Shore and Joshua Hughes.

The address of our business is 4301 Mead Rd, Macon, GA.

_____

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

_____

6. How many years has your organization been in business under its present business name?

Our organization has been in business since 2015 and we've been under our present name since 2021.

Under what other former names has your organization operated?

Pronghorn Solutions Group.

_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No.

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Please see insert sheet with our organizational experience.

10. State the name of the individual who will have personal supervision of the work:

Andy Clark.

11. State the name and address of attorney, if any, for the business of the responsive bidder:

n/a

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

Joshua Hughes and Teak Shore are PSG's principal owners.

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

n/a

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	7
b.	Non-Governmental Related Work	10
	Total Work (a +b):	10

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
First American Bank	300 College Ave, Athens, GA 30601	706-354-5026

16. What will be your turnaround time for written responses to City inquires?

24 hours

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

None.

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

None.

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

None.

20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No.

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Wes Livingston

(Title) Director- Public Sector

Subscribed and sworn to before me

This 22 day of November, 20 24

Notary Public (Signature)

My Commission Expires: 5/18/27

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 2
PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, 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 RFB 24-14-REC

2. This sworn statement is submitted by PSG Energy Services whose business address is 4301 Mead Rd, Macon, GA 31206

and (if applicable) Federal Employer Identification Number (FEIN) is 87-4430701 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Wes Livingston and my relationship to the entity named above is Director- Public Sector

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 bid 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 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, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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.

x 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)

x The person or affiliate was placed on the convicted vendor 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 vendor list. (please attach a copy of the final order)

x The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Wes Livingston Date: 11/22/2024

(Signature)

STATE OF FLORIDA
COUNTY OF _____

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 November, 2024 and is personally known to me, or has provided as identification.

Notary Public

My Commission expires: 5/18/27

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 3
DRUG-FREE WORKPLACE CERTIFICATION

The below signed submitter certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the 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: PSG Energy Services, LLC

ADDRESS: 4301 Mead Rd

CITY: Macon STATE: GA ZIP CODE: 31206

TELEPHONE NUMBER: 404-369-7002

SIGNATURE: Wes Livingston DATE: 11/22/2024

NAME (TYPED OR PRINTED): Wes Livingston

TITLE: Director- Public Sector

END OF SECTION

RFP NO. 24-14-REC
ATTACHMENT NO. 4
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as PSG Energy Services, LLC Principal, and as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as Owner in the penal sum of, (five percent (5%) of the Contract Bid) _____ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.

Signed, this 26th day of November, 2024

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING.**

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

2. This obligation shall be null and void if:
   2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
   2.2 All bids are rejected by Owner, or
   2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and. if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder. provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety. and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term 'bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):	Surety (Print Full Name):
PSG Energy Services, LLC	FCCI Insurance Company
	(Seal) Surety's Name and Corporate Seal
By: _____ (L.S.)	By: Tameka B. Black
	Signature (attach power of attorney)
Title: _____	Title: Attorney-in-fact
Attest: _____	Attest: Tina M. Marsh, Attorney-in-fact
Signature and Title	Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

FCCI INSURANCE GROUP

GENERAL POWER OF ATTORNEY

Know all men by these presents: That the FCCI Insurance Company, a Corporation organized and existing under the laws of the State of Florida (the "Corporation") does make, constitute and appoint:

Douglas L. Rieder; Brian M. Perry; Debra Johnson; Margaret S. Meyers; Charles W. Seiler; F. Anderson Philips; Sonia Bowers; Michael J. Brown; W. Wesley Hamilton; Tina M. Marsh; Tameka B. Black

Each, its true and lawful Attorney-In-Fact, to make, execute, seal and deliver, for and on its behalf as surety, and as its act and deed in all bonds and undertakings provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the sum of (not to exceed $20,000,000.00): $20,000,000.00

This Power of Attorney is made and executed by authority of a Resolution adopted by the Board of Directors. That resolution also authorized any further action by the officers of the Company necessary to effect such transaction.

The signatures below and the seal of the Corporation may be affixed by facsimile, and any such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.

In witness whereof, the FCCI Insurance Company has caused these presents to be signed by its duly authorized officers and its corporate Seal to be hereunto affixed, this 23rd day of July, 2020.

Attest: Christina D. Welch

Christina D. Welch, President
FCCI Insurance Company

FCCI INSURANCE COMPANY CORPORATE SEAL 1994 FLORIDA

Christopher Shoucair,
EVP, CFO, Treasurer, Secretary
FCCI Insurance Company

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2027

NOTARY PUBLIC STATE OF FLORIDA
PEGGY SNOW
Commission # HH 326535
Expires February 27, 2027

Peggy Snow
Notary Public

State of Florida
County of Sarasota

Before me this day personally appeared Christopher Shoucair, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2027

NOTARY PUBLIC STATE OF FLORIDA
PEGGY SNOW
Commission # HH 326535
Expires February 27, 2027

Peggy Snow
Notary Public

CERTIFICATE

I, the undersigned Secretary of FCCI Insurance Company, a Florida Corporation, DO HEREBY CERTIFY that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore that the February 27, 2020 Resolution of the Board of Directors, referenced in said Power of Attorney, is now in force.

Dated this 26th day of November, 2024

Christopher Shoucair, EVP, CFO, Treasurer, Secretary
FCCI Insurance Company

FCCI INSURANCE COMPANY CORPORATE SEAL 1994 FLORIDA

RFP NO. 24-14-REC
ATTACHMENT NO. 5
ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Wes Livingston (insert name) as Director- Public Sector (insert title) on behalf of PSG Energy Services (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Wes Livingston
Printed Name:
Title:
Nongovernmental entity:
Date:

STATE OF Georgia
COUNTY OF Monroe

SWORN TO AND SUBSCRIBED before me X in person or _____ remote notarization by _____ as _____ on behalf of _____, who is personally known to me or who produced _____ as identification this 22 day of November, 2024.

Notary Public

(Notary Seal)

RFP NO. 24-14-REC
ATTACHMENT NO. 6
ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT:
The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

PSG Energy Services
Bidder's Company Name

Wes Livingston
Authorized Signature

Wes Livingston
Authorized Signatory (Print Name)

4301 Mead Rd, Macon, GA 31206
Address

Director- Public Sector
Title

404-369-7002
Phone #

Fax #

87-4430701
Federal ID # or SS #

RFP NO. 24-14-REC
EXHIBITS A-B

See documents posted on https://www.cityofdestin.com/Bids.aspx.

Exhibit A – Price Proposal Sheet

Bidder may use paper copy provided on next page of this bid document or may use the MS Excel fillable spreadsheet posted at the site above.

EXHIBIT A

CITY OF DESTIN, FLORIDA
REQUEST FOR BIDS RFB NO. 24-14-REC,
DESTIN MORGANS SPORTS CENTER LIGHTING

PART I Bid submitted by:

Company: PSG Energy Services

Address: 4301 Mead Rd

City & State: Macon, GA Zip Code: 31206

Telephone: ( ) 404-369-7002 E-mail: wlivingston@psg-energy-services.com Fax: ( )

Number of Years in Business: 7 Contact Name Wes Livingston

PART II Bidding RFB NO. 24-14-REC, DESTIN MORGANS SPORTS CENTER LIGHTING PROJECT, as follows:

Replacement/retrofit of Sports Center lighting for six (6) ballfields	$
Replacement/retrofit of Sports Center lighting for three (3) soccer fields	$
Replacement/retrofit of lighting for two (2) parking lot areas	$
10 year Warranty Service	$

PART III Certifications:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I(we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed above.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative: Wes Livingston, Director of Public Sector
(Print or Type)

Signature: Wes Livingston

Date of Bid: 11/22/2024

Note: See RFB Section III, Bid Requirements, and attach all required information to Bid form.

The City of Destin reserves the right to reject any and all Bids or portions thereof, to waive minor defects in the process and to accept the Bid or any combination of Bid Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Bidder based upon their Bid proposal or negotiation as may be necessary to meet grant funding or completion requirements.

END OF BID FORM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/13/2024

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

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

PRODUCER
Sterling Seacrest Pritchard, Inc.
2500 Cumberland Pkwy
Suite 400
Atlanta GA 30339

CONTACT NAME: Marie Bearden
PHONE (A/C, No, Ext): (404) 602-5670 **FAX (A/C, No):** (404) 602-5661
E-MAIL ADDRESS: mbearden@sspins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Phoenix Insurance Co	25623
INSURER B : Travelers Property Casualty Co of America	25674
INSURER C : Travelers Indemnity Co of America	25666
INSURER D :	
INSURER E :	
INSURER F :	

INSURED SOUTLIG-01
PSG Energy Services LLC
800 Battery Avenue SE
Suite 410
Atlanta GA 30339

COVERAGES **CERTIFICATE NUMBER:** 596044027 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC X OTHER: Per Project Form			6301Y952494	8/21/2024	8/21/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG CG D3 21 01 04	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 20,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BA1Y954715	8/21/2024	8/21/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
B	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			CUP1Y956954	8/21/2024	8/21/2025	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB1Y95532A	8/21/2024	8/21/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
See Attached Forms: CG D4 58 02 19 XTEND Endorsement for Manufactures and Wholesalers; CG D2 46 04 19 Blanket Additional Insured (Includes Products-Completed Operations If Required by Contract); CG T1 00 02 19 Commercial General Liability Coverage Form (page 16); CG D3 21 01 04 Total General Aggregate Limit Designated Project(s) - General Aggregate Limit; CA T3 53 02 15 Business Auto Extension Endorsement; CA T4 74 02 16 Blanket Additional Insured - Primary and Non-Contributory with your Insurance; EU 00 01 07 16 Excess Follow-Form and Umbrella Liability Insurance (pages 14-16); WC 00 03 13 Waiver of Our Right to Recover from Others Endorsement; WC 99 03 76 Waiver of Our Right to Recover from Others Endorsement - California (Blanket Waiver; WC 99 03 J9 Kansas Waiver of Our Right to Recover from Others Endorsement; WC 42 03 04 Texas Waiver of Our Right to Recover from Others Endorsement; WC 99 06 R3 Notice of Cancellation to Designated Persons or Organizations; IL T4 05 05 19 Designated Person or Organization - Notice of Cancellation Provided by Us
RFB NO. 24-14-REC - DESTIN MORGAN SPORTS CENTER LIGHTING

CERTIFICATE HOLDER

City of Destin, Florida
4200 Indian Bayou Trail
Destin FL 32541

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ELECTRICAL CONTRACTORS' LICENSING BOARD

THE ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

ZAMZOW, GAREY WAYNE

PSG ENERGY SERVICES, LLC
4301 MEAD ROAD
MACON GA 31206

LICENSE NUMBER: EC13014097

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 09/09/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

ADDENDUM #1

CITY OF DESTIN, FLORIDA
REQUEST FOR BID (RFB) NO. 24-14-REC
DESTIN MORGAN SPORTS COMPLEX
LIGHTING

November 21, 2024

This addendum forms a part of the Contract Documents and modifies the original bid documents. Acknowledge receipt of this addendum in the space provided on the Bid Form. **Failure to do so may subject the Bidder to disqualification.** The following items shall become a part of the construction documents for the above referenced project.

Additions:

1. Location of Osprey platforms. Attached.

Clarifications:

1. Lightning rod: grounding- Is this a requirement for the parking lots, too?
   If required by the lightning manufacturer

2. Is there a preferred Eagle nesting platform?
   No

3. RFP note: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.
4. Question: Regarding access control; please provide additional details- is this for each site: fields and parking lots?
   Only for the laydown area as needed by the winning bidder.

5. What date can respondents expect to get answers?
   Questions and answers will be provided through an addendum, to plan holders.

6. Will questions and answers be emailed to all respondents?
   Questions and answers will be provided through an addendum, to plan holders.

7. Orion requests a (1) week extension since proposal is to be mailed, received by 11/26 - there is limited time to get answers and then to go back out for material quotes, if needed.
   The bid opening date remains as Thursday, November 26, 2024, at 2 pm.

8. Did the city decide to put eagle nest platforms on all poles or just a few?
   Yes, there are three proposed. Please see attached map.

9. Do you require new wires underground to the poles?
   No, we do not.

10. Who would handle the removal of the existing bird nest(s)?
    The City will remove the remaining nests.

11. Who is responsible for repairs of any fencing, fields, or pavements that could be damaged during installation?
    The winning bidder would be responsible.

12. Do you want the light head for light head installation on the parking lot lights?
    Presuming the "light head" is the hardware connecting the pole with the light fixture, yes.

13. Does each pole require the platforms for the Osprey nests or are there specified poles?
    No. Only three are proposed to have platforms. Please see map for marked locations.

14. The RFB does not specify the location of the drivers for the lighting system. Most manufacturers can provide a remote driver system typically mounted at a height accessible by a ladder for ease of maintenance. Are remote drivers required or preferred?
    Approximately 10' on pole, remote drivers are required.

15. To prevent damage to the sensitive electronic components in modern LED systems, it is common industry standard to require new grounding systems on retrofits of existing poles. What are the grounding requirements for the new LED system?
    As required per lighting manufacturer's specs.

16. The maximum ground resistance per NFPA code is 25 ohms. If new grounding systems are not required, what are the testing requirements for the existing pole grounding? Who is responsible for testing and verifying grounding meets code?
    The winning bidder will be responsible for testing/verifying grounding meets code.

17. The RFB specifies a horizontal footcandle value no more than 0.2 fcs at the property line. Glare is measured in candela. Candela values from LED luminaires can vary greatly from manufacture to manufacture. How will glare be evaluated? What are the candela or glare requirements or values for the new LED system? Will there be candela value requirements at the complex property line?
    Glare impact scans shall be provided from the field edge on a map of the surrounding area and shall be submitted showing the maximum candela until less than 10,000 candela is met.

18. Which poles get osprey platforms? What are the structural requirements for the platforms and will engineered drawings be required?
    See the attached sketch. Yes, platforms must meet the wind code.

The bid opening date remains as Tuesday, November 26, 2024, at 2 pm.

END OF ADDENDUM #1

A copy of this Addendum #1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum #1 is hereby acknowledged:

Wes Livingston

Print Name

Wes Livingston

Signature

11/22/2024

Date

ITEM # 2024-955

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: Consent Agenda
AGENDA OUTLINE NUMBER: 4.D.

TO: City Council

THRU: Larry Jones , Interim City Manager
Kimberly Kopp, City Attorney

FROM: Jeffrey Cozadd, Projects, Grants and Contracts Manager
Steve O'Connor, Deputy Community Development Director
Krystal Strickland, Finance Director

DATE: December 20, 2024

SUBJECT: RFQ 24-12-CD Professional Planning & Grant Consulting

I. BACKGROUND: Assistance is needed in both the Community Development Department and the City Manager's Office to implement various projects as directed by the Council, and to provide support for critical City functions that may be impacted by position vacancies.

City Council directed staff to advertise an RFQ for Professional Planning and Grant Consulting Services on October 21, 2024.

This RFQ will secure a continuing services contractor for consulting support services to supplement planning, rate analysis and grant pursuits to accomplish projects in the CRA Master Plans, the Mobility Plan, and other capital projects prioritized by Council. These services will include assistance with planning functions, including various studies and reviews associated with the permitting and Development Order processes. In addition, grant consulting can help advance the City's Capital Improvement Plan through researching nationwide grant opportunities and grant writing to supplement and augment current efforts by the City's Capital Project and Grant Manager.

II. DISCUSSION: Staff prepared the Professional Planning and Grant Consulting Services RFQ 24-12-CD and the bid opening was held on December 5th, 2024. The following firms submitted proposals: 3TP Ventures, Civetta Solutions, DRMP, Goodwyn Mills Cawood (GMC), Halff Associates, Inspire Placemaking Collective, Kimley-Horn, North Florida Professional Services, TGF Grant Services, and The Corrandino Group.

The Bid Committee met on December 19, 2024 to consider the proposals. Three proposals were deemed unresponsive due to not meeting all the RFQ requirements for various

reasons. These proposals were Civetta, Halff, and TFG. The remaining proposals were discussed in detail and scored by committee members based on the following criteria: Firm Proposal including Past Performance, Assigned Staff and Experience, Project Approach, and References.

Score totals are as follows (maximum 400 pts.):

3TP Ventures	362
Kimley-Horn	333
Inspire Group	332
GMC	283
DRMP	272
NFPS	258
Corrandino	250

The RFQ instructed the bid committee to forward the top two ranked respondents (top-ranked and first alternate) to the City Council for approval to begin negotiations.

The bid committee passed a motion to present 3TP Ventures as the top-ranked respondent and Kimley-Horn as the first alternate to the council for their consideration.

A. Link to Strategic Goals / Objectives: I. Financially sound city providing service excellence

B. Effect on Budget (EOB): None at this time. The contract that will be negotiated will be task order based, so the council will have approval authority for all services that will be contracted.

C. Level of Service (LOS): LOS will be increased as these services will supplement existing city services.

D. Legislative Sponsor:

III. CONCLUSION: 3TP Ventures was the top-ranked proposal and is very familiar with the City of Destin as they have recently been involved in many large projects for the City, including the Mobility Plan and Fees. Staff also recognizes that there may be benefits to having more than one continuing services vendor for planning and grant consulting, as firms specialize in different areas, and their workloads and the City's needs may fluctuate. Due to these factors, the City currently has four engineering firms contracted to provide continuing services for engineering. If the Council agrees that having more than one firm contracted for planning and grant consulting services would be beneficial, staff could negotiate with the top scoring firms. Projects would be authorized by task orders, so there would be no duplication of services. If the Council does not wish to proceed with the Bid Committee recommendation, Council may also choose to evaluate and rank the responsive bidders themselves through an alternative process, they determine to be appropriate.

IV. RECOMMENDED MOTION: Option 1 - I move that the City Council select the proposal from 3TP Ventures and instruct staff to negotiate a contract that will be brought back to the council for consideration.

Option 2 - I move that the City Council select the proposals from 3TP Ventures and Kimley-Horn to negotiate contracts with and bring those contracts back to the council for consideration.

Option 3 - I move that the City Council select the proposal(s) from _____ and bring that/those contract(s) back to council for consideration.

Option 4 - I move that the City Council reject the Bid Committee recommendation and move forward with an alternate evaluation process.

Attachments:

1. RFP 24-12-CD Planning Scoresheet Summary
2. RFQ 24-12-CD Professional Planning and Grant Consulting Services v11.5 executed
3. 3TP Ventures Destin On-Call_Professional Planning and Grant Consulting Services_V2
4. Kimley-Horn Submittal_RFQ No. 24-12-CD Destin Planning & Grant Svcs
5. InspirePlacemaking_RFQ24-12-CD_ProfessionalPlanning-GrantServices
6. GMC RFQ No 24-12-CD_Professional Planning and Grant Consulting Services_
7. DRMP_RFQ_24-12-CD_Professional_Planning_and_Grant_Consulting_Services
8. NFPS FINAL_Destin_ProfessionalPlanning&Grants_24-12-CD_Proposal
9. The Corradino Grp RFQ 24-12-CD_Planning and Grant Consulting Services
10. Civetta Solutions SOQ RFQ No. 24-12-CD
11. Halff_Destin Planning and Grant Services
12. TFG

City of Destin

PROJECT: RFP 24-12-CD Planning and Grant Consulting Summary

SCORE TABLULATION SUMMARY SHEET

	3TP	Civetta	DRMP	GMC	Halff	Inspire	Kimley-Horn	NFPS	TFG	Corrandino
Michael Burges	82	x	89	90	x	85	94	92	x	86
Tina Deter	96	x	20	50	x	78	70	13	x	18
Steve O'Connor	94	x	88	83	x	89	89	83	x	86
Jeff Cozadd	90	x	75	60	x	80	80	70	x	60
Total Score (Max 400 Pts)	362	0	272	283	0	332	333	258	0	250

REQUEST FOR QUALIFICATIONS
(RFQ)
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ No. 24-12-CD

RFQ DUE DATE: December 5, 2024 2:00 P.M. CST
4200 Indian Bayou Trail
Destin, FL 32541

City of Destin, Florida
November 5, 2024

Larry Jones, Interim City Manager
Phone (850) 837-4242
Facsimile (850) 837-3267
4200 Indian Bayou Trail
Destin, Florida 32541

TABLE OF CONTENTS

Advertisement…… 2
Section 1 – Scope of Services and Project Information 3
Section 2 – Instruction to Respondents 5
Section 3 –Response Submission Requirements 7
Section 4 – Evaluation of Responses 9
Section 5 – General Conditions 10
Section 6 - Special Conditions 13
Appendix 'A' 15
Respondent Acknowledgement 16
Respondent's Qualification Form Statement 17
Addenda Acknowledgement 22
Public Entity Crimes Form…….23
Confirmation of Drug-Free Workplace…….25
Conflict of Interest Disclosure Form…….26
Liability & Indemnification Form…….27
Independence & No Conflict of Interest Form……28
Schedule of Sub-Contractors 29
Appendix 'B' 30
Draft Agreement ..... ……..31

REQUEST FOR QUALIFICATIONS

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
RFQ No. 24-12-CD

Sealed Requests for Qualifications (RFQs) will be received in City Clerk's Office, City of Destin, 4200 Indian Bayou Trail, Destin, FL 32541 on or by: **Thursday, December 5, 2024, Not Later Than 2:00 P.M. (CT).**

RFQ's will be opened in: **4200 Indian Bayou Trail, Destin, FL 32541**
CITY HALL BOARD ROOM

One (1) original, so designated, six (6) copies (total of seven (7) submissions) and one digital (USB only) copy of the response shall be submitted in a sealed package clearly marked on the outside: "RFQ No. 24-12-CD, "PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN" and addressed to: City of Destin, City Clerk's Office,4200 Indian Bayou Trail, Destin, FL 32541.

All RFQs will be publicly opened and only the names of the Respondents will be disclosed. RFQ's received after the assigned date and time will NOT be considered.

ATTENTION ALL INTERESTED RESPONDENTS:

Prospective respondents should contact the City Clerk's Office to obtain either an electronic or paper version of the bid documents by calling 850-837-4242 or e-mail: clerk@cityofdestin.com

Any questions relative to any item or portion(s) of this solicitation should be directed to the City Clerk's Office, 850-837-4242 with Office Hours: Monday – Friday, 8:00 A.M. to 5:00 P.M. or email at clerk@cityofdestin.com

CITY OF DESTIN

Larry Jones
Interim City Manager

NOTICE TO PROPOSERS
(Advertisement)

The City of Destin, Florida (City), is currently seeking sealed submittals for "Professional Planning and Grant Consulting Services for City of Destin." The firm with the successful proposal shall be required to supply the City with copies of its current Liability Insurance and Workmen's Compensation coverage. **To bid on a project you must be placed on the Plan Holders List. To do so, obtain the Bid documents (containing the full specifications and requirements) by emailing the City Clerk's Office at cityclerk@cityofdestin.com. Please include "Request for Bid Documents – RFB No. 24-12-CD" in the subject line of the email.** Proposals must be received by the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, in a sealed envelope clearly marked "**RFQ No. 24-12-CD ,** "**PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN**", **along with the name, return address and telephone number of the firm submitting the proposal**, no later than 2:00 p.m. Central Time, on Thursday, December 5, 2024 at which time they will be opened and identified aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the Proposal(s) or take any other actions deemed by the City to be in the City's best interest.

Larry Jones
Interim City Manager

SECTION 1 –SCOPE OF SERVICES AND GENERAL INFORMATION

1.1 SUMMARY OF THE SCOPE OF SERVICES:

The City of Destin, Florida is seeking firms to enter into a "continuing contract" to provide various Professional Planning and Grant Consulting services for the City. The professional planning services required relate to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The grant consulting services shall include, but are not limited to, all forms of grant seeking, grant writing, and project support services.

The intent of this RFQ is to acquire a broad range of Professional Planning and Grant Consulting Services for the City.

The terms "Consultant" and "Respondent" shall mean the firm submitting for this RFQ and will be used interchangeably in this solicitation.

1.2 NO CONTACT CLAUSE

All prospective Respondents are hereby instructed NOT to contact any member of the City of Destin City Council, the City Manager, or City of Destin staff member other than the authorized City contact person identified in this RFQ, or the City's designated procurement staff member, regarding this solicitation package, or the Respondent's submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact may be cause for rejection of your submittal at the City's sole discretion.

1.3 TERM OF THE SERVICE

The City intends to enter into a **five (5) year with five (5) one-year extensions for a total of ten (10) year continuous contract with the successful bidder.** This term may be negotiated by the parties.

A termination clause in the contract will allow either the City or the selected Consultant to terminate with proper notice, which shall be further and specifically defined in the contract between the City and Consultant.

The selected Consultant shall be required to assume responsibility for all services offered in their proposal. The selected Consultant will designate a sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

The resulting contract shall provide for issuance of individual Task Orders based on specific scopes of work. Task Orders will be individually negotiated based on a "Fee Schedule" and any additional negotiated services required within the scope of work.

Once these fixed hourly costs are negotiated and the contracts signed, each project will be negotiated relative to the number of hours required by each position to accomplish the scope of services. The consulting services costs will be based on time and expenses with a not to exceed limit based on the negotiated hours and expenses or a fixed lump sum

fee. The results of this negotiation will result in a Task Order for the miscellaneous project. The City's standard form of consulting agreement will be utilized with appropriate changes and modifications for each specific circumstance.

The selected Consultant shall be required to assume responsibility for all services offered in his proposal. The selected Consultant will be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

Payment schedule and basis for payment will be negotiated and will be based upon documented work completed satisfactorily.

1.4 SCOPE OF SERVICES TO BE PERFORMED:

The City is seeking consulting firms to enter into a "continuing contract" to provide various Professional Planning and Grant Consulting Services for the City. The Professional Planning and Grant Consulting Services required may include, but are not limited to the following:

Professional Planning Services

The City requires the services of a qualified firm to provide professional planning services related to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The selected Consultant will be required to abide by all applicable federal, state and local laws and ordinances that may be required in the conduct or performing such services.

The intent of this RFQ is to acquire a broad range of Professional Planning services for the City of Destin that may include, but are not limited to:

- Planning Review, Development Order(s): Review project submittals for compliance with the City's Land Development Code (LDC); prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code sections; prepare review summaries, inclusive of applicable LDC code sections in preparation for issuance of Final Development Order; consult with City Staff.
    - Serve as a project reviewer for the Community Development Department and serve as the Department's representative on the Technical Review Committee (TRC), as outlined in Article 2 - Administration of the City's Land Development Code (LDC); consult with City Staff.
- Planning: Review project submittals not associated with the Development Order Review Process; prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code section; prepare review summary, inclusive of applicable LDC code Sections; consult with City Staff.
- Planning Projects: Conduct various planning projects and/or planning studies as assigned by the City Manager and/or Community Development Director; review, apply, and/or study LDC code sections; prepare review summary; consult with Planning Staff.

- Land Development Code maintenance: including the review, study, and proposed modification of LDC sections.

- Comprehensive Plan support: including data collection; analysis and preparation of map and text amendments to the Comprehensive Plan; preparation of Evaluation and Appraisal Reports (EAR); organizing and leading community engagement activities for Comprehensive Plan updates and amendments; conducting planning studies supporting the Comprehensive Plan.

- Transportation planning services: conducting multimodal transportation studies; supporting the development or review of existing transportation related fees including, but not limited to, a transportation impact fee or mobility fee; review and preparation of comments on traffic studies submitted with site development applications.

- Data collection and analysis: including providing collection, research. reporting and presentation of data and analytical findings.

The successful Proposer will meet or exceed the following qualifications:

- Minimum qualifications include five (5) years' experience in professional planning, including experience with all services described above. AICP certification of at least one Project Team Member is preferred.

- Expert knowledge of the Florida Administrative Code and Florida State Statutes pertaining to Comprehensive Plans, Zoning and Growth Management.

- Expertise and practice in Comprehensive Planning, Land Development Codes, transportation planning, and preparing and presenting various planning studies.

- Expertise and practice in reviewing Building Permits, Development Plans, Development Orders, Development Order Deviations, and Subdivisions.

- Competencies: Decision Making, Ethical Conduct, Financial Management, Strategic Thinking, Thoroughness, Collaboration Skills, Communication Proficiency, and Time Management.

- The firm must be available to the Community Development Department Staff as needed, including email communication, virtual meetings, conference calls, and attending meetings, in-person, virtually or by conference call as directed by the Community Development Director.

- The firm must have an office located in the State of Florida, and have at least one Project Team Member located within a 100-mile radius of the City of Destin.

Grant Consulting Services

The City recognizes that obtaining grant funding is a critical and important function to enable the City to leverage public funds to accomplish capital projects.

The City requires the services of a qualified firm to identify possible grant opportunities to support major capital projects identified in the City's comprehensive plan, the City's

strategic plan, the City's 5-year capital improvement plans, and other major capital projects identified by council members as maintained by the City's Project Review Team. The firm will coordinate with City staff on the assimilation of information and data required to put forth a concise and complete grant applications, prepare the grant applications, respond to questions and/or requests from the grant making organization and monitor on behalf of the City the progression of the submitted application until such time the application is awarded or denied. The selected Consultant will be required to abide by all applicable federal, state and local laws and ordinances that may be required in the conduct or performing such services.

The intent of this RFQ is to acquire a broad range of Grant Consulting services for the City of Destin that may include, but are not limited to:

Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, corporations, and organizations that support the City's funding needs and priorities.

Grant writing will include the completion of grant applications on behalf of the City, including preparation of funding abstracts, production and submittal of applications to funding sources. In addition, ongoing technical review of grant applications prepared and submitted by staff when requested are to be provided. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City. Fees for grant application preparation by the Consultant will be negotiated on a case-by-case basis and will documented with a project specific task order. The selected Consultants will meet the following required grant conditions:

- Full proposal review at least two (2) weeks prior to grant submission deadline by City staff assigned to the grant proposal.
- Final proposal that includes all required proposal documents will be submitted to City staff assigned to the grant proposal for final approval at least one (1) week before grant submission deadline.
- Full, City approved grant application documents will be submitted to the funder to meet grant submission deadline.

The successful Proposer will provide the following:

- Thoroughly understand the history, projects, and services of the City to better comprehend all projects for which grants will be sought and to recommend the seeking of grants.
- Be knowledgeable about potential community resources for grant collaboration / partnership.
- Identify prospective grant sources for the project or program.
- Work with City's management team to identity community partners as necessary.
- Attend applicable pre-proposal workshops/webinars and provide City management team with information from workshops/webinars.
- Engage City management team in creatively strategizing for project grant development.
- Provide strategies and recommendations to steer City management team to

success and timely proposal development.

- Demonstrate resourcefulness, creative thinking, and innovation to generate high quality plans for program and proposal development.
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
- Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts and cycles of work/timelines.
- Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funder.
- Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal.
- At the beginning of the proposal process, develop a timeline that is agreeable to the City management team for submission of proposal drafts and review.
- Write well-organized and compelling proposal drafts that follow the requirements of the grant and submit for review to appropriate City Staff, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process.
- Make edits or revisions to drafts as required in a timely manner.
- Submit final proposal after approval by City staff via print, electronic or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements.
- Provide digital and paper copies of complete proposal for City personnel.
- Notify applicable state and/or local partners of grant proposal submission and provide additional advocacy suggestions regarding outreach.
- Keep in contact with grant-making organizations during their review of a submitted grant application to be able to supply additional supportive material, if required. Annual Report and Annual Summary of grants the City has applied for with the grant writer's assistance and the outcome of each grant request are to be provided.

Project support services will include promoting and establishing relationships with community stakeholders and partners, potential funders, governmental agencies, and the public that will help support the project and advance its development and eventual completion.

Services of the Consultant shall be under the general direction of the City Manager or his designee, who shall act as the City's representative(s) during the performance of the scope of services.

SECTION 2 – INSTRUCTION TO RESPONDENTS

A. The City will accept RFQ responses until **December 5, 2024** at **2:00 P.M. (CT)** at City Clerk's Office located at City Hall, 4200 Indian Trail Bayou Destin FL. 32541, to provide the City with Qualified Respondents for **RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services.**

B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the Respondent to have their RFQ submittal **delivered to the City Clerk's Office** for receipt on or before the above stated time and date. RFQ responses which arrive after the above stated deadline as a result of delay by the mail service shall not be considered, and arrangements shall be made for their return at the Respondent's request and expense. The City reserves the right to consider submittals that have been determined by the City to be received late due solely to mishandling by the City after receipt of the RFQ and prior to the award being made.

C. All RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **December 5 2024 no later than 2:00 P.M. (CT).** All Respondents or their representatives are invited to be present. The City Hall Boardroom is located in City Hall, 4200 Indian Bayou Trail Destin, FL. 32541.

D. Respondents may request information or clarification regarding the RFQ in writing from City Clerk Rey Bailey, clerk@cityofdestin.com. The City may not accept requests for information or clarification that are propounded seven (7) days or fewer prior to the submittal deadline.

E. If any addendum(s) are issued to this RFQ, the City will attempt to notify all prospective respondents. It shall be the responsibility of each Respondent, prior to submitting the RFQ response, to contact the City Clerk's Office, at (850) 837-4242 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFQ response.

F. **One (1) original, so designated, six (6) copies (total of seven (7) submissions), and one digital (USB Only) copy** of the RFQ responses shall be submitted in a sealed package clearly marked on the outside **"RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services"** and addressed: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541.

G. Responses shall clearly indicate the legal name, address and telephone number of the Respondent. Responses shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Respondent to the submitted RFQ. Respondents must include their Federal I.D. number on their RFQ submittal.

H. All expenses for making RFQ responses to the City shall be borne by the Respondent.

I. Responses shall be evaluated by the City's Bid Committee based on all information submitted, ranking of the respondents will be generated according to evaluation criteria listed within this document. Refer to Section 4 of this RFQ for evaluation criteria. The top two ranked respondents (top ranked and first alternate) will be submitted to the City Council for approval.

J. The Bid Committee shall consist of City of Destin staff members.

K. A **sample** draft agreement that the City intends to execute with the successful respondent is attached to this RFQ as Exhibit "B." The City reserves the right to modify any and all contract language prior to execution. The actual scope of services and consulting fees will be negotiated following selection of the top firm(s).

L. Each Respondent, by submission of an RFQ response, acknowledges that in the event of any legal action challenging the award of a RFQ; the Respondent's damages, if any, shall be limited to the actual cost of the preparation of the RFQ.

M. Termination provisions for cause and convenience including manner and basis for settlement are found in Section 6.0 of the sample contract attached as Exhibit "B".

N. Contracting with City Employees or Board/Committee Members: Any City employee, Board member, Committee member or member of his or her immediate family seeking to Contract with the City shall seek a conflict of interest opinion from the City Manager or their designated representative prior to submittal of a response or application of any type to Contract with the City or as specified in 23 CFR 1.33 and the requirements of 23 CFR 172.7(b)(4). The affected employee or Board member shall disclose his or her assigned function within the City and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

SECTION 3 – RESPONSE SUBMISSION REQUIREMENTS

3.1 SUBMISSION OF RESPONSES

A. **General Requirements.** The purpose of the RESPONSE is to demonstrate the proposals, competence, and capacity of the respondents seeking to undertake the requirements of this RFQ. As such, the substance of the response will carry more weight than their length, form or manner of presentation. The technical response should demonstrate the qualification of the respondent and the particular staff to be assigned to his engagement. It should also specify an approach that will meet or exceed the RFQ requirements.

The selected Consultant shall provide sufficient organization, personnel, and management to carry out the requirements of this RFQ in an expeditious and economical manner, consistent with the needs of the City. Additionally, the selected Consultant will be required to demonstrate recent experience with the successful completion of services similar to those specified within this RFQ.

B. **Certification and Licenses.** Respondents must include with their responses, copies of all applicable certificates and licensing or business permits in accordance with Florida State law.

C. **Detailed Response.** Respondent's detailed Response to the RFQ should be ordered in the following manner:

1. Letter of Interest

The Letter of Interest shall be a maximum of one (1) page that summarizes the Respondent's primary proposals and a firm commitment to provide the proposed services. The Letter of Interest shall be signed by the Respondent or person authorized to bind the Respondent to the submitted RFQ.

2. Firm's Proposals

a) Complete and submit Respondent's Qualification Statement, herein.
b) Describe the Firm and provide a statement of the Respondent's Proposals for performing requested consulting services. Identify the services which would be completed by your Respondent's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you propose to utilize to supplement your Respondent's staff.
c) If the principal place of business is different than the location specified in the respondent's qualification statement, then Respondent shall specify office location where each project will be managed and produced.

3. Proposals of Project Team, (key project members) and availability of specialty resources.

Provide an overview of the Proposals of the specific project team to be submitted by the Firm/Individual to perform the requested services including:

a) **An organizational chart that clearly defines the lines of authority and specifically lists the Client Service Manager, Project Manager, and primary Project Professional. These project team members are hereafter referenced as "key project members".** This information shall be contained on a maximum of one (1) page.

b) Provide a maximum of four resumes for key project members outlining the relevant experience and education for this project. Each resume is limited to one (1) page.

c) Sub-consultant firms and key personnel from these firms shall be clearly identified. Respondents are to recognize that the City will not allow substitution of key project members during the Contract period without the written agreement of the City.

d) Availability location and workload of the proposed team contained on a maximum of one (1) page including:

1. Current project work listing and remaining labor commitments.
2. Historically, describe the typical number of projects handled by the Respondent's key project managers at any given time.
3. Projected workload of project management activities as defined in the scope of services.
4. Identification of any sub-consultant firms providing significant services that may be assigned more than five (5%) of the work.

4. Project Approach, demonstrated skill set, and innovative ideas that will be used to address the Scope of Work

The response should include detailed information that demonstrates the Respondents understanding of the scope of work and how they intend to meet the goals and objections of the project. Consideration shall be given for effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the RFQ deliverables. This section shall be limited to no more than six (6) pages. Work Plans that are longer than 6 pages will not be evaluated after page 6.

5. References – Past Performance

Provide a list of two (2) governmental agencies references for similar Professional Services contracts for which the Respondent has completed or are in progress within the past three (3) years with the following information: 1) name of agency, 2) address, and 3) contact name and telephone number.

Contact persons must be informed that they are being used as reference and that the City or their designee will be contacting them for information. Bid Committee Members or designee will call each reference up to three (3) times. If there is no answer after the third attempt, the City may apply no points for that project experience.

6. Submittal of General Information and Procurement Forms and Documents

Procurement forms can be found in Appendix 'A' and must be completed, signed and notarized when required and submitted. In addition, all other request and supporting documentation should be included in this section, including:

a) Respondent Acknowledgement
b) Addenda Acknowledgement (if applicable)
c) Confirmation of Drug Free Workplace
d) Schedule of Sub-Consultant(s)
e) Submit proof of Professional Liability Insurance at the levels identified on the Insurance Advisory Form herein as an attachment.
f) Submit any Supplemental information relative to this RFQ
g) Completed Public Entity Crimes Statement

SECTION 4 – EVALUATION OF RESPONSES

4.1 SUBMISSION OF RESPONSES

A. RFQ Requirements

The Bid Committee will review and evaluate all RFQ responses. Evaluation shall include Respondent's responses to the minimum requirements outlined in Sections 1 through 3 of this RFQ. A sequential ranking of all respondents will be developed. The top two ranked respondents (top ranked and first alternate) will be presented to the City Council for approval to begin negotiations. The determination shall be based upon the following criteria and respondents shall provide, as a minimum, the information listed under each criterion. Failure to provide adequate information listed on any criterion may result in rejection of the submittal as non-responsive.

The proposal package is designed to provide information about your firm. Therefore, the said information will be used in evaluating the respondent's proposals to perform the advertised work. Responses will be evaluated by the Bid Committee in accordance with weighted criteria listed below:

Description	Point Range
Proposals of the firm to include past performance	35
Assigned Staff Proposals & Experience	25
Project Approach	25
References	15
Total	**100**

B. Selection Process

1. The Bid Committee consisting of City staff will review each written submission for compliance with the requirements of the RFQ, including verifying that each response includes all documents required. In addition, the Bid Committee will ascertain whether the Respondent have met the requirements set forth to render the required services according to federal and State laws and regulations and the requirements of this RFQ.

2. The Bid Committee will score and rank all responses based on the requirements of the RFQ to determine a top ranked firm deemed to be the most highly qualified to perform the required service.

3. The Bid Committee will forward the top ranked firm(s) to the City Council for final approval. The City Council shall have sole approval authority.

4. After final approval by the City Council, the City Manager or designee will begin negotiations with the top ranked firm on an agreement based on the attached draft contract found in Appendix "B" and developed from this REQUEST FOR QUALIFICATIONS. The City reserves the right to include additional provisions if the inclusion is in the best interest of the City, as determined solely by the City. If an agreement cannot be reached with the top ranked firm, then staff will take the first alternate or next top ranked respondent to City Council for approval and begin negotiations with next highest ranked firm from the Bid Committee's list until successful negotiations occur, or the firms on the council approved list is exhausted. Assuming the successful negotiation of an agreement, the final contract will be submitted to the City Council for their consideration and approval. The City Council shall have sole approval authority.

SECTION 5 – GENERAL CONDITIONS FOR RESPONDENTS

1. FAMILIARITY WITH LAWS: The Respondent is presumed to have full knowledge of and be in compliance with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the equipment and the services provided to the City. Ignorance on the part of the Respondent will in no way relieve Respondent of responsibility to adhere to such laws and regulations.

2. RFQ FORMS: The Respondent will submit a RFQ on the RFQ forms provided. All RFQ prices, amounts and descriptive information must be legibly entered. The Respondent must state the price and the time of delivery for which they propose to deliver the equipment or service requested. All RFQ forms must be executed and submitted for easy identification. The face of the envelope shall contain the company's name and address, RFQ title, number, RFQ date and time. RFQs not submitted on RFQ forms herein may be rejected. All RFQs are subject to the conditions specified within this solicitation document. RFQs which do not comply with these conditions are subject to rejection.

3. EXECUTION OF RFQ: RFQ must contain a manual signature of an authorized representative in the space provided on all affidavits and Response sheets.

4. RFQ DEADLINE: It is the Respondent's responsibility to assure that the RFQ is delivered at the proper time and place prior to the RFQ deadline. The City of Destin is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by a specified time so that a Response can be considered. RFQ's which for any reason are not delivered by the deadline will not be considered. The City reserves the right to consider RFQ's that have been determined, by the City, to be received late due to mishandling by the City after receipt of the RFQ, prior to ranking and selection. Offers by telegram or telephone are not acceptable.

5. RIGHTS OF THE CITY: The City expressly reserves the right to:

   A. Waive any defect, irregularity or informality in any RFQ or RFQ procedure;
   B. Reject or cancel any or all RFQ's;

C. Reissue the RFQ;
D. Extend the RFQ submission deadline time and date;
E. Consider and accept an alternate RFQ as provided herein when most advantageous to the City.

6. STANDARDS: Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective Respondent has:

   A. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain such, necessary to indicate its capability to meet all contractual requirements;
   B. A satisfactory record of performance;
   C. A satisfactory record of integrity;
   D. Qualified legally to Contract within the State of Florida and the City;
   E. Supplied all necessary information in connection with the inquiry concerning responsibility.

7. INTERPRETATIONS: Any questions concerning conditions and specifications should be directed to the authorized personnel identified in the RFQ document in writing no later than seven (7) days prior to the RFQ deadline. Inquiries must reference the date by which the RFQ is to be received.

8. CONFLICT OF INTEREST: The award hereunder is subject to all conflict-of-interest provisions of the City of Destin, Okaloosa County, the State of Florida, and the federal government.

9. SUBCONTRACTING: If a Respondent subcontracts any portion of a Contract for any reason, the Respondent must state the name and address of the subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors". The City reserves the right to accept or reject any or all RFQs wherein a subcontractor is named and to make the award to the Respondent, who, in the opinion of the City, will be in the best interest of and/or most advantageous to the City. The City also reserves the right to reject a RFQ of any Respondent if the RFQ names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time Contracts of a similar nature, or who is not in a position to perform properly under this award. The City reserves all rights in order to make a determination as to the foregoing.

10. ADDENDA: From time to time, the City may issue an addendum to change the intent or to clarify the meaning of the Contract documents. It is each Respondent's responsibility to check with the City of Destin and immediately secure all addenda before submitting RFQs. Each Respondent shall acknowledge receipt of ALL addenda by notation on the Addenda Acknowledgement form herein and shall adhere to all requirements specified in each addendum prior to submission of the RFQ.

11. ANTITRUST CAUSE OF ACTION: In submitting a RFQ to the City, the Respondent offers and agrees that if the RFQ is accepted, the Respondent will convey, sell, assign or transfer to the City of Destin all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the Finance Department tenders final payment to the Respondent.

12. LEGAL REQUIREMENTS: Federal, State, County, and City laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.

13. ON PUBLIC ENTITY CRIMES: All Invitations to Bid as defined by Section 287.012(16), Florida Statutes, Requests for Qualifications as defined by Section 287.012(23), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

    "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.".

14. ADVERTISING: In submitting a RFQ, the Respondent agrees not to use the results there as a part of any commercial advertising.

15. ASSIGNMENT: Any Purchase Order issued pursuant to this RFQ invitation and the funds which may become due hereunder are not assignable except with the prior written approval of the City.

16. INDEMNIFICATION: The selected Respondent shall hold and save harmless the City of Destin, Florida, its City Council members, its officers, agents, volunteers and employees from liability of any kind in the performance of this Contract. Further, the selected Respondent(s) shall indemnify, save harmless and undertake the defense of the City, its City Council Members, agents, servants and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this Contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Respondent's operation pursuant to this Contract and from and against all costs, counsel fees, expenses and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Respondents within ten (10) days of receipt by the City of any claim, suit or action against the City arising directly or indirectly from the operations of the Respondents hereunder, for which the City may be entitled to a claim or indemnity against the Respondent, under the provisions of this Contract. Respondent shall have the right to control the defense of any such claim, suit or actions. The Respondent shall also be liable to the City for all costs, expenses, attorneys' fees and damages which may be incurred or sustained by the City by reason of the Respondent's breach of any of the provisions of the contract. Respondent shall not be responsible for negligent acts of the City or its employees.

17. CONTRACT AGREEMENT: An Agreement outlining the Scope of Services with the intent of accomplishing a timely, cost-effective completion of a given project will be provided. Specific Task Order stipulating the Scope of Work to be provided will be issued after the execution of said Agreement. The Agreement will be based on successful negotiation.

18. FUNDING OUT: The resultant Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Council for the City of Destin in the annual budget for each fiscal year of this Agreement and is subject to termination based on lack of funding.

19. PUBLIC RECORDS: Sealed documents received by the City in response to an invitation are exempt from public records disclosure until thirty (30) days after the opening of the Response/bid unless the City announces intent to award sooner, in accordance with Florida Statutes 119.07.

    However, certain exemptions to the public records law are statutorily provided for in Florida Statutes 119.07. If the Respondent believes any of the information contained within their response is exempt from the Public Records Law, then the Respondent must identify in their Response, the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Respondent agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages by any person or entity as a result of the City's treatment of records as public records.

    The City of Destin is a public agency subject to Chapter 119, Florida Statutes. The contractor shall comply with Florida's Public Records Law. Effective July 1, 2013, Section 119.071, Fla. Stat., the contractor shall:

    1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

    2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;

    3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

    4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology of the agency.

    Failure of the contractor to comply with the provisions set forth in this General Condition shall constitute a Default and Breach of the Agreement with the City.

SECTION 6 – SPECIAL CONDITIONS

1. The City by written notice may terminate in whole or in part any Contract resulting from this RFQ when such action is in the best interest of the City. If the Contract(s) are so terminated the City shall be liable for only payment for services rendered prior to the effective date of termination. Services rendered will be interpreted to include costs of items already delivered plus reasonable costs of supply actions short of delivery. Such reasonableness shall be at the sole discretion of the City.

2. It shall be the responsibility of the successful Respondent to maintain workers' compensation insurance, professional liability, property damage liability insurance and vehicular liability insurance, during the time any of his personnel are working on City of Destin property. The successful Respondent shall furnish the City with a certificate of insurance after award has been made and prior to the start of any work on City property. Said insured companies must be authorized to do business in the State of Florida.

3. The City reserves the right, before awarding a Contract to require a Respondent to submit such evidence of Proposals as it may deem necessary and may consider any evidence available to it of the financial, technical and other Proposals and abilities of a Respondent, including past performance (experience) with the City in making the award in the best interest of the City.

APPENDIX "A"

THE DOCUMENTS

BEHIND THIS PAGE

MUST ACCOMPANY RESPONSE

IN ORDER FOR SUBMITTAL

TO BE CONSIDERED

COMPLETE AND ACCEPTABLE

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: _____

Federal I.D. Number: _____

A Corporation of the State of: _____

Area Code: _____ Telephone Number: _____

Area Code: _____ Fax Number: _____

Mailing Address: _____

City/State/Zip: _____

Vendor Mailing Date: _____

_____
Authorized Signature

_____
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

		Check One
Submitted By:	Corporation	☐
Name: _____	Partnership	☐
Address: _____	Individual	☐
City, State, Zip: _____	Other	☐
Telephone No.: _____		
Email:_____		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:

   _____

   The address of the principal place of business is:

   _____

   _____

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   _____

   _____

   _____

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   _____

6. How many years has your organization been in business under its present business name?

   _____

   Under what other former names has your organization operated?

   _____

   _____

   _____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   _____

   _____

   _____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   _____

   _____

   _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

_____

_____

_____

10. State the name of the individual who will have personal supervision of the work:

_____

11. State the name and address of attorney, if any, for the business of the Respondent:

_____

_____

_____

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

_____

_____

_____

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

_____

_____

_____

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

_____

_____

_____

_____

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

_____

_____

_____

_____

18. What will be your turnaround time for written responses to City inquires?

_____

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

_____

_____

_____

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

_____

_____

_____

_____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

_____

_____

_____

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

_____

_____

_____

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: _____

DATE SUBMITTED: _____

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	**DATE**	**ADDENDUM No.**	**DATE**

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 _____
_____

2. This sworn statement is submitted by
_____
_____
whose business address is _____
and (if applicable) Federal Employer Identification Number (FEIN) is
_____(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____

3. My name is _____and my relationship to the entity named above is _____
_____

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
(Signature) Date:

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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:_____

ADDRESS:_____

CITY:_____ STATE:_____ ZIP CODE:_____

TELEPHONE NUMBER:_____

SIGNATURE:_____ DATE:_____

NAME (TYPED OR PRINTED):_____

TITLE: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: _____

BY (PRINTED):_____

BY (SIGNATURE):_____

TITLE: _____

ADDRESS_____

_____

PHONE NO. _____

E-MAIL _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

CONSULTANT's Company Name	Authorized Signature – Manual
Physical Address	Authorized Signature – Typed
Mailing Address	Title
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

_____

Name Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	

Signature_____ Date:_____

Title/Company_____

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I _____ (insert name) as _____ (insert title) on behalf of _____ (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

_____
Printed Name:
Title:
Nongovernmental entity:
Date:

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by _____ as _____ on behalf of _____, who is personally known to me or who produced _____ as identification this _____ day of _____, 202___.

_____
Notary Public

(Notary Seal)

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

APPENDIX "B"

THE DOCUMENT

BEHIND THIS PAGE

IS THE SAMPLE

CONTRACT

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

AGREEMENT FOR PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

This AGREEMENT FOR PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES (the "Agreement") made and entered into this _____day of _____, 20___, between the CITY OF DESTIN, FLORIDA (hereinafter referred to as "CITY" or "OWNER") and Firm, INC. (hereinafter referred to as "CONSULTANT").

WHEREAS, the CITY desires to engage the CONSULTANT to provide for a five (5) year contract with five (5) one-year extensions for a total of ten (10) year contract general Professional Planning and Grant consulting services; and

WHEREAS, the CITY has followed the selection and negotiation process set forth in the Florida Consultant's Competitive Negotiation Act, section 287.055, Florida Statutes (and intends to administer this Agreement as a "continuing contract" as allowed under said statute);

NOW, THEREFORE, for and in consideration of the premises, the mutual covenants hereinafter recited, and for other good, valuable and sufficient consideration, the receipt of which is hereby acknowledged, the CITY and CONSULTANT agree as set forth below.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN CITY AND CONSULTANT

ARTICLE 1- CONSULTANT'S RESPONSIBILITIES

1.1 **CONSULTANT'S SERVICES**

1.1.1 The CONSULTANT'S services consist of those services performed by the CONSULTANT, CONSULTANT'S employees and CONSULTANT'S consultants as enumerated in Article 2 of this Agreement and any other continuing or additional services as may be agreed upon pursuant to this Agreement.

1.1.2 The CONSULTANT shall maintain all professional and business certificates required by law and as necessary to perform the services. The CONSULTANT shall assure the CITY sufficient representation through assignment and performance by a team of qualified, professional employees and consultants.

1.1.3 The CONSULTANT'S services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the services. Upon request of the CITY, the CONSULTANT shall submit schedules for the performance of the CONSULTANT'S services. The schedules may be adjusted as various tasks proceed, and shall include allowances for periods of time required for the CITY'S review and for approval of submissions by authorities having jurisdiction.

ARTICLE 2- CONSULTANT'S SERVICES

2.1 In accordance with REQUEST FOR QUALIFICATIONS NO. 24-12-CD ("RFQ")which is hereby incorporated into this Agreement and attached hereto as Exhibit "A", the CONSULTANT shall provide services as directed by the City Manager or their

designee, including but not limited to: providing various Professional Planning and Grant Consulting services for the City. The professional planning services provided relate to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The grant consulting services provided include, but are not limited to, all forms of grant seeking, grant writing, and project support services.

ARTICLE 3- CONSULTANT'S COMPENSATION

3.1 CONSULTANT shall be compensated in accordance with the Fee Schedule attached hereto as Exhibit "B".

3.2 CITY'S obligation to pay the amount due hereunder in any fiscal year is contingent upon the appropriation by the CITY'S City Council of legally available funds for the purposes set forth in this Agreement. All payments upon Agreement are contingent upon the CONSULTANT'S Work being acceptable to the CITY. For satisfactory completion and acceptance of the Work, the CITY agrees to pay the CONSULTANT in accordance with the CITY'S Purchasing Policies.

3.3 Increases in the CONSULTANT's Fee Schedule, attached as Exhibit "B", may occur annually starting one year after contract execution. The increase must be requested in writing by the CONSULTANT. The annual rate of increase shall not exceed three percent (3%) and shall be based on actual salary increases to employees of the CONSULTANT. The CONSULTANT shall provide documentation of salary changes upon request by the CITY. Upon CITY review and approval, the CITY shall issue a letter of approval signed by the City Manager or his or her designee.

ARTICLE 4- CITY'S RESPONSIBILITIES

4.1 CITY SERVICES

4.1.1 The CITY shall designate a representative authorized to act on the CITY'S behalf as the CONSULTANT'S contact. The CITY or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT in order to avoid unreasonable delay in the orderly and sequential progress of the CONSULTANT'S services. All information and document submittals shall be made directly to this individual.

4.1.2 The CITY shall provide copies of ordinances, maps, studies and any other such documents as are on file with the City and of use to the CONSULTANT in performing the CONSULTANT'S services.

4.1.3 The CITY shall give prompt written notice to the CONSULTANT if the CITY becomes aware of any fault or defect in the services performed or nonconformance of the CONSULTANT'S work products.

ARTICLE 5- OWNERSHIP AND USE OF DOCUMENTS

5.1 The documents prepared by the CONSULTANT pursuant to this Agreement are instruments of the CONSULTANT'S service for use solely with respect to this Agreement.

5.2 All reports, documents and materials prepared relating to services rendered hereunder shall be the property of the CITY provided payment of applicable fees for its production has been made to the CONSULTANT in accordance with the terms of this Agreement. The CITY shall retain and use the CONSULTANT'S documents for public record, information and reference and make use in connection with the CITY'S compliance with any federal, state, county or city laws, codes, requirements, permits or any other mandate whatsoever.

ARTICLE 6- TERMINATION, SUSPENSION OR ABANDONMENT

6.1 This agreement shall terminate upon successful completion of the five (5) year contract and five (5) one-year extensions not to exceed a total of ten (10) year from the date of this contract or as below.

6.2 This Agreement may be terminated by the CITY upon not less than ten (10) days written notice should the CONSULTANT fail substantially to perform in accordance with the terms of this Agreement through no fault of the CITY.

6.3 This Agreement may be terminated by either party for any reason upon not less than thirty (30) days written notice.

6.4 The CITY may suspend an open task order upon not less than ten (10) days written notice.

6.4 If the CITY fails to make payment, within the forty-five (45) days of invoice approval permitted under Florida Statutes, when due the CONSULTANT for services and expenses, the CONSULTANT may, upon seven days written notice to the CITY, suspend performance of services under this Agreement. Unless the CONSULTANT receives payment in full within fifteen (15) days of the date of the notice, the suspension shall take effect without further notice.

6.5 In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination, together with reimbursable expenses.

ARTICLE 7- NOTICES

7.1 All Notices under this Agreement shall be in writing and shall be effective when mailed by certified mail, return receipt requested, or when delivered personally, as provided hereafter or to such other addresses as may be designated by notice:

CITY OF DESTIN	**CONSULTANT**
Lance Johnson, City Manager	Name
City of Destin	Firm
4200 Indian Bayou Trail	Street Address, Suite xxx
Destin, Florida 32541	Destin. Florida 32541
(850) 837-4242	(xxx) – xxx-xxxx

ARTICLE 8- INSURANCE REQUIREMENTS

8.1 During the performance of services under this Agreement, CONSULTANT shall maintain Commercial General Liability, Business Automobile Liability (including hired and non-owned coverage) and Professional Liability. Such coverage shall adequately protect the interest of the CITY in regard to all exposures including design defects and subsequent costs and lost revenue to loss associated with this Agreement. In no circumstance shall the limit of liability be written with limits less than $2,000,000.00 per event/$4,000,000.00 annual aggregate. CONSULTANT shall also maintain Workers' Compensation Insurance at a minimum of the statutory limits. The Workers' Compensation Policy shall contain a waiver of subrogation in favor of the CITY. CONSULTANT shall furnish CITY certificates of insurance which shall include a provision that such insurance shall not be cancelled or coverage reduced without at least 30 days written notice to the CITY. All coverage shall be with carriers admitted to do business in the State of Florida. Carriers shall be A+ rated by A M Best Company and have a financial size of X or higher. The Commercial General Liability, Business Automobile and Workers' Compensation policies shall name City of Destin, Florida as an Additional Insured. City of Destin, Florida shall be listed as the Certificate Holder on all certificates. CITY reserves the right to modify its insurance requirements with sixty (60) days written notice to CONSULTANT.

8.2 CONSULTANT shall supply certificates of insurance specifically stating the RFQ number and title for all coverages required herein prior to execution of this Agreement, such evidence of which shall be attached hereto as Exhibit "C" and made a part hereof.

8.3 The required insurance policies shall contain the following provisions:

8.3.1 There are not to be any special limitations on the protection being provided to the CITY, its officials, employees or volunteers.

8.3.2 The CONSULTANT shall provide timely reporting of incidents to its insurance carrier as required under the provisions of its insurance policies. A copy of any filed reports shall also be sent immediately to the CITY. The CONSULTANT shall exercise due diligence to ensure all reporting provisions are met to protect coverage afforded to the CITY, its officers, officials, employees or volunteers.

8.4 Verification of coverages and continuations of coverage, provision of certificates and endorsements and authorized signatures shall be made in accordance with the following:

8.4.1 Insurance coverage required in these specifications shall be in force throughout this Agreement. Should the CONSULTANT fail to provide acceptable evidence of

current insurance within seven (7) days of receipt of written notice at any time during the Agreement, the CITY shall have the right to consider the Agreement breached and justifying termination thereof.

ARTICLE 9- SOVEREIGN IMMUNITY

9.1 The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the City's rights and immunities under the Florida Constitution, common law or section 768.28, Florida Statutes, as amended from time to time.

ARTICLE 10- INDEMNIFICATION

10.1 CONSULTANT shall indemnify, defend, save, and hold the CITY, its agents, officers and employees, harmless of and from any losses, fines, penalties, costs, damages, claims, demands, suits, and liabilities, including reasonable attorney's fees (including regulatory and appellate fees), arising out of, because of, or due to any accidents arising in any manner on account of the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT, its agents, officers, and employees in the performance of the Agreement.

ARTICLE 11- MISCELLANEOUS PROVISIONS

11.1 The CITY and CONSULTANT intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in the state courts of Okaloosa County, Florida and no where else.

11.2 All of the representation and obligations of the CITY and CONSULTANT are contained in this Agreement and no modification, waiver or amendment of this Agreement or any of its conditions or provisions shall be binding upon a party unless made in writing signed by that party or a duly authorized agent of that party who is empowered by a written authority signed by that party. The waiver by any party of a breach of any provision of this Agreement shall not operate to be construed as a waiver of any subsequent breach of that provision by the same party, or of any other provision or condition of the Agreement.

11.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of completion, or the date of issuance of the Final Certificate for Payment for acts or failures to act occurring after completion.

11.4 This Agreement represents the entire and integrated Agreement between the CITY and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both CITY and CONSULTANT.

11.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CITY or CONSULTANT.

11.6 CONSULTANT warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

11.7 Where CONSULTANT is required to enter upon CITY property to deliver materials or perform work or services, as a result of this Agreement, CONSULTANT shall assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required.

11.8 The headings of articles, paragraphs and subparagraphs are for convenient reference only and shall not be deemed to limit, construe affect, modify or alter the meaning of such articles, paragraphs or subparagraphs.

11.9 Time is of the essence under this Agreement.

11.10 The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

11.11 If any article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application of same to parties or circumstances other than those to which it was held invalid or unenforceable, shall not be affected thereby and each remaining article, paragraph, subparagraph, section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

11.12 In any dispute relating to this Agreement each party shall be responsible for its respective attorney's fees and costs.

11.13 This Agreement is binding on the parties, their successors and assigns.

11.14 Public records. CONSULTANT shall comply with Florida Public Records Laws, specifically to:

11.14.1 Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.

11.14.2 Provide the public with access to public records on the same terms and conditions that the City of Destin would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

11.14.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized

by law.

11.14.4 Meet all requirements for retaining public records and transfer, at no cost, to the City of Destin all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City of Destin in a format that is compatible with the information technology systems of the City of Destin.

THIS AGREEMENT ENTERED INTO AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

CITY:

Larry Jones
Its: Interim City Manager

Date

Attest to Signature:

Rey Bailey, City Clerk

SEAL

Approved as to Legal Form:

Kimberly Romano Kopp, City Attorney

CONSULTANT:

By: _____
Its:

Date

Witness to Signature:

Print Name

Witness to Signature:

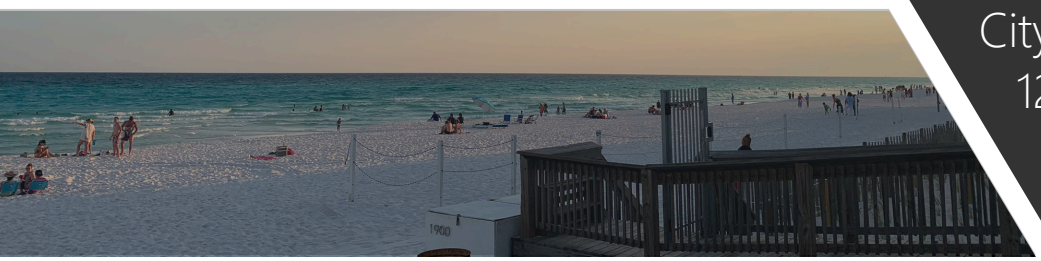
Print Name

EXHIBITS
A. Request for Proposal No. 24-12-CD
B. Fee Schedule
C. Certificates of Insurance



Professional Planning and Grant Consulting Services

City of Destin, Florida
12.05.2024













3TP VENTURES
A LINE AND GRADE COMPANY

Alan Steinbeck | alan@3tpventures.com | (919) 636-2834



TABLE OF CONTENTS

Section 1 | Letter of Interest	3
Section 2 | Firm's Proposals	4
Section 3 | Proposals of Project Team	12
Section 4 | Project Approach	18
Section 5 | References	23
Section 6 | Forms	25
Conclusion	41

LETTER OF INTEREST

Dear Selection Committee members,

3TP Ventures is pleased to submit this proposal to the City of Destin for professional planning and grant consulting services. With a comprehensive understanding of Destin's community, policy framework, development history, and unique coastal values, combined with extensive expertise in state and local planning and regulatory requirements, our team is exceptionally equipped to support the City's planning and funding initiatives. We have intentionally built a multidisciplinary team that brings together seasoned planners, analysts, engineers, and grant writers to provide a diverse range of skills and expertise. This collaborative approach ensures we can deliver strategic, innovative solutions tailored to meet the City's unique needs, regardless of project size or complexity.

As one of the Florida Panhandle's premier tourist destinations, Destin faces the challenge of balancing the needs of its long-term residents with the demands of a vibrant tourism economy, while preserving its iconic white sand beaches, the Destin Harbor, and its natural environment. Successfully addressing these challenges requires forward-thinking strategies that enhance quality of life, support community-centric reinvestment, and reflect Destin's vision for the future. We are excited about the opportunity to partner with the City to guide its growth ensuring Destin remains a cherished coastal community for generations to come.

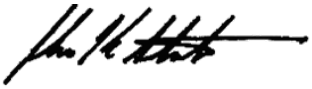
We have organized the anticipated planning services into six key categories: current planning and development review, Land Development Code (LDC) maintenance, planning projects and Comprehensive Plan support, transportation planning, organizational and strategic planning, and data collection and analysis. To deliver these services, our team includes our complete retinue of in-house planners and analysts at 3TP Ventures, who will be supported by our trusted subconsultants, The Planning Collaborative and Line + Grade. These planning and engineering firms bring specialized expertise to ensure that each task is carried out by professionals best suited to meet the City's needs effectively and efficiently. Furthermore, we have the capacity to manage multiple long-range planning projects and development review assignments simultaneously, delivering results with the highest level of professionalism and excellence.

For grant consulting services, we have divided our efforts into grant support services and grant writing services. To enhance our capabilities in this area, we have partnered with Megrath Consulting and OVID Solutions, both recognized for their expertise in securing funding for communities regionally and throughout the State. These specialists will assist the City in identifying diverse public and private funding sources, leveraging professional networks, and collaborating with local community partners to develop a comprehensive and organized grant strategy that aligns with Destin's Comprehensive Plan and capital improvement priorities. Our team is committed to creating a predictable and accessible process for each grant opportunity, managing the entire application process from initial drafting to final submission. Additionally, we will provide an annual report summarizing grant applications, outcomes, and insights, enabling the City to refine its grant strategy and maximize future opportunities.

In closing, we are also excited to share that our firm is growing and has recently entered a partnership with the civil engineering firm Line and Grade, LLC. This partnership not only expands our collective skill set but provides an even greater foundation on which to grow and meet our clients' needs.

Thank you for allowing us the opportunity to submit the following proposal. I will serve as the manager of the contact. I can be reached by email at alan@3tpventures.com and by phone at (919) 636-2834. Lauren Witt will serve as the point of contact. She can be reached by email at lauren@3tpventures.com or by phone at (318) 588-0299. Our primary corporate address is 222 South Street, Charlottesville, VA 22902.

Sincerely,



Alan Steinbeck, AICP
Vice President, 3TP Ventures

3TP Ventures, Inc.
222 South Street
Charlottesville, VA 22902

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

		Check One
Submitted By:	Corporation	X
Name: 3TP Ventures, Inc.	Partnership	
Address:	Individual	
City, State, Zip:	Other	
Telephone No.: (919) 636-2834		
Email: alan@3tpventures.com		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   3TP Ventures, Inc.

   The address of the principal place of business is:

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: December 4th, 2017
   b. State of Incorporation: North Carolina
   c. President's name: Mike Callahan
   d. Vice President's name: Alan Steinbeck
   e. Secretary's name:
   f. Treasurer's name:
   g. Name and address of Resident Agent: Jeremy Goldstein, 912 Dacian Ave. Durham, NC 27514

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   _____

   _____

   _____

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   _____

6. How many years has your organization been in business under its present business name?

   7 Years

   Under what other former names has your organization operated?

   N/A

   _____

   _____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   Florida Business License Number: F18000000760, Lauren Witt AICP: 035193, Alan Steinbeck AICP: 018925, Mike Callahan AICP: 027143, Mike Callahan AICP: 027143, Tim Whaler AICP: 024688. All certificates are attached at the end of the document.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No, 3TP Ventures has no record of contract or task order completion disputes.

   _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
Please refer to pages 13-16.

10. State the name of the individual who will have personal supervision of the work:
Lauren Witt

11. State the name and address of attorney, if any, for the business of the Respondent:
N/A

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
Daniel Hyer, 1810 Yorktown Drive, Charlottesville, VA 22901, 60%, Mike Callahan, 304 Huntley Avenue, Charlottesville, VA 22903, 20%, Alan Steinbeck, 2460 Sedgefiled Drive, Chapel Hill, NC 27514, 20%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
N/A

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	5
b.	Non-Governmental Related Work	1
	Total Work (a +b):	6

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
Truist	100 N Elliott Rd., Chapel Hill, NC 27514	(919) 918-7040

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

On top of regular staff meetings and active communication to review project progress, we also use time tracking software to keep up with current work being completed and remaining budget, which is reviewed on a weekly basis.

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

Quality control is completed by the project manager, or other person of senior position prior to the submission of materials, project related or otherwise. This process also includes continuous improvement of organizational processes by applying client and employee feedback on a company-wide scale.

18. What will be your turnaround time for written responses to City inquires?

24 hours.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) VICE PRESIDENT

STATE OF North Carolina
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of physical presence X or online notarization __, this 21st day of November, 2024,

By:
Alan Steinbeck
(Print name)

Personally known X OR Produced Identification _____

_____ Seal:
Notary Signature

MAKENNA JAHR
Notary Public, North Carolina
Brunswick County
My Commission Expires
March 18, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

3TP VENTURES
A LINE AND GRADE COMPANY

Your partners for visioning and community building. Ready to help you think, plan, and do.

ABOUT 3TP

3TP Ventures, Inc. is a community planning consultancy with offices in Chapel Hill, NC and Charlottesville, VA. The firm has been in business since 2017 and is designed to bring community planning expertise to towns, cities, and counties of all sizes. Our team of experienced community development professionals bring a diverse set of talents across several topics. We work as partners with our clients, building plans that meet their needs and set them up for implementation success. In everything we do, our focus is on helping communities realize their own unique vision for a stronger economy and improved quality of life for all. We offer great value as we help communities:

- **Think** through issues and opportunities, engage with community members, and develop a vision and strategies;
- **Plan** projects and policies among varied partners and stakeholders; and
- **Do** the challenging work of implementing community-based initiatives and programs to bring lasting and positive change.

SERVICES

Our professionals have extensive experience that includes overseeing and delivering projects and programs integrating issues of community and economic development, strategic thinking, spatial analysis, transportation, and placemaking. This experience spans rural, town, suburban, and urban areas across the country. Our team is focused on finding practical solutions that position communities for success. We bring expertise in the following services.

► THINK	► PLAN	► DO
Land Use Analysis	Comprehensive Planning	Development Review
Spatial Analysis/GIS	Visioning and Strategic Planning	Zoning Compliance
Market Analysis	Policy Development	Code Development
Economic Analysis	Downtown Revitalization	Grant Applications
Forecasting	Land Use and Transportation	Project and Program Management
Planning Analytics	Housing	On-Call Staff Support
Process Evaluation	Environmental Planning	Impact and Mobility Fee Development
Process Improvement	Local Food Systems	
Organizational Development	Public Engagement	

RECENT EXPERIENCE

Mecklenburg County (VA) Comprehensive Plan – Public engagement, visioning, forecasting, GIS, land use, transportation, housing, and environment.

Youngsville (NC) Comprehensive Land Use and Transportation Plan – Public engagement, visioning, land use, transportation, environment, spatial and market analysis.

Raleigh (NC) Current Planning Services – Development review, zoning compliance, and on-call staff support.

Albemarle County (VA) Broadway Blueprint Implementation Study – Area plan, public engagement, spatial analysis, economic analysis, land use, and transportation.

Wilson (NC) Housing and Neighborhood Reinvestment Plan – Strategic planning, housing, land use, public engagement, market analysis, forecasting

Destin (FL) Mobility Plan – Transportation, spatial and market analysis, forecasting, public engagement, mobility fee development.

CONTACTS

Mike Callahan, AICP, President

222 South Street,
Charlottesville, VA 22902
mike@3tpventures.com
Cell: (607) 242-4437

Alan Steinbeck, AICP, Vice President

2460 Sedgefield Drive
Chapel Hill, NC 27514
alan@3tpventures.com
Cell: (919) 636-2834

3TP Ventures has office locations in Panama, FL, Charlottesville, NC, and Chapel Hill, NC.
3TP Ventures is in partnership with Line and Grade, a civil engineering company.

SERVICES PROVIDED

Our professionals have extensive experience that includes overseeing and delivering projects and programs integrating issues of community and economic development, strategic thinking, spatial analysis, land use, transportation, and place making. This experience spans rural, town, suburban, and urban areas across the country. The staff and affiliates of the company have been brought together to employ topical expertise in:

- » Current Planning/Development Review;
- » Land Development Code Maintenance;
- » Comprehensive Plan Support;
- » Transportation Planning;
- » Organizational and Strategic Planning;
- » Data Collection and Analysis;
- » Grant Support Services; and
- » Grant Writing Services.

This expertise is combined with project management, program management, and business skills to guide and execute a hands-on approach to the work we will do with you. The following map shows 3TP Ventures projects in dark blue as well as some of our team's experience managing projects for other firms. We bring a wide range of perspectives from our nationwide work experience. Our Panama City, Florida, Chapel Hill, North Carolina and Charlottesville, Virginia staff will support the City in delivering a successful project.



3TP's experience spans the United States.

SUBCONSULTANT FIRMS

LINE AND GRADE, LLC

Line and Grade is a Civil Engineering, Planning and Design Studio based in Charlottesville, Virginia. Line and Grade's design methodology includes a mix of qualitative and quantitative measures, pairing instruments and assessments of the civil engineering practice with the insights of human-centered solutions. The latest technologies are leveraged to arrive at simple and elegant solutions to complex challenges. The result, the work will contribute to a built environment where wellness, nature, education, commerce and community are improved for the collective.

MEGRATH CONSULTING, INC.

Led by Allison Megrath, AICP, CNU-A, Megrath Consulting, Inc. is a State-certified woman-owned consulting firm that specializes in grant consulting and community planning services designed to support local governments in achieving their development goals. With expertise in securing funding for major capital projects and planning initiatives, clients are supported leveraging public funds to create vibrant, sustainable communities. Megrath Consulting's comprehensive services include identifying grant opportunities, crafting compelling applications, and offering strategic planning and land use solutions that align with clients' comprehensive/strategic plans, capital improvement goals, and community vision. Collaboration happens closely with clients to ensure projects are well-supported from conception to completion, resulting in impactful improvements.

THE PLANNING COLLABORATIVE

Established in 2011 by Allara Mills-Gutcher, AICP, The Planning Collaborative (TPC) is a multi-disciplinary land use planning firm located in Northwest Florida. Providing services from policy planning, regulatory guidance, and entitlement assistance to local governments and land developers, TPC provides the rare ability to understand the legal context of the interrelationship of the guiding adopted policy and the regulatory framework of the local government growth management and development documents. Over the years, Allara has developed a solid reputation of one with deep understanding and knowledge in her profession. TPC serves clients with a wide variety of land use planning assistance.

OVID SOLUTIONS, LLC

OVID Solutions is a Florida-Certified Woman-Owned and Operated consulting firm that specializes in helping communities and organizations plan impactful projects and secure grant funding to bring large-scale visions to life. OVID partners with organizations that have powerful missions—from economic development and electric grid enhancement to historic preservation, education, and conservation. As well as, collaborating with communities to execute major infrastructure projects. This is the work OVID is passionate about, and in just the last four years, over $1 billion in funding has been secured for clients.

LINE AND GRADE

megrath consulting

TPC
the planning collaborative

OVID
solutions

Project Team

TEAM ORGANIZATION

To ensure the success of all planning and grant-related initiatives on behalf of the City of Destin, we have assembled a highly qualified team with a deep, diverse knowledge base essential for effectively executing current, long-range, strategic, and financial planning projects. Our key team members bring a wealth of expertise and firsthand experience, including a proven track record of supporting the City of Destin. This team is further strengthened by professionals with specialized skills in land use, zoning, transportation, and strategic planning, as well as engineers with technical expertise in development review and transportation planning. Our project team will be led by 3TP Ventures, in collaboration with Line and Grade, Megrath Consulting, The Planning Collaborative, and Ovid Solutions. Serving as Project Manager, Lauren Witt, AICP, will coordinate all planning tasks, ensuring clear communication and seamless collaboration among team members. With this collective strength, our team is well-prepared to support the City in achieving its planning and grant objectives.

Key Project Members





LAUREN **WITT**

Project Manager

SUMMARY

Lauren is a Project Manager with experience in current and long-range planning at local and regional levels. Her work includes providing communities technical assistance with current planning and development review, zoning code development, planning process improvement, and area, master, and comprehensive planning. Lauren has worked directly for local governments to implement the adopted plans and policies of the jurisdiction through active development, as well as led and supported long-range planning efforts of local and regional organizations. Lauren has strong communication and public engagement skills shown through working with the general public, project stakeholders, and elected officials.

EDUCATION

BACHELOR OF SCIENCE, CITY AND REGIONAL PLANNING

The Ohio State University

EXPERIENCE

TOTAL 9 Years, 7 Months

CURRENT FIRM 3 Years, 6 Months

AFFILIATIONS

AMERICAN INSTITUTE OF CERTIFIED PLANERS (AICP)

PROJECT EXPERIENCE

ON-CALL CURRENT PLANNING SERVICES

City of North Port, Florida | **Senior Planner**

Scope Elements: Provided on-call support to North Port's Planning and Development department; completed the review process of applications for land development, re-zonings, site plans, etc.; created goals, objectives, polices, strategies, and graphics for community and small area plans and other long-range initiatives; interpreted and implemented the City's ULDC; provided customer service to citizens, applicants, and decision-makers who have planning and zoning inquiries.

COMMUNITY REDEVELOPMENT AREA PLANS

City of Destin, Florida | **Project Manager**

Scope Elements: Supported the City in updating two CRA Plans – Harbor CRA Plan and Town Center CRA Plan; collected and analyzed current conditions within the CRA boundaries; reviewed the existing plans against the current state statutes and local regulations; engaged the community and CRA Advisory Boards; developed new strategies and capital investments that will help the City achieve its goals for each CRA district.

ZONING ORDINANCE UPDATE

Prince William County, Virginia | **Project Manager**

Scope Elements: Proposed changes to the County's DSCM/Zoning Ordinance, state statute, and other governing documents based on the review of best practices from other jurisdictions, and feedback from the staff and Advisory Groups using professional judgment to tailor ordinances that are appropriate for the scale and needs of the County, including its residents and industry partners.

LAND DEVELOPMENT CODE MAJOR UPDATE

City of Destin, Florida | **Senior Planner**

Scope Elements: Modernized and reorganized the City's Land Development Code to align with changes to the City's Comprehensive Plan, remedied any inconsistencies within the LDC, and made it a more user-friendly and efficient document; completed City Staff recommended text revisions including consolidating zoning districts and other associated requirements identified.

3TP VENTURES
A LINE AND GRADE COMPANY



ALAN **STEINBECK**

Vice President

SUMMARY

Alan's experience includes overseeing and delivering projects and programs integrating issues of spatial analysis, community development, strategic thinking, transportation, and placemaking. He has managed numerous analytical projects, area and master plans, corridor studies, technical assistance programs, and economic and community development efforts. Alan has the ability to orchestrate complex projects that involve both technical details and high profile decision-making elements. He is an excellent communicator and has a successful record of accomplishment of building consensus around issues among project stakeholders. Alan founded 3TP Ventures in 2017 and works out of the Chapel Hill, NC office.

EDUCATION

MASTER OF SCIENCE, CITY AND REGIONAL PLANNING
Georgia Institute of Technology

BACHELOR OF SCIENCE, ARCHITECTURE
Georgia Institute of Technology

EXPERIENCE

TOTAL 20+ Years

CURRENT FIRM 6 Years, 11 Months

AFFILIATIONS

AMERICAN INSTITUTE OF CERTIFIED PLANERS (AICP)

PROJECT EXPERIENCE

BUILD DISCRETIONARY GRANT APPLICATION

City of Greenville, North Carolina | **Task Manager**

Scope Elements: Worked with a team of grant writers to update the BUILD application for a set of roadway, multi use trails, sidewalk and bicycle land projects; included intersection safety improvement and roundabouts in two locations; completed benefit cost analysis, project costing and phasing; as a result of this grant application the City received a $15 million grant award from the US Department of Transportation.

RAISE PLANNING GRANT APPLICATION FOR HOMINY CREEK GREENWAY

City of Wilson, North Carolina | **Project Manager**

Scope Elements: Assisted in preparing grant application for the federal Rebuilding American Infrastructure with Sustainability and Equity discretionary grant program; greenway and stormwater management strategies to reduce flood risk; grant application resulted in the City receiving a $950,000 grant award from the US Department of Transportation.

ON-CALL CURRENT PLANNING SERVICES

City of North Port, Florida | **Senior Planner**

Scope Elements: Supported the City in current planning and development review; review of applications for site improvements; provided general planning assistance for all development activity and post-Hurricane Michael redevelopment activity.

COMPREHENSIVE LAND USE AND TRANSPORTATION PLAN

Town of Youngsville, North Carolina | **Senior Planner**

Scope Elements: Creation of a new Comprehensive Plan; detailed existing conditions analysis; strengths, weaknesses, opportunities, threats analysis; community asset mapping; environmental resource analysis and mapping; extensive community engagement including a community survey, pop-up events, workshops, and open houses; vision map and vision theme development; future land use plan; transportation connectivity plan; and a detailed implementation strategy.

3TP VENTURES
A LINE AND GRADE COMPANY



MIKE **CALLAHAN**

President

EDUCATION

MASTER OF CITY AND REGIONAL PLANNING
University of North Carolina at Chapel Hill

BACHELOR OF ARTS, JOURNALISM & MASS COMMUNICATION
University of North Carolina at Chapel Hill

EXPERIENCE

TOTAL 17 Years, 5 months

CURRENT FIRM 2 Years, 6 months

AFFILIATIONS

AMERICAN INSTITUTE OF CERTIFIED PLANERS (AICP)

SUMMARY

Mike is the president and director of community planning for 3TP Ventures. He is an experienced facilitator and clear communicator with expertise in translating complex technical analyses into plain speak common language for policy makers and the public alike. He has a broad range of experience in transportation and land use planning; urban design; public engagement and facilitation; and research, writing, and teaching. His planning experience spans more than 15 years during which he has worked with a wide array of clients across the U.S. including federal agencies, state departments of transportation, metropolitan planning organizations, and local governments in more than 25 states.

PROJECT EXPERIENCE

COMPREHENSIVE LAND USE AND TRANSPORTATION PLAN

Town of Youngsville, North Carolina | **Senior Planner**

Scope Elements: Creation of a new Comprehensive Plan; detailed existing conditions analysis; strengths, weaknesses, opportunities, threats analysis; community asset mapping; environmental resource analysis and mapping; extensive community engagement including a community survey, pop-up events, workshops, and open houses; vision map and vision theme development; future land use plan; transportation connectivity plan; and a detailed implementation strategy.

MECKLENBURG COUNTY COMPREHENSIVE PLAN UPDATE

Mecklenburg County, Virginia | **Project Manager**

Scope Elements: Full comprehensive plan update; development of a vision, goals, policies, a future land use plan, a transportation connectivity plan, and an implementation strategy; community engagement through a project website, surveys, pop-up engagement at community events, school outreach, and roundtable discussions with Town staff and management.

ON-CALL CURRENT PLANNING SERVICES

Raleigh, North Carolina | **Project Manager**

Scope Elements: Provided on-call support to Raleigh's Planning and Development Department; acquired extensive knowledge of the City's Comprehensive Plan and Unified Development Ordinance; evaluated rezoning cases for consistency with the Comprehensive Plan; documented and presented findings of rezoning cases to staff; conducted zoning compliance reviews.

VINTON 2050 COMPREHENSIVE PLAN UPDATE

Town of Vinton, Virginia | **Senior Analyst**

Scope Elements: Full comprehensive plan update; development of a vision, goals, policies, a future land use plan, a transportation connectivity plan, a comprehensive community needs assessment, and an implementation strategy; extensive community engagement including a project website, pop-up engagement at community events, a community survey, an Advisory Committee, community workshop, and focus groups.

3TP VENTURES
A LINE AND GRADE COMPANY



TIM **WHALER**

Project Manager

EDUCATION

BACHELOR OF SCIENCE IN GEOGRAPHY - MINOR IN URBAN AND REGIONAL PLANNING
Florida State University

EXPERIENCE

TOTAL 20 years, 8 months

CURRENT FIRM 6 years, 7 months

AFFILIATIONS

AMERICAN INSTITUTE OF CERTIFIED PLANERS (AICP)

SUMMARY

Tim is a project manager and analyst located in Panama City, FL with experience in program management, community planning initiatives and projects requiring spatial analysis. His work includes working directly for and on behalf of local governments to create, implement and monitor policies for physical development and oversee community development initiatives. Tim has also prepared numerous system plans for transportation and public infrastructure. His project involvement includes public financial strategies, multimodal transportation planning, comprehensive planning, and GIS data analysis and mapping.

PROJECT EXPERIENCE

ON-CALL CURRENT PLANNING SERVICES

City of Parker, Florida | **Senior Planner**

Scope Elements: Supported the City in current planning and development review; review of applications for site improvements; provided general planning assistance for all development activity and post-Hurricane Michael redevelopment activity.

ON-CALL CURRENT PLANNING SERVICES

City of Destin, Florida | **Senior Analyst**

Scope Elements: Maintenance of the City's Multimodal Transportation District; transportation systems reporting and monitoring and systems planning; annual Transportation Concurrency Analysis that is used to monitor vehicle and multimodal level of service on the transportation network; prepared an evaluation of the City's Comprehensive Plan and Land Development Code provisions for urban design and site design implications.

MOBILITY PLAN AND MOBILITY FEE STUDY

City of Destin, Florida | **Senior Analyst**

Scope Elements: Maintenance of transportation network capacity over the long term, identifying needed transportation improvements, and establishing and up-to-date mobility fee; completion of a carrying capacity study, a full update and documentation of the City's mobility plans, an assessment of the role of land us in generation transportation demand, and mobility fee calculations tied to planned improvements; deliverables included, Transportation Trends and Conditions Report, Destin Mobility Plan, Mobility Fee Study Report, Mobility Fee Users Guide.

LAND DEVELOPMENT CODE MAJOR UPDATE

City of Destin, Florida | **Senior Analyst**

Scope Elements: Modernized and reorganized the City's Land Development Code to align with changes to the City's Comprehensive Plan, remedied any inconsistencies within the LDC, and made it a more user-friendly and efficient document; completed City Staff recommended text revisions including consolidating zoning districts and other associated requirements identified.

3TP VENTURES
A LINE AND GRADE COMPANY

SUBCONSULTANT FIRMS - KEY PERSONNEL

Line and Grade, LLC
Jessica Dimmick, PE, AICP
Danial Hyer, PE, LEED, AP
Kendra Moon, PE

The Planning Collaborative
Allara Mills-Gutcher, AICP

Megrath Consulting, Inc.
Allison Megrath, AICP, CNU-A

OVID Solutions, LLC
Julie Dennis
Shawna Martin

AVAILABILITY AND WORKLOAD

We have a history of delivering our projects successfully and work with our clients to time manage them to that end. We have the capacity to do that quickly as well as the commitment to be in Destin when longer projects need facilitation decisions.

Our workload is presently at a normal level and would not in any way interfere with the addition of any professional planning and grant writing services work. Both our work on the Mecklenburg County Comprehensive Plan Update, Goochland County SPEDA Study, and the Destin Mobility Fee Study are wrapping up in the coming months which will allow us to have ample capacity to work for the City in the coming years.

Tim Whaler, our key personnel located in Panama City, FL will be available per request as his previous workload mainly focused on supporting the City of Destin. Work completed by other members of the team will be done at various locations dependent on the task.

Our current ongoing projects include, the Town of Vinton Comprehensive Plan Update and Prince William County, VA DCSM and ZO Revisions, which will both continue through next year. This also includes our recent contract wins with the City of Charlottesville, VA Design Review Services On-Call, and the City of Raleigh, NC Northeast Special Study Area. On average the key project managers handle 1-2 projects at a time.

Megrath Consulting, Inc. and OVID Solutions, LLC may be assigned more than 5% of the work tasked to us when relating to grant services.

PROJECT APPROACH

OVERVIEW AND UNDERSTANDING

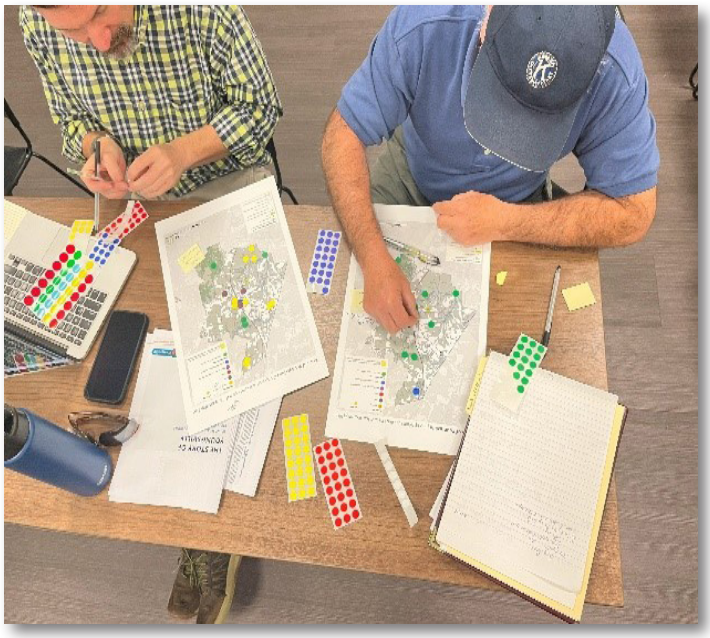
Our approach for on-call planning and grant writing services for the City of Destin is rooted in a thorough understanding of the City's history and goals to foster sustainable development, enhance community resources, and secure essential funding for key projects. Recognizing Destin's unique needs in areas such as coastal management, tourism, infrastructure, and neighborhood preservation, we aim to deliver strategic, adaptable solutions that align with the City's long-term vision. Our multidisciplinary team, composed of skilled planners, grant writers, analysts, and engineers will work collaboratively to provide innovative, tailored approaches that effectively address each task. Additionally, our project team has the depth and capacity to accommodate multiple long-term assignments as needed by the City. By drawing on both established and progressive practices, we will maximize the impact of every initiative, ensuring that our solutions are not only effective and efficient but also creative and aligned with Destin's identity. With a commitment to strategic resource allocation and detailed execution, we will meet all deadlines and contribute meaningfully to Destin's planning and development goals. The sections below describe our team's methodology to the planning and grant writing tasks specifically identified in the scope of services.

PROFESSIONAL PLANNING SERVICES

Our key team members bring extensive experience with Destin-specific projects—such as development order reviews, Land Development Code (LDC) updates, the Evaluation and Appraisal Report for the Comprehensive Plan, and updates to the Harbor and Town Center CRA Plan, as well as planning experience across the region and the State. This background gives us a profound understanding of northwest Florida's unique challenges and opportunities which is reinforced by in-depth knowledge of Florida planning, zoning, and growth management laws. We will approach all planning tasks with objectivity and humility, seeking to assist Staff and the greater community with developing plans and regulations that implement their vision, and ensuring those regulations are met through development.

CURRENT PLANNING/DEVELOPMENT REVIEW

For each development application reviewed, our planners will assess the proposal for compliance with the City's Land Development Code (LDC) and Comprehensive Plan, providing thorough review letters that identify deficiencies with specific code references, along with comprehensive summaries to accompany final development orders once the review is complete. We are also committed to maintaining clear and proactive communication with City Staff to address any ambiguous or conflicting code language that may arise during reviews. Finally, our team is prepared to serve as the Department's Technical Review Committee representative, presenting and discussing our findings with other reviewers to ensure a cohesive and accurate review process.



Vision Mapping with key stakeholders can help identify the community's most valued features and amenities.

LAND DEVELOPMENT CODE (LDC) MAINTENANCE

Our team is dedicated to ensuring the City's Land Development Code (LDC) remains a streamlined and effective regulatory tool that aligns with Destin's Comprehensive Plan. We will approach LDC maintenance by working closely with City staff to identify, evaluate, and implement necessary amendments to the code to reflect best practices, address new legislative mandates, streamline regulatory processes and eliminate inconsistencies. Through regular communication with Staff, we will ensure that the LDC remains responsive to current and future development trends, minimizes ambiguities, and facilitates a transparent, user-

friendly framework for the public, developers, and City staff alike.

PLANNING PROJECTS/COMPREHENSIVE PLAN SUPPORT

We recognize that the City's policies and direction stem from the Comprehensive Plan, which serves as the foundation for all regulations. Our team is ready to support Destin's ongoing efforts with this document and other supplemental policy building plans—from data collection and analysis to producing detailed maps and graphics. Additionally, we will organize and facilitate inclusive community engagement initiatives that gather multiple methods of input from all segments of the community and prepare Plan amendments as needed. Finally, we will assist in auditing the Comprehensive Plan for compliance with Florida Statutes and to develop an Evaluation and Appraisal Report, ensuring Destin's planning efforts remain aligned with both state mandates and local priorities.

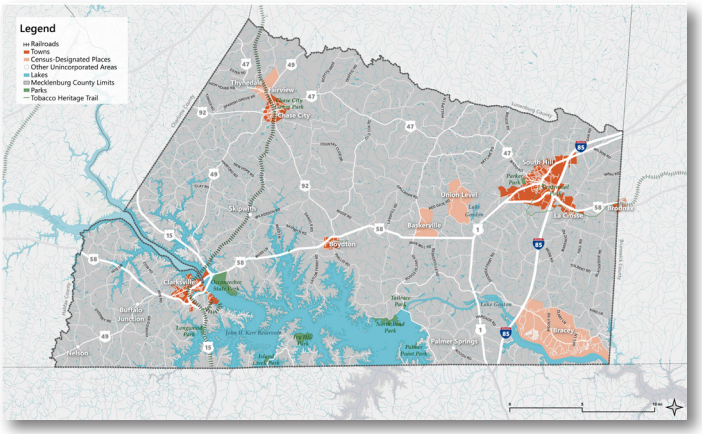
TRANSPORTATION PLANNING

Our team will assist the City in crafting transportation and mobility fees, conducting thorough reviews of traffic impact analyses, and evaluating other traffic-related studies submitted with development applications. Additionally, with our in-depth understanding of the unique transportation challenges Destin has faced, particularly regarding U.S. Hwy 98, the construction of the Cross Town Connector, and the persistent issues of traffic congestion, connectivity, and parking, we are committed to approaching all transportation planning projects with a comprehensive, multimodal perspective that prioritizes vehicles, bicycles, and pedestrians alike, ensuring solutions that improve accessibility, safety, and quality of life for Destin residents and visitors.

ORGANIZATIONAL AND STRATEGIC PLANNING

Our team is ready to support the City of Destin in aligning its resources, policies, and initiatives with the City's long-term vision. We understand the importance of clear, actionable planning that addresses both immediate needs and future growth, creating a roadmap that integrates input from City leadership, staff, and the community. We will assist the City in building plans that enhance organizational capacity and operational efficiency, prioritize key objectives, and support sustainable community development. This strategic planning approach includes assessing current policies, resource allocation and organizational structure, while ensuring that the City's goals are achievable, measurable, and adaptable, enabling Destin to navigate challenges and leverage opportunities effectively.

Project Spotlight:
MECKLENBURG COUNTY COMPREHENSIVE PLAN UPDATE



3TP is helping Mecklenburg County, VA update their Comprehensive Plan. This update has included community asset and environmental resource analysis and mapping.

DATA COLLECTION AND ANALYSIS

By collecting comprehensive datasets and creating advanced analytical tools, we will provide City staff with insights that are grounded in accuracy and objectivity, ensuring a reliable foundation for informed decision-making. Our team will approach every project with an unbiased perspective, providing clear, data-driven analysis that reflects the true dynamics of the community. We will present this information in accessible, straightforward formats and support Destin's planning efforts by identifying emerging trends, potential challenges, and opportunities, creating a detailed picture of the community's current landscape and future possibilities.

GRANT CONSULTING SERVICES

Our team of planning and grant writing experts is led by Alan Steinbeck, AICP, who brings a wealth of experience in strategic grant procurement. Having successfully secured over $1 billion in funding for clients across various sectors, we recognize that building and maintaining relationships is essential to securing funding and will leverage our strong connections with grant writers, state and federal lobbyists, and funding agencies to maximize opportunities for Destin. We understand Destin's unique needs, policies, and projects, derived from a working relationship with the City that spans over

a decade. This knowledge allows us to pinpoint optimal public and private funding sources and craft compelling applications that align with the City's priorities.

GRANT SUPPORT SERVICES

We will conduct ongoing research to identify and evaluate relevant funding sources, spanning federal and state programs to private foundations and corporate grants, ensuring Destin's projects are backed by diverse funding avenues. By coordinating closely with City management, we will identify strategic community partners to strengthen grant applications, fostering meaningful collaborations that elevate Destin's competitiveness. We will also participate in pre-proposal workshops and webinars as needed, equipping Destin's leadership with insights and guidance for navigating the grant process effectively. At the close of each fiscal year, we will provide a comprehensive report outlining grant applications, outcomes, and any strategic insights gained, allowing Destin to adjust its grant strategy based on clear, data-driven recommendations.

GRANT WRITING SERVICES

Our grant writing approach is designed to streamline the application process while delivering high-quality, competitive proposals for each project. For each grant opportunity, we will handle the entire application process—from drafting funding abstracts to final document submission—ensuring that each element is carefully prepared to highlight Destin's strengths and project goals. Our team will create a timeline for each project to track critical milestones, providing ample time for internal reviews and adjustments. Two weeks before the grant deadline, we will present a comprehensive draft to City staff, allowing for feedback and revisions. A finalized proposal will then be submitted for approval one week before the deadline, ensuring compliance and precision. Throughout the process, we will secure all required supplemental documentation and maintain open communication with grant agencies and community partners, ensuring every project meets funder guidelines.

EXPERIENCE SUMMARIES

Rachel Falkenstein - 3TP Ventures



Rachel is a Project Manager with experience in comprehensive planning, zoning code modernization, and development review. Her work includes managing long-range community planning projects and providing technical assistance to local governments. In her work, she aims to help communities identify and articulate their vision for the future and lay out practical strategies to realize their goals. Rachel has worked directly for local governments and brings an understanding of planning application and community development best practices. She is skilled at managing complex planning projects, consensus building among diverse stakeholders, designing inclusive engagement processes, and creative problem solving.

Jeremy Goldstien - 3TP Ventures



Jeremy is a Senior Analyst, responsible for market, housing, and economic analysis and land use planning. Jeremy's 19 year of experience includes using geographic information systems and spatial analysis to demonstrate the relationship between regional economies, housing and job markets, growth and development patterns, transportation systems performance and travel behavior. Jeremy's market and economic analysis skills are matched with extensive transportation industry experience, including corridor planning, transit station-area land use planning, transit-oriented development, bicycle and pedestrian planning, and transportation demand management. Jeremy has been with 3TP since 2018.

Erin Klinger - 3TP Ventures



Erin is an experienced local government planning director and zoning administrator. She has worked directly for local governments to determine regulatory needs and propose amendments to their codes to be more consistent with elected officials' conception of a municipality's future. She has experience in both current and long-range planning. Erin is both AICP and CZO-certified.

Hannah Etter - 3TP Ventures



Hannah is a community planner with experience in transportation planning, public art, graphic art, visualization, and community engagement. She has worked directly for local governments on comprehensive plans, master plans, and ordinances with a focus on creating human-scaled urban places. Hannah is skilled at conveying complex planning and urban design concepts through clear and understandable graphics and visualizations. She brings technical expertise in topics of transit-oriented development, urban design, community engagement, affordable housing, and wetland mitigation standards.

Anna Lou Bernstein - 3TP Ventures



Anna Lou is an environmental and urban planner with experience in comprehensive planning, green infrastructure planning, community engagement, and data analysis and visualization. She is skilled at collaborating among diverse stakeholders to develop inclusive strategies for economic growth and sustainable development. Anna Lou has expertise in downtown revitalization planning, affordable housing development, and policy analysis. In her work, she aims to connect the natural and built environments to create green, livable communities that balance urban growth and environmental stewardship.

Jessica Dimmick - Line and Grade



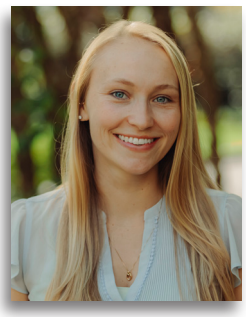
Jessica is a true "plangineer," working on multimodal transportation projects and plans across Virginia and the southeast. She began her career as a traffic engineer and has evolved her work to encompass multimodal planning and engineering projects including corridor studies, citywide master plans, intersection safety studies, and bicycle and pedestrian planning. She is a skilled facilitator, leading workshops and focus groups, and she incorporates meaningful public involvement into technical solutions.

Daniel Hyer - Line and Grade



Daniel is the founder of Line and Grade, with 19 years of professional experience within a diverse range of civil and infrastructure engineering. He actively manages interdisciplinary teams for projects of various sizes. He is also responsible for Line and Grade's quality control and financial accountability. Daniel is a strong, creative communicator and a visionary and innovator of solutions which exceed client expectations and performance criteria. He is a respected industry professional with subconsultants, contractor, owners and agency administrators. Daniel actively collaborative with clients and stakeholders to identify common-ground and resolutions to competing interests.

Kendra Moon - Line and Grade



Kendra Moon is a Senior Civil Engineer and Project Manager with 8 years of professional experience designing infrastructure retrofit and new construction projects and developing comprehensive planning study documents for municipalities. She has been working for Line and Grade for 5 years. There she manages interdisciplinary teams for projects of various sizes and develops all Line and Grade workflow management schedules. Kendra is a collaborative designer and active listener that coordinates with clients, sub-consultants and contractors to scope projects and keep projects tracking with schedules and budgets. She also is responsible for managing technical and junior staff.

Allara Mills-Gutcher - The Planning Collaborative



Allara Mills-Gutcher, with over 28 years of experience, offers a multi-disciplinary service with extensive experience in the realm of policy and regulatory planning. She has written policy and regulation for the City of Destin, Bay County, Panama City, Mexico Beach, and Gadsden County. Outside of NW FL, she updated the Future Land Use and Housing Elements of the St. Cloud Comprehensive Plan as a subconsultant to

another firm. In addition, Allara has conducted over one-hundred fifty Comprehensive Plan Future Land Use Map and Plan text amendments, in addition to a multitude of Land Development Regulation text and zoning map changes. She has experience in writing ordinances, presenting projects and cases to elected and appointed bodies in public forums, and working with citizens groups. Having worked most of her professional planning career within Northwest Florida, Allara is very familiar with Florida statutory requirements and the Northwest Florida environment. In fact, she is continuously called to testify as an expert witness before City Councils, County Commissions, Circuit Court, and Administrative Law Judges in the State of Florida Division of Administrative Hearings process. Allara is also currently the President-elect of the Florida Chapter of American Planning Association and will begin her term as President in January 2025.

Allison Megrath - Megrath Consulting



Allison Megrath is an accomplished grant writer with a track record of securing millions of dollars in funding for her clients over the past few years. With over 30 years of experience in community planning, Allison brings a unique perspective to crafting compelling narratives that enhance grant applications. Allison excels at identifying and researching diverse funding sources, including government agencies, private foundations, and corporate entities, to match projects with suitable opportunities. Allison has prepared grant applications across all scales and funding amounts, ranging from $50,000 Community Planning Technical Assistance Grants to $21 million Safe Streets and Roads for All Grants. Her work spans throughout the United States and the U.S. Virgin Islands, providing life-changing opportunities for communities upon project implementation. As a member of the Grant Professionals Association, Allison leverages her network of fellow grant writers and Federal lobbyists to deliver exceptional results and make projects known in Washington, D.C. Her dedication and expertise make her a valuable asset to any organization seeking to secure funding for impactful projects.

Julie Dennis - OVID Solutions



Julie Dennis is the owner and Chief Executive officer of OVID Solutions, a consulting firm that serves government and nonprofit agencies. She Secured nearly $40 million in long-term recovery funding for clients impacted by Hurricane Michael including the only direct line-item allocation. During her time at the Florida Department of Economic Opportunity she managed and annual allocation of $100 million in federal funding to help books the lives of people who needed a hand up and communities thrive by strengthening infrastructure through the Community Development Block Grant Program. Julie is a trusted advisor for state government, non-profit and local government leaders with over two decades of experience in community and economic development, especially in the wake of disasters.

Shawna Martin - OVID Solutions



Shawna Martin is the Strategic Planning and Grants Development Director of OVID Solutions, a woman-owned consulting firm grown in Florida and employing local residents. She has practical experience analyzing and interpreting municipal, state, and federal statutes and codes. Shawna develops competitive grant applications that tell the story of need and opportunity specific to each client. She had created strategies to fuel local economies including large infrastructure projects - $13 million in CDBG-MIT funding obtained for Florida panhandle communities impacted by Hurricane Michael in 2022. Shawna is a trusted advisor for government, non-profit and local leaders with nearly two decades of experience in community resiliency and economic development.

REFERENCES

City of Raleigh, North Carolina

The City of Raleigh hired 3TP in 2023 to provide support to its current planning division. 3TP works collaboratively with staff to identify consistencies and inconsistencies with the City's Comprehensive Plan policies and suggest ways the applicants could make their requests more consistent with the City's policies. 3TP's reviews have included complex rezoning cases within the fast-growing downtown district, the area surrounding Dix Park, and edge areas within the City's extraterritorial jurisdiction but not yet annexed into the City.

Services & Deliverables

- Review rezoning requests and assess them for policy consistency
- Complete staff reports for rezoning cases
- Present significant findings of rezoning cases to staff and support preparation for their presentations to the Planning Commission
- Conduct zoning compliance reviews
- Track and deliver work and manage schedules in a time sensitive environment

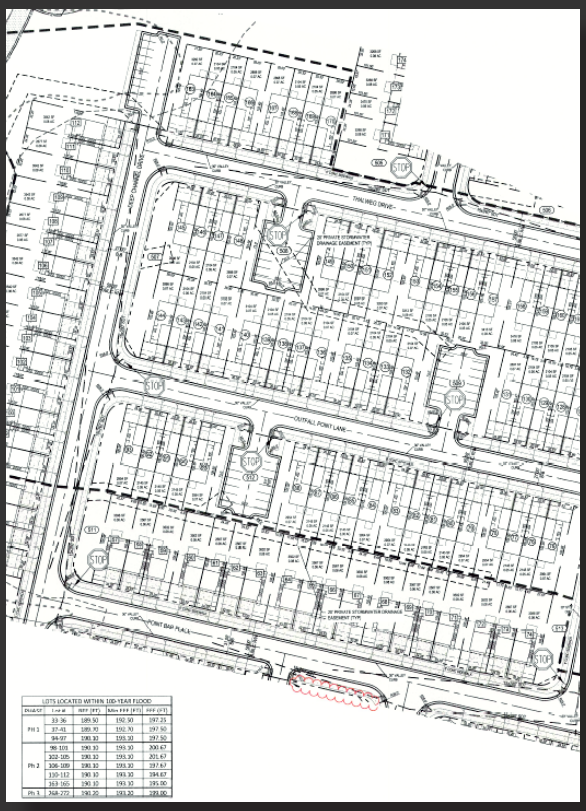
Client
City of Raleigh, NC

Project dates
April 2023 - present

Planning Services
Rezoning Application Review, Comprehensive Plan Consistency Review, Zoning Compliance Review, Staff Reports, Equity and Sustainability Metrics Tracking

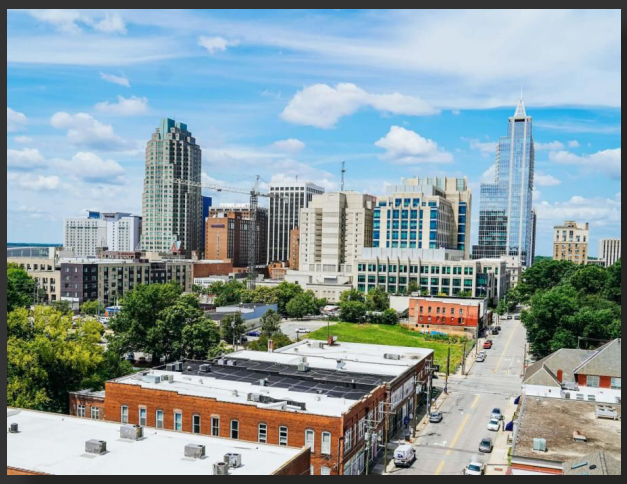
Project Staff
Mike Callahan, Rachel Falkenstein, Erin Klinger, Alan Steinbeck, Hannah Etter

Reference
Bynum Walter, AICP, Assistant Director of Planning and Development
bynum.walter@raleighnc.gov
(919) 996-2178



On Call Planning Support

3TP staff is available to serve as an extension of planning and community development staff. 3TP ensures the availability of staff on short notice and our team has a perfect track record of on-time project delivery, including zoning permit and development application reviews for the City of Raleigh.



U.S. DOT RAISE GRANT: HOMINY CREEK GREENWAY 7 TRAIL NETWORK PLAN

City of Wilson, North Carolina

3TP managed a successful RAISE grant application for the City of Wilson, which resulted in nearly $1 million in federal funding to advance the Hominy Creek Greenway. The project includes a trail, connections to downtown, the medical district, and area neighborhoods. The project also includes stormwater management treatments to mitigate flood risk in the area. The grant covers planning, design, and other pre-construction activities. The City received a $950,000 award from the application. Among 3TP's tasks were pre-construction activities, scoping and budgeting, and RAISE grant project narrative and satisfaction of program requirements.

Services & Deliverables

- Project narrative with a set of strategies and actions supportive of the City's greenway and connectivity goals that satisfied USDOT requirements
- Scoping and budgeting for planning, design, and pre-construction activities to advance the Hominy Creek Greenway

Client
City of Wilson, NC

Project dates
2021

Planning Services
Scoping and Budgeting, Grant Narrative, Transportation Planning

Project Staff
Alan Steinbeck (Project Manager) and Jeremy Goldstein

Reference
John Morck, Planning and Community Development Manager
jmorck@wilsonnc.org
(252) 399-2227



RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: 3TP Ventures, Inc.

Federal I.D. Number: 82-3633810

A Corporation of the State of: North Carolina

Area Code: 919 Telephone Number: 636-2834

Area Code: _____ Fax Number: _____

Mailing Address: 2460 Sedgefield Drive

City/State/Zip: Chapel Hill, North Carolina 27514

Vendor Mailing Date: 11/22/24

Authorized Signature

Alan Steinbeck
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: 3TP Ventures, Inc.

DATE SUBMITTED: November 22nd, 2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/24		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

ALAN K. STEINBECK
Print Name

Signature

11/21/2024
Date

2

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: 3TP Ventures, Inc.

ADDRESS: 222 South Street

CITY: Charlottesville STATE: VA ZIP CODE: 22902

TELEPHONE NUMBER: 910-636-2834

SIGNATURE: _____ DATE: 11/21/2024

NAME (TYPED OR PRINTED): Alan Steinbeck

TITLE: Vice President

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
Line and Grade, LLC	222 South Street Charlottesville, VA 22902	5326-616490	Professional Planning Services - Transportation	
The Planning Collaborative	2311 Lee Street Lynn Haven, FL 32444	L11000071072	Professional Planning Services - Long Range	
Megrath Consulting, Inc.	2026 SW 77th Terrace Gainesville, FL 32607	P22000048217	Grant Consulting Services	
Ovid Solutions, LLC	47 Andrew J Hargrett Sr. Rd. Crawfordville, FL 32327	L19000032003	Grant Consulting Services	

Signature _____ Date: 11/21/2024

Title/Company Vice President/3TP Ventures, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/20/2024

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

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

PRODUCER Wester Insurance Agency P.O. Box 769 Henderson NC 27536	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 252-438-8165 **FAX (A/C, No):** 252-438-6640 **E-MAIL ADDRESS:** info@westerinsurance.com
INSURED 3TPVENT-01 3TP Ventures, Inc. 2460 Sedgefield Dr. Chapel Hill NC 27514	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** HARTFORD INSURANCE GROUP — 914 **INSURER B :** United States Liability Insurance Company — 25895 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1903432873 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	Y		PPP2550929E	2/1/2024	2/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			PPP2550929E	2/1/2024	2/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $			CUP1576352	3/28/2024	3/28/2025	EACH OCCURRENCE AGGREGATE $	$ 1,000,000 $ 1,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		22WBCAB3AXT	3/2/2024	3/2/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability			PPP2550929E	2/1/2024	2/1/2025	Ea. Claim Aggregate	2,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Destin is an additional insured with respect to General Liability as required in a written contract.

CERTIFICATE HOLDER

City of Destin
Building Division
4200 Bayou Trail
Destin FL 32541

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Preview

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO X

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO X

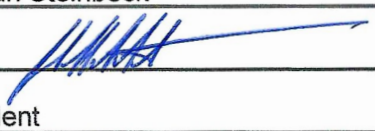
If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

FIRM NAME: 3TP Ventures, Inc.

BY (PRINTED): Alan Steinbeck

BY (SIGNATURE): 

TITLE: Vice President

ADDRESS 222 South Street, Charlottesville, VA 22902

PHONE NO. (919) 636-2834

E-MAIL alan@3tpventures.com

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

3TP Ventures, Inc. CONSULTANT's Company Name	 Authorized Signature – Manual
222 South Street, Charlottesville, VA 22902 Physical Address	Alan Steinbeck Authorized Signature – Typed
2460 Sedgefield Drive Chapel Hill, NC 27514 Mailing Address	Vice President Title
(919) 636-2834 Phone Number	N/A FAX Number
(919) 636-2834 Cellular Number	(919) 636-2834 After-Hours Number(s)
alan@3tpventures.com Email address	11/21/2024 DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

ALAN K. STEINBECK — Vice President

Name — Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Alan Steinbeck (insert name) as Vice President (insert title) on behalf of 3TP Ventures, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Alan Steinbeck
Title: Vice President
Nongovernmental entity: 3TP Ventures, Inc.
Date:

STATE OF North Carolina
COUNTY OF Orange

SWORN TO AND SUBSCRIBED before me X in person or _____ remote notarization by Alan Steinbeck as Vice President on behalf of 3TP Ventures, Inc., who is personally known to me or who produced personally known as identification this 21st day of November, 2024.

Notary Public

(Notary Seal)

MAKENNA JAHR
Notary Public, North Carolina
Brunswick County
My Commission Expires
March 18, 2026

33 | Page

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CERTIFICATES

2024 FOREIGN PROFIT CORPORATION ANNUAL REPORT

FILED
Feb 21, 2024
Secretary of State
3566064205CC

DOCUMENT# F18000000760

Entity Name: 3TP VENTURES, INC.

Current Principal Place of Business:

2460 SEDGEFIELD DRIVE
CHAPEL HILL, NC 27514

Current Mailing Address:

2460 SEDGEFIELD DRIVE
CHAPEL HILL, NC 27514 US

FEI Number: 82-3633810

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

PASTORINI, ANTHONY
738 SW MYAKKA RIVER TRACE
PORT SAINT LUCIE, FL 34986 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	VP	Title	PRESIDENT
Name	STEINBECK, ALAN	Name	CALLAHAN, MICHAEL
Address	2460 SEDGEFIELD DRIVE	Address	304 HUNTLEY AVENUE
City-State-Zip:	CHAPEL HILL NC 27514	City-State-Zip:	CHARLOTTESVILLE VA 22903

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ALAN STEINBECK VICE PRESIDENT 02/21/2024

Electronic Signature of Signing Officer/Director Detail — Date

AICP

This certificate hereby qualifies

Lauren Witt

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

Certified Planner Number: 35193

Joel Albizo, FASAE, CAE
Chief Executive Director

Karen Wolf, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

AICP

This certificate hereby qualifies

Michael P. Callahan

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

Certified Planner Number: 027143

Joel Albizo, FASAE, CAE
Chief Executive Director

Karen Wolf, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Alan K. Steinbeck

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

Certified Planner Number: 018925

July 1, 2003

PRESIDENT

EXECUTIVE DIRECTOR

This certificate hereby qualifies

Timothy Whaler, AICP

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

Certified Planner Number 024688

Paul Farmer, FAICP
Executive Director and CEO

Paul Ingram, AICP
President

APA AICP
The American Planning Association's
Professional Institute
American Institute of Certified Planners
Making Great Communities Happen

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ NO. 24-12 CD Professional Planning and Grant Consulting Services

2. This sworn statement is submitted by
3TP Ventures, Inc.

whose business address is 222 South Street, Charlottesville, VA 22902
and (if applicable) Federal Employer Identification Number (FEIN) is
82-3633810 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Alan Steinbeck and my relationship to the entity named above is Vice President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 11/21/2024
(Signature) Date:

STATE OF North Carolina
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of physical presence __X__ or online notarization __, this 21st day of November, 20 24,

By: Alan Steinbeck
(Print name)

Personally known __X__ OR Produced Identification _____

_____ Seal:
Notary Signature

MAKENNA JAHR
Notary Public, North Carolina
Brunswick County
My Commission Expires
March 18, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CONCLUSION

Our proposed approach is focused on continuing to foster strong relationships with City staff, elected officials, and the Destin community to better serve the City. By building on our deep understanding of Destin's unique challenges and opportunities, we aim to provide strategic and tailored solutions that align with the City's vision for redevelopment and enhanced quality of life. Our multidisciplinary team, including seasoned planners, engineers, analysts, and grant specialists, is fully equipped to address the City's immediate and long-term needs, ensuring that each project is completed with the highest level of expertise and care.

We are committed to maintaining open communication, promoting collaboration, and delivering services that not only meet but exceed the City's expectations. Whether it's through thoughtful planning initiatives, effective grant strategies, or data-driven decision-making, we are prepared to partner with Destin to achieve its goals.

Thank you for considering our proposal to support the City of Destin in future planning and grant seeking initiatives. You will find in us a true partner that is excited about the work and always focused on doing what is right for the City. This proposal is accurate and valid for 120 days from the proposal due date.

Sincerely,



Alan Steinbeck
Vice President, 3TP Ventures

RFQ NO. 24-12-CD

CITY OF DESTIN

Professional Planning and Grant Consulting Services

PREPARED FOR

City of Destin

PREPARED BY

Kimley»Horn

Expect More. Experience Better.



LPFLTALL003422.2024

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

Richard Barr, AICP

Print Name

Richard Barr

Signature

12/3/24

Date

CONTENTS

TAB 1

Letter of Interest 1

TAB 2

Firm's Proposals 3

TAB 3

Proposals of Project Team, (Key Team Members) and Availability of Specialty Resources 25

TAB 4

Project Approach, Demonstrated Skill Set, and Innovative Ideas That Will be Used to Address the Scope of Work 33

TAB 5

References – Past Performance 40

TAB 6

Submittal of General Information and Procurement Forms and Documents 42

+ Respondent Acknowledgement
+ Addenda Acknowledgement
+ Public Entity Crimes Statement
+ Confirmation of Drug Free Workplace
+ Conflict of Interest Disclosure Form
+ Liability & Indemnification Form
+ Certification of Independence and No Conflict of Interest
+ Schedule of Sub-Consultant(s)
+ Anti-Human Trafficking Affidavit
+ Proof of Professional Liability Insurance

TAB 1

Letter of Interest

1

DECEMBER 5, 2024

ATTN: Rey Bailey, City Clerk
City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, FL 32541

Kimley-Horn and Associates, Inc.
2619 Centennial Boulevard
Suite 200
Tallahassee, FL 32308

RE: RFQ No. 24-12-CD
Professional Planning and Grant Consulting Services



Strong Local Presence



Understanding of Planning Challenges and Opportunities



Commitment to Client Service

If awarded the contract, Kimley-Horn looks forward to executing a mutually agreeable contract compliant with Florida Statutes.

LPFLTALL003422.2024

Dear Mr. Bailey and Members of the Selection Committee:

Nestled between the Choctawhatchee Bay and the Gulf of Mexico, the City of Destin is recognized as a coastal gem, shaped by a community with a passion for the City's natural beauty and balanced by family-friendly values. By selecting a consultant for planning and grant services, the City is securing a partner who is not only dedicated to your long-term success, but is also committed to upholding your vision and throughout the City's long-term planning horizon.

The Kimley-Horn team is well-positioned to support the City in achieving its planning and development goals. We have a proven history of innovative plans and award-winning designs combined with a deep understanding of local, regional, and federal regulations. Our experience in comprehensive planning, ordinance and code drafting, transportation planning, grant services, and other niche planning services demonstrates our ability to deliver solutions tailored to your community. Selecting Kimley-Horn not only ensures the City access to these resources but also provides these key benefits:

Strong Local Presence. Our team is grateful to serve the communities along Florida's Emerald Coast. With our understanding of the local environment, we can effectively identify opportunities and challenges the City faces. To further strengthen our partnership in the area, we opened an office in Panama City Beach over five years ago, firmly establishing Kimley-Horn as a trusted community partner. Several of our core team members have conducted work in Okaloosa, Walton, Santa Rosa, Escambia, and Bay Counties for over two decades, providing planning, engineering, and landscape architectural services. Our staff has worked closely with the Emerald Coast Regional Council (ECRC), the Florida Department of Transportation (FDOT) District Three, the Northwest Florida Water Management District (NWFMD), and neighboring municipalities like Fort Walton Beach, Crestview, and Pensacola. We've further augmented our team to include The Planning Collaborative (TPC), a local consultant whose expertise in policy planning will prove an invaluable asset to the City.

Understanding of Planning Challenges and Opportunities. We understand the City and its residents are committed to preserving and nurturing Destin's unique coastal community for future generations. Our planners will assist the City in identifying opportunities for mindful updates, present creative and flexible solutions, and craft planning policies that deliver a respectful yet sustainable interface to guide the community's growth into the future.

Commitment to Client Service. An on-call consultant is only as effective as their ability to respond quickly and go the extra mile for their clients. Our experience with municipal continuing services contracts ensures the City will receive unmatched service, responsiveness, and local knowledge essential to providing these services with a holistic perspective. With dedicated staff along the Panhandle, the Kimley-Horn team will strive to exceed these expectations whenever possible. Furthermore, we personally guarantee our attentiveness, dedication, and availability to meet the requirements of this contract.

The qualifications herein demonstrate our ability to partner with the City. We sincerely appreciate your consideration of our team, and we look forward to providing your community with planning services that make the City of Destin an even greater place to live.

Very truly yours,

Kimley»Horn

Alessandria 'Ali' Palmer
PROJECT MANAGER

Richard Barr, AICP
AUTHORIZED REPRESENTATIVE

Note: As a Senior Vice President of Kimley-Horn, Richard Barr, AICP is fully authorized to contract on behalf of the firm. Proof of signing authority is included in Tab 6.

TAB 2

Firm's Proposals

2

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:		Check One	
Name:	Kimley-Horn and Associates, Inc.	Corporation	✓
Address:	2619 Centennial Boulevard, Suite 200	Partnership	
City, State, Zip:	Tallahassee, FL 32308	Individual	
Telephone No.:	850 553 3528	Other	
Email:	Ali.Palmer@kimley-horn.com		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   Kimley-Horn and Associates, Inc.

   The address of the principal place of business is:
   Priincipal Office: 2619 Centennial Blvd, Suite 200, Tallahassee, FL 32308
   Corporate HQ: 421 Fayetteville Street, Suite 600, Raleigh, NC 27601

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: February 10,1967
   b. State of Incorporation: North Carolina
   c. President's name: Steven E. Lefton
   d. Vice President's name: Tammy L. Flanagan
   e. Secretary's name: Richard N. Cook
   f. Treasurer's name: David L. McEntee
   g. Name and address of Resident Agent: CT Corporation System
      1200 South Pine Island Road
      Plantation, FL 33324

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   _____

   _____

   _____

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?

   57

   Under what other former names has your organization operated?

   None.

   _____

   _____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   Please refer to the attached statement.

   _____

   _____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   Kimley-Horn has not failed to complete a contract.

   _____

   _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
Please refer to the experience provided in Tab 3. Proposals of Project Team, (Key Team Members) and Availability of Specialty Resources.

10. State the name of the individual who will have personal supervision of the work:
Ali Palmer

11. State the name and address of attorney, if any, for the business of the Respondent:
Richard Cook, General Counsel
421 Fayetteville Street, Suite 600, Raleigh, NC 27601

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
Kimley-Horn and Associates, Inc. is wholly owned by Associates Group Services, Inc., which is wholly owned by APHC, Inc., which is owned by over 800 Kimley-Horn employees, none of which own 2% or more of the outstanding shares.

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
Please refer to the attached statement.

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	10
b.	Non-Governmental Related Work	10
	Total Work (a +b):	20

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
Wells Fargo	150 Fayetteville Street, Suite 600, PO Box 3008	919.881.6469
	Raleigh, NC 27601	
PNC	301 Fayetteville Street, 21st Floor	919.788.7573
	Raleigh, NC 27601	

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).
Please refer to the attached statement.

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):
Please refer to the attached statement.

18. What will be your turnaround time for written responses to City inquires?
Please refer to the attached statement.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.
Kimley-Horn has never filed for bankruptcy.

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.
Please refer to the attached statement.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

Kimley-Horn has not been involved in any criminal legal proceedings or investigation.

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No.

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Richard Barr

(Title) Senior Vice President

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 3 day of December, 2024,

By:
Richard Barr, AICP
(Print name)

Personally known ✓ OR Produced Identification _____

Suzanne Taylor
Notary Signature

Seal:

SUZANNE TAYLOR
Notary Public - State of Florida
Commission # HH 566743
My Comm. Expires Jun 27, 2028
Bonded through National Notary Assn.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

Statements: Respondent's Qualification Statement

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

KIMLEY-HORN

State of Florida
Department of State

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on April 3, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-fourth day of April, 2024



Secretary of State

Tracking Number: 2703192226CU

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

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

LPFLTALL003422.2024

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

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

9:12:14 AM 2/26/2024

Licensee Information

Name:	KIMLEY-HORN & ASSOCIATES, INC. (Primary Name)
Main Address:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH North Carolina 27601
County:	OUT OF STATE
License Mailing:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH NC 27601
County:	OUT OF STATE

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	696
Status:	Current
Licensure Date:	05/10/1977
Expires:	

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

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:25:10 PM 12/14/2023

Licensee Information

Name:	MINGONET, MILTON SCOTT (Primary Name) KIMLEY-HORN AND ASSOCIATES INC (DBA Name)
Main Address:	200 SOUTH ORANGE AVENUE SUITE 600 ORLANDO Florida 32801
County:	ORANGE

License Information

License Type:	Registered Landscape Architect
Rank:	Landscape Arc
License Number:	LA0001428
Status:	Current,Active
Licensure Date:	10/14/1991
Expires:	11/30/2025

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LB696**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE ST STE 600
RALEIGH, NC 27601-1777

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

LPFLTALL003422.2024

Ron DeSantis, Governor

Melanie S. Griffin,Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BRITTAIN, JEFFREY MARK

2823 LONGLEAF ROAD
PANAMA CITY FL 32405

LICENSE NUMBER: PE59269

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

AICP

This certificate hereby qualifies

Hadley Peterson

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

Certified Planner Number: 35325

Joel Albizo, FASAE, CAE
Chief Executive Director

Mitchell J. Silver, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

Verify: https://www.credly.com/go/eSp375iO

CNUa accredited

The Congress for the New Urbanism

recognizes

Eliza Harris Juliano

CNU-Accredited member

on the nomination of the faculty of

University of Miami School of Architecture

as of

20 May 2019

Rudolphe EL-Khoury PhD
Dean & Professor of Architecture, University of Miami School of Architecture

Lynn Richards
President & CEO, Congress for the New Urbanism

Credly

OFFICIAL TRANSCRIPT - ISSUED ON 21 APRIL 2022

Lindsay Slautterback
ID#: a2ff3491-f584-4201-a3cb-decc8279c516

lindsay.slautterback@kimley-horn.com
www.credly.com/users/lindsay-slautterback

AICP CERTIFIED

AICP Certified

Issued by: American Institute of Certified Planners (AICP)

Issued to: Lindsay Slautterback

Issued on: 9 December 2019

Description

AICP-certified planners have a high level of expertise, knowledge, and ethical commitment to best serve communities. They have deep planning knowledge and significant professional achievements, including demonstrating responsibility and resourcefulness while applying a planning process, evaluating multiple impacts to a community, and influencing public decision making in the public interest. They pledge to uphold ethical standards of practice and continuously pursue professional education.

ASSOCIATION OF STATE FLOODPLAIN MANAGERS, INC.

CERTIFICATION BOARD OF REGENTS

HEREBY CERTIFIES THAT PURSUANT TO THE PROVISIONS OF THE CHARTER FOR THE CERTIFIED FLOODPLAIN MANAGER PROGRAM

Macy C. Falcon, CFM

IS DULY REGISTERED AS AN

ASFPM CERTIFIED FLOODPLAIN MANAGER

IN TESTIMONY WHEREOF THIS CERTIFICATE HAS BEEN ISSUED BY THE AUTHORITY OF THE CERTIFICATION BOARD OF REGENTS, CERTIFICATE NO. US-15-08700, ISSUED 10/15/2015. THIS CERTIFICATE SHALL EXPIRE 1/31/2024, UNLESS RENEWED ACCORDING TO THE RULES OF THIS BOARD.

CERTIFICATION BOARD OF REGENTS
PRESIDENT, ROGER LINDSEY, P.E., CFM

ASSOCIATION OF STATE FLOODPLAIN MANAGERS
EXECUTIVE DIRECTOR, CHAD M. BERGINNIS, CFM

ASFPM CFM CERTIFIED

AICP

This certificate hereby qualifies

Heather L Glisson

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

Certified Planner Number: 35003

Joel Albizo, FASAE, CAE
Chief Executive Director

Karen Wolf, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

LPFLTALL003422.2024



The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Jessica L. Sick

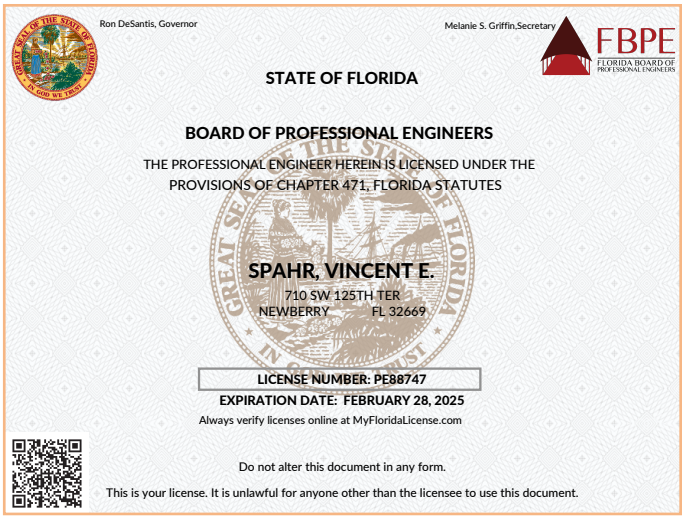
as a member
with all the benefits
of a Certified Planner and
responsibility to the
AICP Code of Ethics
and Professional Conduct.

Certified Planner Number: 021531

March 23, 2007

PRESIDENT

EXECUTIVE DIRECTOR



Ron DeSantis, Governor

Melanie S. Griffin,Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

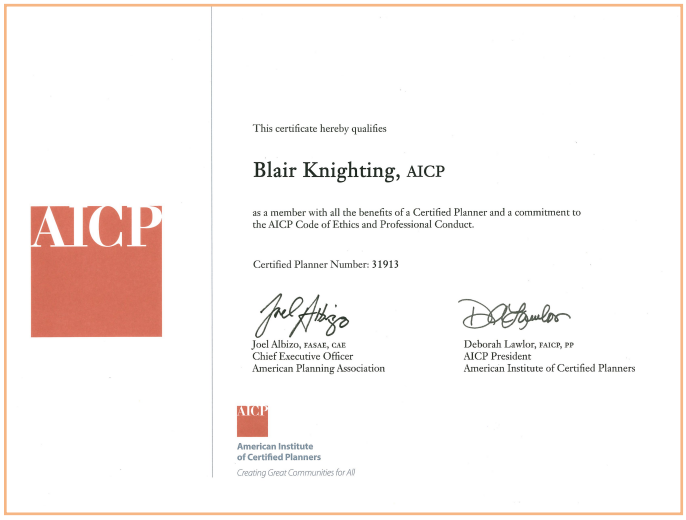
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SPAHR, VINCENT E.
710 SW 125TH TER
NEWBERRY FL 32669

LICENSE NUMBER: PE88747
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



AICP

This certificate hereby qualifies

Blair Knighting, AICP

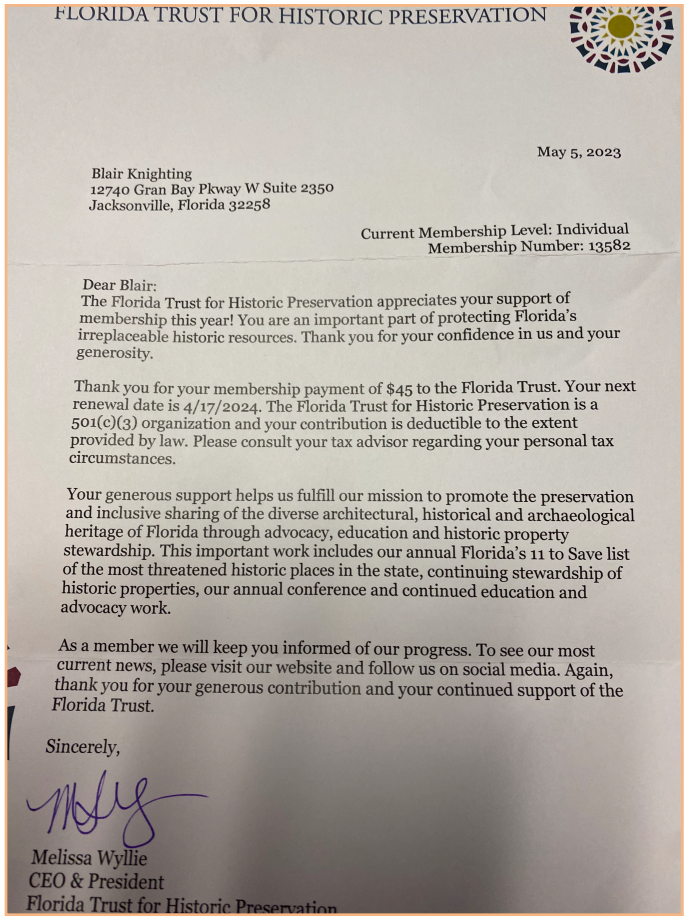
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 31913

Joel Albizo, FASAE, CAE
Chief Executive Officer
American Planning Association

Deborah Lawlor, FAICP, PP
AICP President
American Institute of Certified Planners

American Institute of Certified Planners
Creating Great Communities for All



FLORIDA TRUST FOR HISTORIC PRESERVATION

May 5, 2023

Blair Knighting
12740 Gran Bay Pkway W Suite 2350
Jacksonville, Florida 32258

Current Membership Level: Individual
Membership Number: 13582

Dear Blair:
The Florida Trust for Historic Preservation appreciates your support of membership this year! You are an important part of protecting Florida's irreplaceable historic resources. Thank you for your confidence in us and your generosity.

Thank you for your membership payment of $45 to the Florida Trust. Your next renewal date is 4/17/2024. The Florida Trust for Historic Preservation is a 501(c)(3) organization and your contribution is deductible to the extent provided by law. Please consult your tax advisor regarding your personal tax circumstances.

Your generous support helps us fulfill our mission to promote the preservation and inclusive sharing of the diverse architectural, historical and archaeological heritage of Florida through advocacy, education and historic property stewardship. This important work includes our annual Florida's 11 to Save list of the most threatened historic places in the state, continuing stewardship of historic properties, our annual conference and continued education and advocacy work.

As a member we will keep you informed of our progress. To see our most current news, please visit our website and follow us on social media. Again, thank you for your generous contribution and your continued support of the Florida Trust.

Sincerely,

Melissa Wyllie
CEO & President
Florida Trust for Historic Preservation

LPFLTALL003422.2024

THE PLANNING COLLABORATIVE



State of Florida

Woman Business Certification

The Planning Collaborative

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
09/19/2024 to 09/19/2026

Pedro Allende
Florida Department of Management Services

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
SUPPLIER DEVELOPMENT

Office of Supplier Development
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399
850-487-0915
www.dms.myflorida.com/osd



AICP

This certificate hereby qualifies

Allara Mills-Gutcher

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

Certified Planner Number: 016744

Joel Albizo, FASAE, CAE
Chief Executive Director

Mitchell J. Silver, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

Verify: https://www.credly.com/go/fX1aUhjt

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent.

Relevant affiliates of Kimley-Horn and Associates, Inc.:

NAME	ADDRESS	RELATIONSHIP
M Street Enterprise, LLC	1100 New Jersey Avenue SE Suite 420 Washington, DC 20003	Subsidiary of Kimley-Horn
Kimley-Horn Puerto Rico, LLC	Millennium Park Plaza Suite 435, #15 Calle Guaynabo, PR 00968	Company shares resources through contractual arrangements
Kimley-Horn of Michigan, Inc.	1000 Town Center Suite 1900 Southfield, MI 48075	Subsidiary of Kimley-Horn
Kimley-Horn Engineering and Landscape Architecture of New York, P.C.	421 Fayetteville Street Suite 600 Raleigh, NC 27601	Company shares resources through contractual arrangements
Kimley-Horn Technology Solutions, Inc.	421 Fayetteville Street Suite 600 Raleigh, NC 27601	Subsidiary of Kimley-Horn
Kimley-Horn of the Caribbean, Inc.	Burnham Court Bishop's Court Hill Upper Collymore Rock Saint Michael, Barbados	Subsidiary of Kimley-Horn

LPFLTALL003422.2024

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule.

BUDGET CONTROL

Kimley-Horn uses a variety of budget controls to forecast project budgets, allocate labor hours, and track schedule progress against the remaining budget. These tools enable our project teams to evaluate projections of timeline and budget, and proactively make any necessary adjustments to the work plan. When evaluating project progress, project managers identify the percent completed for a task or overall project by looking at what remains to be accomplished, rather than how much effort has already been put forth.

One example of forward-looking budget control is Earned Value Management (EVM) which, based on several formulas, creates a projected forecast that displays whether a task order is projected to be under or over budget. Project managers can view real-time effort and hours dedicated to project tasks, including variances from the projected schedule and labor cost. These tools are readily available within Kimley-Horn developed proprietary software that prioritizes ease of use while accounting for all necessary details. By leveraging these tools that allow for both daily and milestone/summary evaluation, we're able to make proactive changes to stay within budget.

With regards to our invoicing process, the Costpoint Engineering Accounting system has been proven to precisely track fees against a work directive project. Each month, a preliminary invoice is generated and given to Kimley-Horn project managers for review. This draft invoice allows our project managers to ensure that the draft meets the client's specific invoicing requirements. Changes are then incorporated into the final invoice before submitting it to the client. Reviews built into our invoicing procedure help us confirm that fees remain consistent with contract requirements for each project we undertake. Throughout this contract, we will provide progress reports for each task order that include:

- A description of ongoing tasks and deliverables
- Progress and cost status (planned versus actual)
- Identification of issues and corresponding resolution strategies before they affect the schedule and budget
- Updates to the project's baseline schedule and schedule recovery plans
- Look-ahead calendar and tracking of action items
- User-friendly invoices describing the percentage completion of each task/deliverable/milestone along with an updated milestone payment schedule

SCHEDULE CONTROL

Kimley-Horn has a proven record of performing on time and within budget. Managing the right resources at the right time is key to our success. We emphasize project management using bi-monthly effort reports that give our project managers up-to-date staffing and expense information related to their projects. This information enables them to continuously monitor the status of project cost, cost control effectiveness, and schedule. In addition, Kimley-Horn often schedules bimonthly telephone progress meetings with our clients to communicate progress to date and the next steps to be taken.

Frequent communication and clear definition of the responsibilities of team members are critical elements in maintaining schedules. With that in mind, our project-specific work plan identifies critical project milestones and deliverable dates. We then will actively manage our team resources to meet the agreed-upon schedules and keep your project on track.

Kimley-Horn employs an intensive forecasting technique known as our Castaheads process to monitor our staff workload. This effort involves assessing our project milestones and staff loading on a weekly, monthly, and six-month basis, drilling down to the project team level. Individual staff member loading is assessed to the person level in the one-week and one-month time frames and the operating unit level in the six-month time frame. A database is used to track all project commitments/milestones and staff commitments firmwide. Using this intensive process, we can identify overloads and shortfalls many months in advance and develop strategies to overcome them. Having a clear picture of staff workload at all times, Kimley-Horn will be optimally positioned to meet the City's expectations on this contract.

LPFLTALL.003422.2024

17. Provide descriptions of quality assurance/quality control management methods.

QUALITY ASSURANCE/QUALITY CONTROL (QC/QA)

Quality is a keystone principle of Kimley-Horn. It is one of the key attributes enabling us to become one of the leading consulting firms in the country, and it is essential to our continuing success. Our priority on quality is rooted in the value we place on providing exceptional client service that emphasizes giving clients a quality experience, proactive communication, and delivering quality client deliverables.

Kimley-Horn insists that each project has a carefully structured scope of services, a corresponding schedule, and an accurately developed budget. We simply don't begin an assignment until these three elements are in place and mutually agreed upon by Kimley-Horn and the client. Each project undertaken at Kimley-Horn has a quality review task built into it, with assigned QC/QA advisors. The QC advisor is not directly involved in the completion of the deliverables but will step in at key points during the project to provide a thorough critique of the work completed to date. These quality measures are implemented to ensure thorough reviews throughout your project effort.

Focus on Quality from Beginning to End

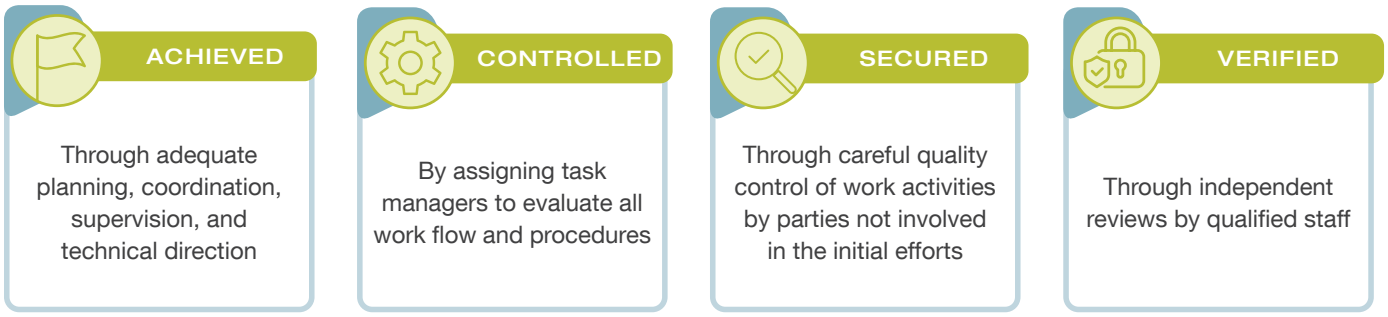
Kimley-Horn's standard QC/QA manual for planning projects includes identification of QC/QA advisors for each project. The QC/QA advisor is typically a senior staff member who is not directly involved in the production of the work deliverable. The QC/QA advisor will direct an independent review of the interim and final deliverables, be responsible for preparing documentation of the completion of the required reviews, and verify that revisions to documents arising from the quality reviews are implemented in the final deliverable.

Quality Control Communication

A finding, recommendation, or other outcome that is strategically correct and supported by complete and accurate technical analysis and data must also be easily understood by both technical and non-technical audiences. Not only will we make sure that what we produce for you is technically and strategically correct, but we also will ensure that our outcomes and deliverables are communicated clearly. We routinely involve technical writers, desktop publishers, data visualization specialists, renderers, and other professionals on our staff to ensure that your end deliverable is easy to interpret and understand, regardless of who uses the information.

Project Tracking and Oversight

Within our management information system (MIS), CostPoint, and companion project tracking tools, project manager Ali Palmer will have seamless access to all ongoing project performance information. We provide this information to our project managers so that they can effectively communicate with you on matters related to project status, progress, and assignment; firm and staff use and commitments; and progress on scope, schedule, and budget in a timely fashion.



LPFLTALL003422.2024

18. What will be your turnaround time for written responses to City inquires?

Turnaround time for any written response depends on the task and the level of research required for a response. We will strive to acknowledge all written requests on the same business day. We recognize responding to your needs is critical to the success of your projects. At all times, we will provide our services as expeditiously as possible with response times that we know will meet and exceed your expectations.

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

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. It is not practical to provide a complete list as part of this proposal. **In the last five (5) years, Kimley-Horn has had more than 27,624 active projects in Florida, 32 of which had some form of litigation. Of these cases, three (3) were dismissed, 21 were settled, and eight (8) are pending. This represents 0.1158% of all projects completed by Kimley-Horn in Florida over the past five (5) years.** None of the pending cases, if decided against Kimley-Horn, would have a material impact on our financial statements or impair in any way our ability to serve our clients. Generally, these matters are covered by insurance, and we consider them to be without merit. 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 within the past five (5) years are as follows:

3315 Tower Condominium Association, Inc., v. Tower 3315, LLC, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2020-019825-CA-01; filed 2020; alleged economic loss; settled; closed 2021

Acosta Tractors, Inc. v Biltmore Construction Co, Inc, et al; In the Circuit Court of the 11th Judicial Circuit of Miami-Dade, Florida; Cause No 18-020135-CA-25; filed 2018; served 2022; alleged economic loss; pending

Enrique R. Antezana, et al. v Kimley-Horn and Associates, Inc.; Applied Technical Services, LLC; and City of Miramar; 17th Judicial Circuit for Broward County, Florida; Case No. CACE23012261; filed 2023; alleged property damage; pending

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

Kathleen Conti v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court Palm Beach County; Case No. 502017CA008616XXXXMB Division: AE; filed 2017; personal injury claim; settled; closed 2019

Angela Briguglio v Palm Avenue Hospitality Holdings LLC, et al; In the Circuit Court of the 12th Judicial Circuit of Sarasota County, Florida; Cause No 2022-CA-3952-NC; filed 2022; served 2022; alleged personal injury; settled; closed 2023

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

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; settled; closed 2023

Cone & Graham, Inc. v. Kimley-Horn and Associates, Inc.; In the Circuit Court of Broward County, Florida; Cause No. CACE-21-014631; filed 2021; alleged economic loss; settled; closed 2022

Kathleen Conti v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court Palm Beach County; Case No. 502017CA008616XXXXMB Division: AE; filed 2017; personal injury claim; settled; closed 2019

Jennifer Curell v Florida Department of Transportation, et al; 19th Judicial Circuit in and for St. Lucie County, Florida; Cause No. 562022CA001297AXXXXHC; alleged personal injuries claimed; settled; closed 2024

LPFLTALL003422.2024

Florida Silt and Sod, Inc. v. City of Plant City, et al: 13th Judicial Circuit Court, Hillsborough County, Florida; Case No. 22-CA-004094; filed 2022; alleged economic loss; settled; closed 2023

Irene Gomes v. Aldi, L.L.C., et al; In the Circuit Court of the 11th Circuit, Miami-Dade County, Florida; Cause No. 2020-009878-CA-01; filed 2020; served 2022; alleged personal injuries claimed; settled; closed 2022

Iconbrickell Master Association, Inc. v Complete Property Services, Inc., et al; 11th Judicial Circuit, Miami-Dade County, Florida; Case No. 2023-028981-CA-0121; filed 2023; served 2024; alleged property damage claimed; pending

Barbara Kline v. Simon Property, et al: 15th Judicial Circuit Court Palm Beach; Case No. 502019CA009926; filed 2019; served 2021; personal injury claim; settled; closed 2022

Grande Oaks at Heathrow Association v Kolter Signature Homes, et al; 18th Judicial Circuit Court, Seminole County; Case No. 2020-CA-003188; filed 2020; alleged economic loss; settled; closed 2023

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; settled; closed 2021

Adrian E. Langford v. Suffolk Construction Co., et al; 12th Judicial Circuit Court, Sarasota County, FL; Cause No. 582020CA005449XXXANC; filed 2020; served 2021; alleged personal injuries claimed; pending

Medline Industries, Inc. V. McShane Construction Company, LLC v. Ware Malcomb, Inc., et al.; 10th Judicial Circuit Court, Polk County, FL; Case # 2020-CA-0022790; filed 2020; alleged economic loss; settled; closed 2023

Lawrence Milder v. RT GeoSolutions Inc., et al; In the Circuit Court of the 17th Judicial District Court, in and for Broward County, Florida; Case No. 20-020512(25); filed 2020; served 2023; alleged personal injuries claimed; Kimley-Horn dismissed; closed 2023

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; settled; closed 2020

Morrison-Cobalt JV v. Kimley-Horn and Associates, Inc.; 11th Judicial Circuit in and for Miami-Dade County, Florida; Cause No. 2021-013239-CA-01; alleged economic loss; pending

Yolanda Peaslee v The City of West Palm Beach, et al; Circuit Court of the 15th Judicial Circuit, Palm Beach County, Florida; Cause No. 502021CA004964XXXXMB; personal injury claim; settled; closed 2023

Sherri Reed v. Town Center Boca Raton Trust, et al: 15th Judicial Circuit Court Palm Beach; Case No. 21CA005161; filed 2021; personal injury claim; settled; closed 2023

Christ Rose v. Wal-Mart Stores, Inc., et al; 17th Judicial Circuit Court, Broward County, FL; Cause No. CACE-18-027255; filed 2018; served 2020; alleged personal injuries claimed; settled; closed 2021

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; settled; closed 2024

Esther Silberman v Town Center at Boca Raton, et al; 15th Judicial District Court of Palm Beach Co, Florida; Cause No. 50-2018-CA-009724-MB; filed 2018; served 2021; alleged personal injuries claimed; settled; closed 2021

Kevin Sona, et al v. Stone Creek Community Association, et al; Circuit Court of the Fifth Judicial Circuit, Marion County, FL; Case # 20CA0026; filed 2020; served 2021; alleged personal injuries claimed; settled; closed 2022

Donald Stroman, Jr. v FDOT, et al; Cause No. 2023-CA-007165-O; In the Ninth Judicial District Court of Orange County, Florida; filed 2023; alleged personal injuries claimed; pending

Terrazas Riverpark Village Condominium Association, Inc. v. Windmoor Project LLC, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2020-017647-CA-01; filed 2020; alleged economic loss; settled; closed 2021

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

LPFLTALL.003422.2024

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

Royal Palm Polo Property Owners Association, Inc. v. Toll FL I, LLC, et al; In the Circuit Court of the 15th Judicial Circuit, Palm Beach County, Florida; Cause No. 50-2024-CA-006059XXXAMB; Filed 2024; alleged economic loss, pending

Julington Lakes Homeowners Association, Inc. v Toll FL XIII Limited Partnership, et al; In the Circuit Court of the 7th Judicial Circuit, St. Johns County, Florida; Filed 2024; alleged economic loss, pending

Firm's Proposals

Firm Overview

Kimley-Horn is a full-service, multidisciplinary consulting firm offering a broad range of planners, urban designers, funding and grants experts, economists, engineers, landscape architecture, and environmental services to clients. Over the years, we have grown from a small group of engineers and planners to one of the most respected consulting firms in the nation—and a recognized leader in public realm design. Today, Kimley-Horn has more than 8,300 employees in over 130 offices across the United States and Puerto Rico, offering a full range of consulting services to local, regional, national, and international clients.

Kimley-Horn has the size, diversity of talent, and proven history of producing innovative plans and award-winning designs. We take great pride in the strength of our resources, our integrity as a firm, and the character of our people. Throughout the firm's growth, we have come to appreciate the value and importance of remaining true to our roots, focusing on our local clients, and providing them with the personalized and responsive service they deserve. **Kimley-Horn is a firm with many disciplines, but one goal—making our clients successful.**

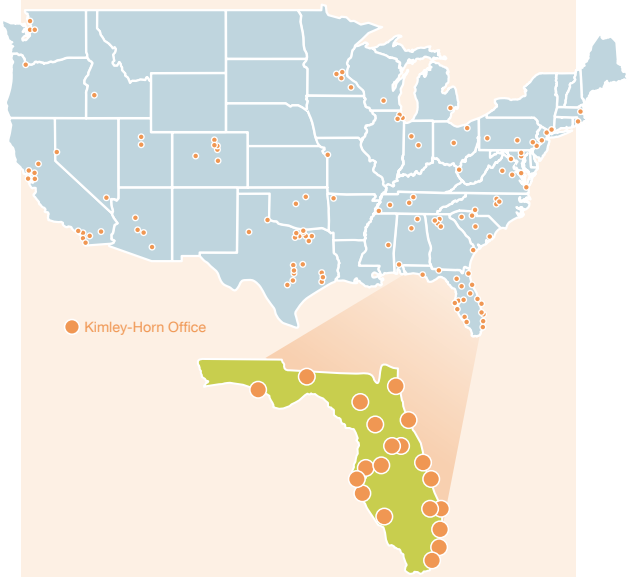
Our planners, urban designers, and engineers have a history of partnering with communities to develop progressive and context-sensitive plans. In each community we serve, we strive to understand the values of that community and transform them into a vision that guides the planning process. Understanding the importance of diverse experiences, we intentionally partner with professionals of various backgrounds to create the opportunity for visionary thinking with a focus on implementation. Our holistic approach to the process and preparation of these plans emphasizes:

+ True engagement of the public and stakeholders
+ Integration of land use and transportation
+ Collaboration among people from varying backgrounds
+ An analytic foundation for decision-making
+ Consensus-building
+ Identification of implementable solutions Equity and fairness
+ Sustainability and environmental stewardship

OFFICE LOCATIONS

20 Offices in Florida

130+ Offices Nationwide



BY THE NUMBERS

1,400+ Employees in Florida

8,300+ Employees Nationwide

NOTEWORTHY

150+ Certified Planners (AICPs) Nationwide

$2.8 BILLION in Funding Secured for Clients

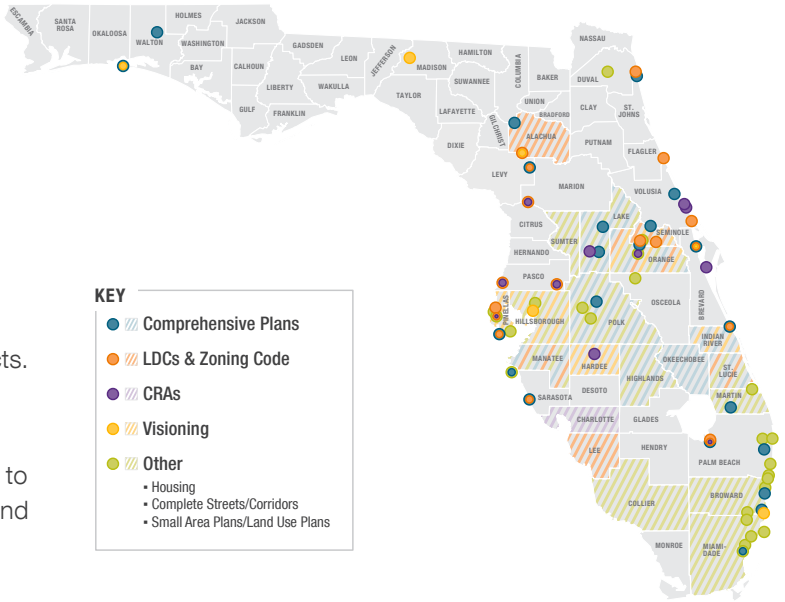
17 YEARS on Fortune Magazine's 100 Best Companies to Work For

LPFLTALL003422.2024

PROFESSIONAL PLANNING SERVICES

Kimley-Horn has successfully partnered with municipalities for over 30 years to provide planning services across Florida. More recently, our team of planners and landscape architects have assisted communities with the update of their comprehensive plans, land development codes, master plans (community visions), Complete Streets and mobility planning, capital improvements projects, economic feasibility, housing elements, and implementation projects.

Our team is prepared to offer a full suite of planning services to the City of Destin. We look forward to the opportunity to collaborate with the City and contribute to its continued growth and success. Our qualifications and detailed service offerings are provided below.



Planning and Development Review

Our team routinely serves as an extension of City staff to review applications and other applicant requests, as well as code interpretations. From the processing and review of planning and zoning requests like Development Order Review, Conditional Use Permits, Planned Unit Development or Variances, to the interpretation of the Land Development Regulations, our staff can achieve both short-term and long-term City planning and development goals.

Comprehensive Planning

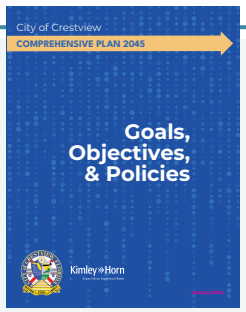
Our planning staff has a wide range of experience with all aspects of comprehensive planning for several unique public clients with an emphasis on coastal communities and their specific needs. Our knowledge of critical planning tasks, such as public participation, community visioning, data collection and analysis, consensus building, policy framing and drafting, and intergovernmental coordination indicates that our work is truly comprehensive in scope. Kimley-Horn has helped dozens of communities assess change, evaluate local issues, examine concurrency, draft amendments, and complete all the regulatory and other associated tasks necessary to accomplish these assignments including coordination with and transmittal to the State of Florida Department of Commerce.

Through our continued partnership with jurisdictions throughout the state providing comprehensive planning services, we have a thorough understanding of Florida growth management laws. We understand the Growth Management Act required each municipal government to adopt a local comprehensive plan that adheres to the following guidelines:

- Consistency with regional and state plans
- An established process for the state to approve local plans and amendments
- The development of required plan content including future land use maps, capital improvement elements, property rights and others
- Creation of formal state administrative hearings for challenges and sanctions for noncompliance
- Enhanced citizen standing and stakeholder involvement to file challenges
- Plan amendment limitations

CRESTVIEW COMPREHENSIVE PLAN

Under a continuing services contract with the City of Crestview, Kimley-Horn has been retained for the evaluation and update of the City's Comprehensive Plan. The City has since made significant updates to their Land Development Code since the last comprehensive plan update in 2017 and requires consistency updates to their comprehensive plan policies. These changes, paired with the required review of comprehensive plans by local governments every seven years per the Florida Administrative Code, have catalyzed the need for a formal update.



LPFLTALL003422.2024

To successfully complete this evaluation, Kimley-Horn is conducting public workshops, analyzing the current plan, and undertaking a comprehensive data collection, inventory, and analysis (DIA). The team is also updating the Goals, Objectives, and Policies (GOPs), presenting findings to the Local Planning Agency (LPA) and City Council, and finalizing the documents for transmittal and adoption. This update is being completed on an 11-month schedule, ensuring that the City's Comprehensive Plan remains current and effective.

Ordinance and Code Drafting

The Kimley-Horn team regularly writes new regulations and ordinances and provides revisions to codes in the form of adoptable ordinances that implement comprehensive plan policies. Our codes, ordinances, and development orders are tailor-made and based on location and implementable standards. To accomplish this, we always keep the following in mind: administrative capacity, balance, flexibility, and existing regulations. Each community we serve is unique and having a well-rounded knowledge helps ensure the plans we develop are easily implementable for the City.

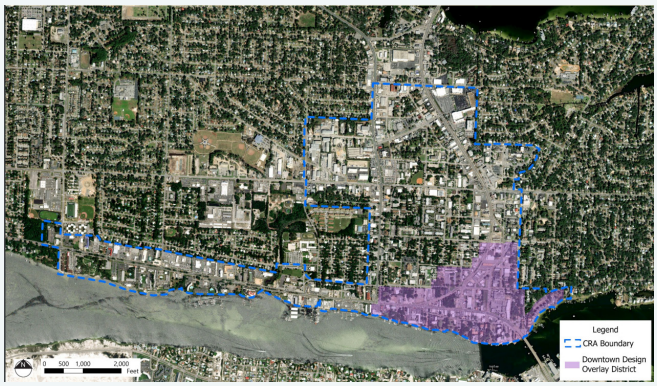
Our team understands the intricacies of modern zoning ordinances and have partnered with communities to prepare land development codes and zoning overlay districts that are comprehensive in nature, but cognizant of the needs for the end-user of the document. Moreover, our team includes staff that are dedicated to understanding and summarizing laws and ordinances currently being passed by the state legislature that deal with housing and home rule.

Form-Based Codes

We have found that rules and regulations written in clear, non-technical terms, supplemented with easy-to-understand graphics successfully convey information. Kimley-Horn has experience partnering with progressive communities desiring to implement form-based codes that promote smart growth, mixed-use projects, and economic development. Our approach to code development allows planners, engineers, landscape architects, and environmental scientists to partner with our clients to model potential build-out scenarios under proposed conditions; this results in a set of well-tested rules and regulations.

FORT WALTON BEACH DOWNTOWN DESIGN GUIDELINES

Kimley-Horn is working with the City of Fort Walton Beach to create design guidelines for their downtown. Based on existing conditions, future redevelopment, and community conversations, these guidelines will reimagine public spaces, streetscapes, and buildings. By listening to the community, Kimley-Horn will help the City balance the needs of tourists and residents with existing realities to design a family-friendly, accessible, and sustainable public realm.



The project will culminate in the creation of a Downtown Design Guidelines Manual, which will serve as a "toolbox" of architectural components to achieve the desired vision. This manual will provide flexibility for existing property owners and new developers, enhancing the broader Community Redevelopment Area (CRA) efforts and improving the vibrant economic potential of the downtown area.

Transportation Planning

Kimley-Horn is renowned for our excellence in mobility planning, a practice area in which we have extensive experience both throughout Florida and nationwide. Our wide spectrum of experience includes public policy writing, corridor planning, level of service analyses, intelligent transportation system design and planning, congestion management, multimodal planning, feasibility studies, geographic information systems, systems management, environmental assessments, computer modeling, and public involvement.

LPFLTALL.003422.2024

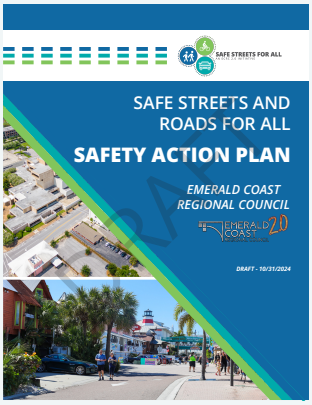
When it comes to Florida's transportation regulations, policies, and procedures, Kimley-Horn's knowledge is unsurpassed. By ensuring we integrate land use and transportation together, we can work with the community to ensure their transportation system meets their needs, is safe, and supports the community's larger quality of life goals.

- Corridor Planning
- Area-Wide Transportation Plans
- Long-Range Transportation Planning
- Transportation Impact Fees
- Parking and Circulation
- Feasibility Studies
- Complete Streets
- Transit Planning and Analysis
- Micromobility Strategies

EMERALD COAST REGIONAL COUNCIL SAFETY ACTION PLAN

Kimley-Horn is currently assisting the Emerald Coast Regional Council with developing a Safety Action Plan that covers the Emerald Coast, which includes three TPOs and seven counties. The development of this Safety Action Plan is consistent with requirements of the Safe Streets and Roads for All (SS4A) Program and includes the formation of a regional task force, robust stakeholder and public engagement, an in-depth safety and crash analysis, an equity assessment, and the development of a final plan to guide implementation.

This plan is a versatile tool for stakeholders, empowering all citizens of the Emerald Coast region to actively participate in achieving the ECRC's ambitious goal of zero traffic fatalities and serious injuries. By fostering collaboration and leveraging comprehensive data analysis, the Safety Action Plan aims to create safer streets for everyone, enhancing the overall quality of life and ensuring equitable access to safe transportation across the region.



GRANT CONSULTING SERVICES

Obtaining and administering successful public or private sources of funding is critical to our clients' projects. Kimley-Horn has played a key role in researching, procuring, and managing project funds through state and federal grant programs. Our national grants practice has helped our clients secure more than $2.8 billion.

We have a system for researching funding opportunities and can prepare a Matrix of Funding Opportunities of potential funding pursuits that would assist in offsetting the cost of specific projects. The Matrix provides information such as the name of the funding source, a description of the possible use of the funds, the grant or loan, specific terms and conditions, as well as the next deadline for the submittal. Our grant services include:

- Research
- Program Strategy and Project Prioritization
- Conceptual Design
- Benefit-Cost Analysis
- Cost Estimating
- Technical Writing and Editing
- Graphic Design and Publishing
- Grant Administration

Not only is our team well-versed in developing and submitting grant funding applications, but we are also experienced in administering the grant itself. Grants often come with reporting requirements, restrictions in using funds, procurement requirements, directions as to how and when to use funds, and requirements to demonstrate progress toward the grant's goal. Grant administration is constantly evolving and changing. We keep up to date on requirements and have excellent business relationships at the federal, state, and local level.

We are proud to boast several team members who were former public sector grant specialists. This expertise in funding management, administration, and compliance measures for federal, state, and local awards positions Kimley-Horn to have the knowledge and familiarity with what our clients might experience once funding is awarded. Recordkeeping, reporting requirements, and auditing methods come second nature to our project team. We will keep documentation related to any grant-related activity, including correspondence from all parties. Our project team will maintain records with invoices, quarterly reports, and certifications that are commensurate with industry standards.

LPFLTALL003422.2024

ECRC USDOT SAFE STREETS FOR ALL (SS4A) PLANNING AND DEMONSTRATION GRANT APPLICATION FOR PENSACOLA ITS SAFETY DEMONSTRATION ACTIVITIES

Kimley-Horn successfully submitted a grant application on behalf of the ECRC for the Safe Streets and Roads for All program, securing $10 million in funding. This program supports communities in implementing, planning, and demonstrating projects aimed at preventing deaths and serious injuries on roadways. Between 2019 and 2023, nearly 1,000 fatalities occurred within the ECRC's seven-county region, highlighting the urgent need for this initiative.

The project will focus on implementing technology solutions and design improvements, specifically evaluating the safety impact of Intelligent Transportation System (ITS) enhancements on two of Pensacola's highest crash rate segments—Fairfield Drive and Pensacola Boulevard. Key issues on these corridors include low lighting, bicycle and pedestrian incidents, and left-turn crashes. Construction is scheduled to begin in the summer of 2025, with the project expected to be operational by the following summer.

Economic Analyses and Benefit-Cost Analyses (BCAs)

As an added benefit, Kimley-Horn offers a broad array of economic development services, including planning and strategy development, market analysis, fiscal impact analysis, and economic impact analysis. We regularly recommend policies and investments to improve economic competitiveness for communities. We have a successful track record of helping communities leverage existing economic anchors, regional demographics, and labor force attributes to target key industries. Through land assembly planning, we can help our clients determine the most appropriate site locations that offer both visibility and access to transportation and infrastructure. Our interdisciplinary team, which includes market and financial analysts, planners, and engineers, regularly supports capital project and infrastructure planning across Florida.

SPECIALTY RESOURCES

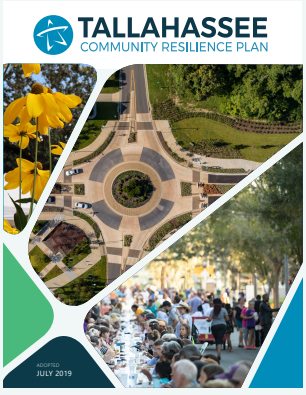
Emergency Management and Resilience Planning

As a growing coastal community, much of Destin's coastline is vulnerable to sea level rise, storm intensification, surge, and other shocks and stresses. Our team understands resilience planning in Florida and can specify with certainty what will make our communities vulnerable and, more importantly, what will make them more resilient. We understand that vulnerabilities of coastal communities are being tested more frequently, and it is more important than ever that our communities begin building their adaptive capacity. Our team can assist the County with:

- Disaster Recovery and Hazard Mitigation
- Vulnerability and Risk Assessments
- Adaptation Planning
- Resilient Design and Critical Infrastructure Protection
- Green Infrastructure Planning
- Pre-Disaster Mitigation
- Post-Disaster Response and Redevelopment Planning

TALLAHASSEE COMMUNITY RESILIENCE PLAN

Kimley-Horn developed a comprehensive assessment of threats to social, economic, and environmental features and characteristics of the City of Tallahassee. These characteristics influence the community's resiliency and ability to recover from a range of acute shocks and chronic stresses. The team developed a baseline of existing conditions regarding resilience along with a set of metrics to be used to measure progress toward being a more resilient community as adaptation measures and strategies recommended in the plan are implemented. The plan addressed critical infrastructure needs, policy changes, and financial implications and guided the prioritization of future actions. The plan also considered behavior-changing initiatives across the community, including governmental and nongovernmental entities.



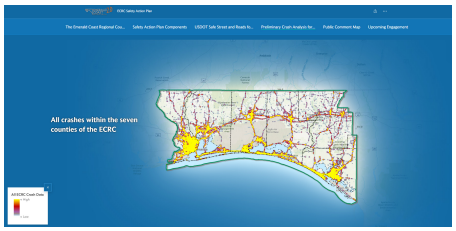
LPFLTALL003422.2024

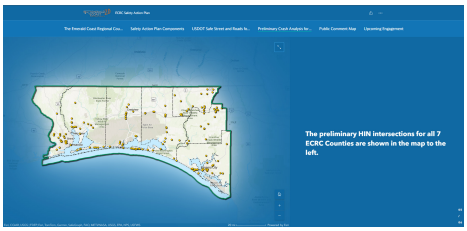
GIS Services

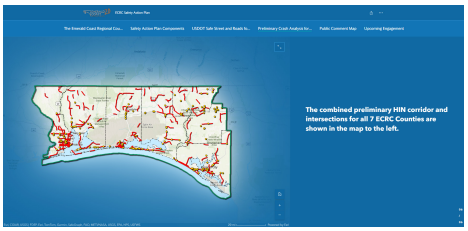
Recognizing the value and importance of GIS and mapping technology in planning and design, Kimley-Horn has developed a multidisciplinary team of professionals that offer GIS services to many municipalities statewide. This multidisciplinary expertise enables Kimley-Horn to develop GIS deliverables that are tailored to the specific requirements of the project objectives. We can identify the level and types of data needed to gain the maximum possible benefit from the analytical capabilities of our GIS system. Ground truthing, ecosystem analysis, and impact evaluation can be combined with GIS to provide a functional land use planning tool.

Digital and Thematic Storytelling

The use of images and video in communications, both online and traditional, is reaching new capabilities and is an integral part of the planning process. Kimley- Horn team is proficient in innovative digital 3D animations which help tell a s tory. Kimley-Horn has prepared digital and storytelling materials ranging from district/area branding, 3D renderings, aerial drone footage and renderings, ArcGIS StoryMaps, and interactive workshops. Kimley-Horn staff conducted an interactive workshop using live mapping techniques to quickly capture comments and specific locations.







Historic Preservation

Historic districts, buildings, and heritage that contextualize our neighborhoods serve as an important reminder for those who came before us and whose stories we are telling. We understand preserving these institutions maintains the integrity of a community's story and identity. Kimley-Horn's historic preservation specialists approach each project mindful of their complex heritage. In each case, our goals remain the same—to preserve the character of our neighborhoods, sustain the impact of our collective history, and enhance the cultural resources of our communities. Kimley-Horn offers a wide variety of historic preservation services including historic resource surveys, significance assessments and nominations, design guidelines, and Section 106 compliance. We have also been successful in securing historic preservation small matching grants for our certified local governments (CLGs).

DEFUNIAK SPRINGS HISTORIC PRESERVATION SERVICES

Kimley-Horn is providing professional consulting services related to the preservation of historical buildings and landmarks for the City of DeFuniak Springs. Founded in the late 1880s as a railroad stop, DeFuniak Springs is one of Florida's 40 oldest towns. The town has around 200 historic buildings; 40 or so of which are listed in the National Register of Historic Places. These historical homes, buildings, and churches are all located on Circle Drive in the historic district of DeFuniak Springs, Florida. This neighborhood rests on the banks of a perfectly round, spring-fed lake called Lake DeFuniak. Our specific services for the City include reviewing Certificates of Appropriateness applications for adherence to the historic preservation regulations and the Secretary of the Interior's Standards for Rehabilitation.

SUBCONSULTANTS

The Planning Collaborative (TPC)

LYNN HAVEN, FL

Established in 2011, TPC is a multidisciplinary land use planning firm located in Northwest Florida. Recognizing a need for planning services that were lacking in the region, TPC was created to offer policy planning expertise through written documents and expert consultation to various clients, including local governments, grassroots community groups, land use attorneys, and land developers. TPC offers a unique ability to understand the legal context of the interrelationship between guiding adopted policies and the regulatory framework of local government growth management and development documents. Over the years, TPC has developed a solid reputation for its deep understanding and knowledge in the profession.

As a part of the Kimley-Horn team, TPC is available to provide the following services to the City of Destin:

Policy Planning (Comprehensive Plan and Land Development Regulations)

Special Projects

Entitlement Processes

Expert Witness Testimony

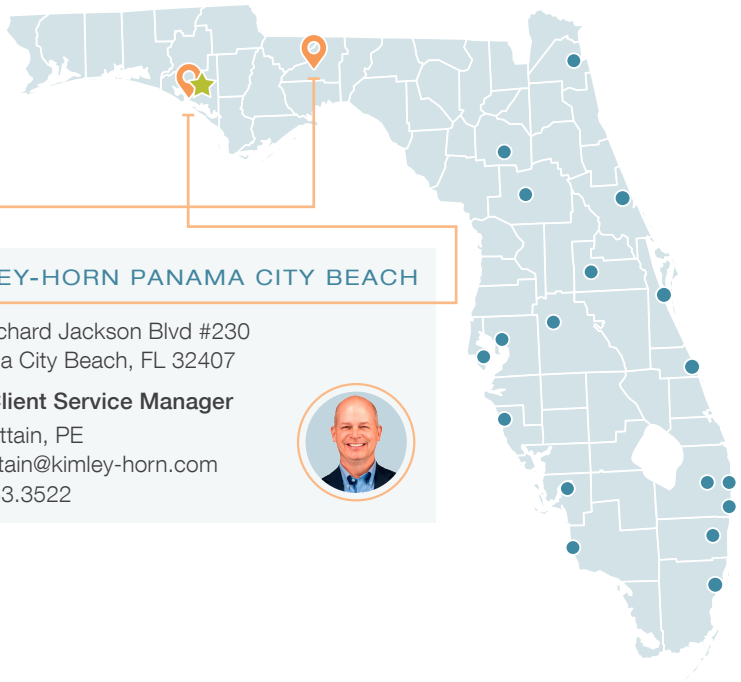
Consistency and Compatibility Reviews

Principle Place of Business

Our Tallahassee office will serve as the primary office for this contract and offers you a dedicated staff with decades of planning and grants experience along with all the resources of a national, award-winning firm. **Kimley-Horn is proud to have a continuous presence in Tallahassee since 1996.** Similarly, we are proud of Kimley-Horn's one profit-center approach that encourages regional collaboration with nearby offices like Mobile and Panama City Beach.

We will work diligently, encouraging open communication to keep you informed about project activity and primary schedule achievements. If specialized services are required, we will supplement this team with our staff of experts across the nation.

- Local Kimley-Horn Office
- The Planning Collaborative
- Kimley-Horn Office



KIMLEY-HORN TALLAHASSEE

2619 Centennial Blvd, Suite 200
Tallahassee, FL 32308

Your Project Manager
Ali Palmer
ali.palmer@kimley-horn.com
850.553.3528



Primary Project Professionals
Hadley Peterson, AICP
hadley.peterson@kimley-horn.com
850.553.3515



Macy Falcon, AICP
macy.falcon@kimley-horn.com
850.553.3508



KIMLEY-HORN PANAMA CITY BEACH

120 Richard Jackson Blvd #230
Panama City Beach, FL 32407

Your Client Service Manager
Jeff Brittain, PE
jeff.brittain@kimley-horn.com
850.553.3522

LPFLTALL.003422.2024

TAB 3

Proposals of Project Team, (Key Team Members) and Availability of Specialty Resources

3

Proposals of Project Team, (Key Team Members) and Availability of Specialty Resources

Organizational Chart

City of Destin



CLIENT SERVICE MANAGER
Jeff Brittain, PE



PROJECT MANAGER
Ali Palmer

Kimley-Horn recognizes that the City will not allow substitution of key project members during the contract period without the written agreement of the City.

PLANNING SERVICES

PRIMARY PROJECT PROFESSIONAL
Hadley Peterson, AICP

PLANNING AND DEVELOPMENT REVIEW
Hadley Peterson, AICP

LOCAL POLICY PLANNING
Allara Mills-Gutcher, AICP (TPC)

COMPREHENSIVE PLANNING AND LAND DEVELOPMENT CODE
Ali Palmer
Eliza Harris Juliano, CNU-A

TRANSPORTATION PLANNING
Lindsay Slautterback, AICP
Vinny Spahr, PE, RSP

GRANT CONSULTING SERVICES

PRIMARY PROJECT PROFESSIONAL
Macy Falcon, AICP

STRATEGY AND IDENTIFICATION
Heather Glisson, AICP
Laura Wittenbauer

GRANT APPLICATIONS
Macy Falcon, AICP
Heather Glisson, AICP

ECONOMIC ANALYSES AND BCAS
Jessica Rossi, AICP
Jonathan Ford, IMSA II

GRANT ADMINISTRATION
Laura Wittenbauer

SPECIALTY RESOURCES

EMERGENCY MANAGEMENT AND RESILIENCE
Macy Falcon, AICP

GIS SERVICES
Amber Crane

HISTORIC PRESERVATION
Blair Knighting, AICP

(TPC) The Planning Collaborative
Within 100 miles of Destin

LPFLTALL003422.2024



Ali Palmer

PROJECT MANAGER // COMPREHENSIVE PLANNING AND LAND DEVELOPMENT CODE

A native Floridian with a passion for working with coastal communities, Ali has more than 20 years of planning experience working on both long-range and current projects across Florida. She has experience working with government agencies facilitating vision studies, evaluation and appraisal reports, data and inventory analysis, public engagement plans, policy drafting and consensus, and transmittal and certification of these efforts. She routinely coordinates and conducts public meetings and presentations as well as engagement and visioning charrettes.
In addition to comprehensive planning, Ali's work includes comprehensive plan updates, land development code updates, community redevelopment area master plans, small area planning, art and culture plans, master planning, design guidelines, and historic preservation districts. She is a public hearing veteran, and she regularly appears before elected bodies and planning boards.

Office

Tallahassee, FL

Education

Masters, Urban and Regional Planning, Florida Atlantic University

Bachelors, Social Science, Florida State University

Affiliations

American Planning Association (APA), Florida Chapter, Vice President of Section Affairs

Congress for the New Urbanism (CNU), Tallahassee Summit Steering Committee, Member

Urban Land Institute (ULI), Member

Relevant Experience

Professional Planning and Zoning Services
BAY COUNTY, FL

Downtown Design Guidelines Manual
FORT WALTON BEACH, FL

Comprehensive Plan Update
CRESTVIEW, FL

EAR and Comprehensive Plan Rewrite
OAKLAND PARK, FL

Vision 2050 and Comprehensive Plan Update
OCALA, FL

Land Development Code Update
INDIAN RIVER SHORES, FL

Visioning, Market Assessment, Comprehensive Plan, and LDR Revisions
PALM SPRINGS, FL

Comprehensive Plan Update
DEFUNIAK SPRINGS, FL

Comprehensive Plan Update
HOLLYWOOD, FL

Professional Planning Consultant Services
GREENACRES, FL

Strategic Tourism Plan
JACKSON COUNTY, FL

LPFLTALL003422.2024



Jeff Brittain, PE

CLIENT SERVICE MANAGER

Jeff has more than 25 years of civil engineering design and permitting experience and 16 years of experience working in the Emerald Coast area. His expertise includes stormwater design and analysis, roadway design, site design, utility design and analysis, site planning, construction administration, and due diligence studies. He has extensive permitting experience in Escambia County, Panama City Beach, Leon County, the City of Tallahassee, Collier County, Orange County, the City of Orlando, the City of Sanford, Seminole County, the City of Jacksonville, the City of Port Orange, Walton County, Bay County, and through the FDOT. In addition, he is familiar with cost estimate preparation, site visits, and construction phase services for large site development projects.

Office

Panama City Beach, FL

Education

Bachelors, Civil Engineering, Florida State University

Credentials

Professional Engineer in Florida, No. 59269

Affiliations

Society of American Military Engineers (SAME), Member

Relevant Experience

General Engineering Professional Services for Okaloosa County Public Works
OKALOOSA COUNTY, FL

Continuing Professional Services Contract for Panama City
PANAMA CITY, FL

Engineering Professional Services for Escambia County
PENSACOLA, FL

General On-Call Consulting Services
MARY ESTHER, FL

NAVFAC Southeast Advance Planning Studies for P-801, P-810, and P-832 at Naval Air Station Pensacola (Hurricane Sally Planning Studies)
PENSACOLA, FL

Linear Park Project
DESTIN, FL

Eagles Landing Subdivision
DESTIN, FL

Pointe Mezzanine Development
DESTIN, FL

LPFLTALL003422.2024



Hadley Peterson, AICP

PRIMARY PROJECT PROFESSIONAL: PLANNING SERVICES // PLANNING AND DEVELOPMENT REVIEW

Hadley is an experienced project manager focused on urban planning and design projects that engage communities around actionable goals for their social and built environments. An animated people connector and storyteller, Hadley is focused on creating sustainable places for future generations to thrive while elevating and leveraging the voices of community members who are often left out of the conversation. With over eight years of international and local experience, she develops innovative and impactful solutions for urban public spaces. Integrating thoughtful advocacy and outreach into every project, her experience ranges from developing form-based code to county-wide comprehensive planning and streetscape design to housing solutions.

Office

Tallahassee, FL

Education

Masters, Urban and Regional Planning, Florida State University

Bachelors, International Studies, University of Mississippi

Credentials

American Institute of Certified Planners, No. 35325

Affiliations

American Planning Association (APA), Member

APA Urban Design and Preservation Division, Board Member

APA Florida Chapter, Capital Area Section Board Member

Relevant Experience

Downtown Design Guidelines Manual
FORT WALTON BEACH, FL

Comprehensive Plan Update
CRESTVIEW, FL

Community Planning Technical Assistance (CPTAC) Grant for a Community Redevelopment Area (CRA) Downtown Activation Roadmap Tactic (DART)
CRESTVIEW, FL

Transportation Impact Fee
PANAMA CITY, FL

Professional Planning and Zoning Services
BAY COUNTY, FL

Emerald Coast Regional Council Safety Action Plan
PENSACOLA, FL

Tallahassee Downtown CRA 10-Year Strategic Investment Plan
TALLAHASSEE, FL

Vision 2050 and Comprehensive Plan Update
OCALA, FL

Development and Planning Continuing Services
MONTICELLO, FL

General Planning Reviews
GREENVILLE, FL

Comprehensive Plan Update
HOLLYWOOD, FL

Strategic Tourism Plan
JACKSON COUNTY, FL

LPFLTALL003422.2024



Macy Falcon, AICP

PRIMARY PROJECT PROFESSIONAL: GRANT CONSULTING SERVICES // GRANT APPLICATIONS // EMERGENCY MANAGEMENT AND RESILIENCE

Macy has more than 10 years of transportation and resiliency planning experience. She has collaborated with state and regional agencies to implement transportation policies and metropolitan planning programs. Macy has also worked with communities across Florida to enhance resilience, specializing in hazard mitigation, vulnerability assessment, post-disaster redevelopment, comprehensive planning, grant writing and management, and floodplain management practice and outreach. Additionally, Macy has provided communities with comprehensive grant cycle services to secure federal grants and implement projects that mitigate flood risk. She is well-versed in the National Flood Insurance Program's Community Rating System (CRS) and FEMA's Public Assistance Program, making her a valuable asset in building resilient and sustainable communities.

Office

Tallahassee, FL

Education

Masters, Urban and Regional Planning, Florida State University

Bachelors, Environmental Geography, Florida State University

Credentials

American Institute of Certified Planners, No. 31549

Affiliations

American Planning Association (APA), Member

Relevant Experience

General Planning Consultant for the Emerald Coast Regional Council (ECRC)
PENSACOLA, FL

USDOT Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant for the ECRC Pensacola ITS Safety Demonstration Activities
PENSACOLA, FL

Florida Department of Environmental Protection (FDEP) Resilient Florida Grant for the City of Tallahassee Wastewater Pump Station 94 Resiliency Improvements
TALLAHASSEE, FL

Florida Division of Emergency Management (FDEM) Hazard Mitigation Grant Program for the City of Tallahassee Wastewater Pump Station 94 Flooding Mitigation
TALLAHASSEE, FL

FDEM Hazard Mitigation Grant Program for the Avenida Menendez Seawall Flood Barrier
ST. AUGUSTINE, FL

FDEM Hazard Mitigation Grant Program for St. Vincent's Medical Center Riverside
JACKSONVILLE, FL

ECRC Carbon Reduction Strategy
PENSACOLA, FL

ECRC Data Analytics Project
PENSACOLA, FL

Pensacola "In Motion" Active Transportation Plan
PENSACOLA, FL

LPFLTALL003422.2024

Subconsultant Firms

The Planning Collaborative (TPC)



Allara Mills-Gutcher, AICP | 50% AVAILABLE

With over 28 years in the land use planning profession, Allara has extensive experience in writing policy and regulations for various municipalities, including the City of Destin, Bay County, Panama City, Mexico Beach, and Gadsden County, as well as the Comprehensive Plans mentioned above. Beyond Northwest Florida, she updated the Future Land Use and Housing Elements of the St. Cloud Comprehensive Plan as a subconsultant. Allara has conducted over 150 Comprehensive Plan Future Land Use Map and text amendments, along with numerous Land Development Regulation text and zoning map changes.

She is skilled in drafting ordinances, presenting projects and cases to elected and appointed bodies in public forums, and collaborating with citizen groups. Having spent most of her professional planning career in Northwest Florida, Allara is well-versed in Florida's statutory requirements and the regional environment. She is frequently called upon to testify as an expert witness before City Councils, County Commissions, Circuit Courts, and Administrative Law Judges in the State of Florida Division of Administrative Hearings process.

Allara has been a member of the American Institute of Certified Planners (AICP) since 2001, the leading certification body for land use planners. She is currently the President-Elect of the Florida Chapter of the American Planning Association and will begin her term as President in January 2025. Recognized frequently for her leadership and expertise, Allara has built a broad and diverse client base, reflecting her extensive experience and commitment to the planning profession.

"Allara Mills-Gutcher of The Planning Collaborative has been an instrumental partner with our firm for over 5 years, helping us achieve dozens of approvals through entitlement including zoning changes, site plan approvals, variance relief, and even litigation as an expert witness. Allara provides a personal touch in expert land use planning services that sets her apart from the field."

JOSH HUFSTETLER
EXECUTIVE VICE PRESIDENT, TERAMORE DEVELOPMENT, LLC

LPFLTALL003422.2024

Availability, Location, and Workload of the Proposed Team

KEY PROJECT MEMBER	LOCATION	CURRENT PROJECT LIST	REMAINING COMMITMENTS	PROJECTED AVAILABILITY
Ali Palmer Project Manager	Tallahassee, FL	Fort Walton Beach Design Guidelines	35%	65%
		Hollywood Comprehensive Plan	20%	
		Ocala Vision Plan	20%	
Jeff Brittain, PE Client Service Manager	Panama City Beach, FL	Mary Esther Drainage	60%	40%
		Bay Co. County Line Road	10%	
		Escambia Co. Warrington Drainage Study	40%	
Hadley Peterson, AICP Primary Project Professional (Planning)	Tallahassee, FL	Jackson County Tourism Strategic Plan	60%	50%
		Fort Walton Beach Design Guidelines	35%	
		Hollywood Comprehensive Plan	20%	
		Panama City Transportation Impact Fee	5%	
Macy Falcon, AICP Primary Project Professional (Grants)	Tallahassee, FL	FDOT Office of Policy Planning	20%	50%
		Emerald Coast Regional Council	20%	
		TxDOT Metropolitan Planning	10%	

Determining Workload

We are confident our proposed team members are available to serve you and are in an excellent position to handle the workload required for this contract. One of the ways Kimley-Horn tracks capacity and ensures the proper resources are dedicated to specific projects is using a proactive, proprietary management system known as “Castaheads.” Castaheads detail every project’s personnel needs and staff availability, and help ensure that the project team is committed to completing the various assignments. Internal production meetings are held weekly to enable staff, task managers, and project managers to stay up to date regarding current and projected workloads.

Castaheads track real-time effort to define specific staffing needs, helping us ensure that sufficient staff and hours are available to meet project schedules. Work overloads or shortages for specific personnel, individual offices, and disciplines are tabulated and addressed. Where possible, these imbalances are resolved through internal shifts of personnel between offices. The objective is to balance the workload in a manner that maximizes the use of production staff, while helping to ensure that all project requirements and client deadlines are met. This proactive internal system gives us an in-depth understanding of our capacity and both short- and long-term personnel commitments.

At Your Service

We understand the importance of availability and responsiveness to successfully deliver projects. Kimley-Horn not only possesses the necessary talent and resources to provide highly responsive service and exceed your expectations, but we are intentionally organized to activate these resources for your benefit. Our firm uniquely operates with a “single-business unit” methodology, meaning our offices do not function as individual cost centers, as seen in other large consulting firms.

Without needing to jump through corporate hoops that create conflict, your key project members and points of contact have the freedom to draw upon this deep bench of qualified professionals, “shifting” personnel and resources as projects demand at no additional cost or schedule delay to you.

LPFLTALL003422.2024

TAB 4

Project Approach, Demonstrated Skill Set, and Innovative Ideas That Will be Used to Address the Scope of Work

4

Project Approach, Demonstrated Skill Set, and Innovative Ideas That Will be Used to Address the Scope of Work

Understanding of Goals and Objectives

The City of Destin is navigating the complexities of accelerated development, traffic congestion, and environmental impacts. The City is committed to ensuring that its community not only adapts but thrives in this dynamic environment, fostering sustainable growth and enhancing quality of life and safety by addressing:

+ Responsible comprehensive policy development
+ Multimodal mobility and connectivity
+ Development and redevelopment that preserve Destin's historic charm
+ Natural resources preservation and protection

Our team has the passion and experience required to realize these goals, help the City improve the quality of life for residents and businesses, and further your vision of **"a family-oriented beach and fishing community where people want to live, work, and play."**

Demonstrated Skill Set and Planning Philosophy

A professional planning contract requires a consultant who understands the tailored desires and needs of the City and has the experience to provide services across a range of project types and scales. At Kimley-Horn, we are known for being a creative partner that mobilizes community vision. Our team consistently brings new and innovative ideas to the agencies we partner with. Our approach involves our planning team working closely with our in-house staff of planners, landscape architects, engineers, and environmental specialists from the outset of a project to ensure functional components merge seamlessly with community values and the desired aesthetic.

We possess a comprehensive and multidisciplinary skill set, making us well-equipped to perform the scope of services under this contract. Our proven history of innovative plans and award-winning designs, combined with a deep understanding of local, regional, and national regulations, ensures we can effectively manage projects of any scale. Our experience in comprehensive planning, ordinance and code drafting, transportation planning, grant consulting, and resilience planning demonstrates our ability to deliver tailored, implementable solutions that meet the unique needs of each community. Additionally, our proficiency in GIS services, digital storytelling, and historic preservation further enhances our capability to support the City in achieving its planning and development goals.

Our overall approach to planning projects is founded upon:

1 INTEGRATED OUTREACH

Our team combines project-specific techniques to engage targeted stakeholders as well as the general community. We strive for maximum community engagement in the planning process coupled with a dynamic visual approach, emphasizing strategies that fuse proactive planning, policymaking, and City goals.

2 INFORMED DECISION-MAKING

Our approach focuses on generating and communicating relevant and useful information to citizens and stakeholders so informed decisions guide the project.

3 INNOVATIVE IMPLEMENTATION

Kimley-Horn has worked with public and private clients of every scale and at every stage of the community planning process from regional-scale concepts and visions to construction documents for specific infrastructure and landscapes. This gives us a powerful perspective to bring to our public sector work. We understand how plans, policies, and regulations translate into built places. We understand the perspective of developers and builders and how to navigate mutually beneficial outcomes. We can guide the City on how best to initiate and fund any planning or design recommendation.

LPFLTALL003422.2024

Typical Project Approach

The nature of on-call contracts requires a consultant partner to understand the needs of the City and be capable of providing expertise across a range of project types. Below is a brief overview of how we manage on-call tasks. Our approaches will be tailored to the specific nature of the work assignments and the City's expectations.

TEAM SELECTION

After communicating a need for professional services, our project manager and appropriate support staff will meet with the City to review the assignment and the scope of services. This initial scoping meeting is not charged to the client. After the initial meeting, we will provide a draft scope of services, staffing plan, and fee budget for review by the City. Depending on the project's needs, we will assign a task leader who may be a different professional than our designated project manager. With that in mind, our project manager, Ali Palmer, will be involved on every assignment to ensure clear communication, continuity, and quality of services.

SCOPE AND FEE PREPARATION

A detailed project work plan will be developed for each assignment. This will be provided in the form of a detailed scope of services with a description of tasks, assigned staff, schedule milestones, internal quality reviews, client meetings, presentations, external client reviews, and deliverables. This will be coordinated with and accompanied by a task and staff-based level of effort (by hours) fee estimate and task plan. The combined work plan will be reviewed with the City to ensure complete understanding of the services, budget, schedule, and deliverables prior to authorization to proceed.

WORK PLAN

Upon award of a project assignment, Kimley-Horn will define a work plan specific to the project scope, fee, schedule, and outcome. If requested, this work plan will be shared with the City for the sake of mutual understanding and will be revisited bi-weekly during the duration of the project as part of our ongoing project management. Each project work plan will be specific to the project; however, work plans typically have similar elements including:

- Project goals, expectations, budget, and constraints
- Breakdown of project tasks and deliverables
- Schedule and milestones
- Staff organization chart and manpower plan
- Design standards and criteria
- Applicable codes and permits needed
- Quality control plan
- Record of communication
- Filing and project administration policies

Frequent communication and a clear definition of the responsibilities of team members are critical elements in maintaining project schedules. Throughout the process, we will continue to keep your staff updated with the progress. With that in mind, our project-specific work plan identifies critical milestones and deliverable dates. We will actively manage our team resources to meet the agreed-upon schedules and keep your project on track.

PROJECT STATUS REVIEW MEETINGS

Kimley-Horn will schedule and conduct regular project status and review meetings with the City to evaluate progress and to adjust services as needed. Our preference is for face-to-face meetings as a cooperative forum for interactive discussion and resolution of unforeseen occurrences or design challenges. That said, we have tools for efficient virtual meetings. Regardless of the forum, regular meetings allow project participants to be fully informed, resolve issues, and review intermediate deliverables.

COMMUNICATION

Regular meetings are important but are not our only means of communication. We will tailor our communication to the method that works best for City staff. We regularly track lists of outstanding items for each project and use the list to remind each responsible party of their task and deadlines. Whether virtual or in-person, Kimley-Horn can provide presentations, documents for review, real-time mark-ups, and virtual face-to-face communications.

LPFLTALL003422.2024

QUALITY CONTROL/QUALITY ASSURANCE (QC/QA)

Please refer to the Project Management Methods provided in the Respondent's Qualification Statement in Tab 2.

Innovative Solutions

At Kimley-Horn, we pride ourselves on delivering exceptional planning services that are enhanced by innovative techniques and cutting-edge tools. By integrating these practices, we are able to offer more accurate, efficient, and sustainable planning services that meet the unique needs of our clients.

Below is a sampling of innovative techniques we've developed for similar contracts and examples of how these solutions can be applied to the City of Destin.

FUNDING

To maximize our chances of successful grant applications, we will work with you to evaluate which projects fit best with specific grant funding programs. Our team can thoroughly analyze each potential grant opportunity, providing a comprehensive overview of the grant requirements, eligibility criteria, and competitiveness. This analysis will help the City understand the feasibility and alignment of each grant opportunity with their projects. We then identify options and potential flexibilities within grant programs that may align most closely with the City's goals and objectives allowing the City to maximize chances of securing funding by exploring alternative approaches within the grant programs. Lastly, our team can develop a grant matrix that matches City projects with identified grant opportunities. This matrix will include a scoring system that assesses each project's competitiveness with the grant merit.

After we've matched the project with the funding opportunity, Kimley-Horn's detailed understanding of the scoring process and selection criteria for various grant programs allows us to help you strategize the path forward. It is important to spend time developing our plan and identifying the specific pieces of a project that match a grant program's selection criterion. This step will differ for every project and every grant funding opportunity, and our team has the expertise to discern what project readiness efforts are worthwhile.

St. Lucie Transportation Planning Organization

ST LUCIE TPO FUNDING OPPORTUNITY MATRIX
March 7,2023
PEDESTRIAN SAFETY/EVENT EQUIPMENT

Kimley»Horn

Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Priorities	Types of Projects
Auto Club Group Foundation	American Automobile Association (AAA)	Not Listed	Not Listed	Rolling	Rolling	Traffic Safety Traffic safety programs, research and initiatives that make our roadways safer for all users. Community Service Initiatives that focus on the priority areas of Traffic Safety, Education, and Tourism.	The Auto Club Group Foundation is dedicated to supporting **traffic safety programs**, research and initiatives that make our roadways safer for all users.
Community Facilities Florida	United States Department of Agriculture	Not Listed	15% - 75%	Rolling	Rolling	To purchase, construct, and / or improve essential community facilities, purchase equipment and pay related project expenses.	Public facilities such as town halls, courthouses, airport hangars or **street improvements** Community support services such as child care centers, community centers, **fairgrounds** or transitional housing Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or **equipment**
Gary Sinise Foundation First Responder Grant Program	Gary Sinise Foundation	$100,000	N/A	Open	Rolling	Emergency relief, training, and essential equipment for First Responders. The Gary Sinise Foundation prioritizes volunteer, low, and underfunded departments. Grant requests are limited to equipment and training only. Building costs, operating costs, and weapons costs are not allowed. Applicants are limited to 1 grant every 12 months.	Training grants, mental health treatment, **equipment**, scuba gear, community programming funding, retreat sponsorships, community meal funding, turnout gear sets, fire fighting tools, radios, program sponsorships.

LPFLTALL.003422.2024

We can also work closely with City staff to develop a multi-year timeline of grant applications. This timeline will outline all the necessary activities required to position the projects and grant applications in the most competitive state, ensuring the City has a strategic approach to securing grant funding.

AT YOUR SERVICE

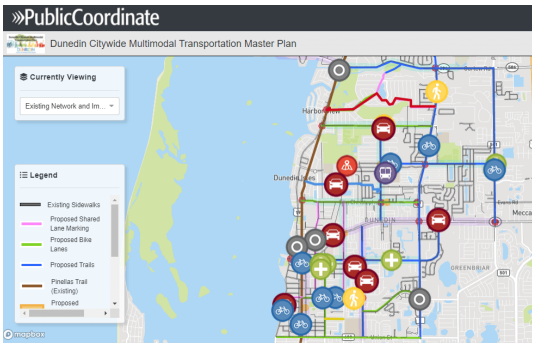
Kimley-Horn has developed a resource library on state and federal funding sources to assist clients in making the most of available resources. GrantSource is an internal analysis tool containing more than 300 grant programs to identify potential funding sources based on specific project parameters. If desired, our staff can help the City search for grants by project location, type or sub-type, or filter sources by grant agency, agency type, program name, or approximate deadline.

ENGAGEMENT

»PublicCoordinate

Effective public engagement is critical to the success of many projects—and far too often it presents hurdles with risky consequences. With multiple stakeholders and objectives, it's easy for the communication process to become disorganized and ineffective.

PublicCoordinate is Kimley-Horn's interactive, web-based mapping tool that allows public agencies and developers to share project information and gather feedback. We customize your projects, translate into multiple languages, upload project photos to the map, share multiple alternatives on different layers, and export formatted reports with summary analytics on the comments.



AT YOUR SERVICE

The City of Destin can use PublicCoordinate to enhance public engagement and streamline communication for various projects. This tool can be applied to beach access projects, traffic management initiatives, development proposals, and environmental monitoring by sharing detailed plans, gathering feedback, and presenting visual representations to ensure community needs are met.

»KollabSpace

We live in a constantly evolving digital landscape and emerging technologies are changing the way we experience the world around us. KollabSpace combines the impact of meaningful, in-person experiences with the convenience and accessibility of an online platform. This collaborative tool invites active participation in agency events and gatherings while meeting consumers and community members where they are. KollabSpace allows participants to access the room at their own convenience, and integrated tools and third-party functionality enables participants to provide valuable feedback quickly and with ease.

AT YOUR SERVICE

If desired, KollabSpace can foster collaboration and participation in Destin's community projects. It can be used for public forums, community workshops, neighborhood revitalization, and public safety initiatives. The platform allows for hybrid events, real-time collaboration, and convenient feedback, ensuring broader community involvement and effective project planning.

LPFLTALL003422.2024

»Access$_2$Opportunity

Accessibility describes how effectively a transportation system connects people with the rest of society. Kimley-Horn created Access2Opportunity to help agencies understand the influence of transportation investments on community outcomes, such as education and healthcare.

Access2Opportunity gives agencies new insights into how their transportation systems help create healthy and vibrant communities. Access 2Opportunity is highly customizable and analyzes open-source data to focus on two main metrics:

1. **Travel Reach.** How far can you travel in a reasonable amount of time using the transportation system? A larger travel reach typically results in connections with more opportunities.
2. **Destination Opportunity.** How many key opportunities (e.g., number of jobs, grocery stores, etc.) are accessible within someone's reasonable travel reach? A larger number of destination opportunities is a strong indicator of a healthy and vibrant community—and an equitable transportation network.

AT YOUR SERVICE

If desired, the City can use Access2Opportunity to augment transportation planning projects by identifying areas with limited access to essential services. Projects could include expanding public transit, developing bicycle and pedestrian infrastructure, implementing transit-oriented development, and enhancing accessibility for people with disabilities. Additionally, community shuttles, traffic management solutions, and educational campaigns can be launched to ensure a more connected, equitable, and vibrant community.

VISUALIZATION

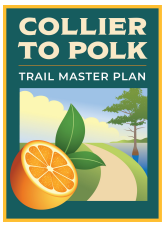
UAV/Drone Capabilities

Kimley-Horn distinguishes itself with a growing in-house UAS Fleet. We boast a nationwide network of remote pilots to strategically approach UAS data capture. From geo-referenced photogrammetric images to lidar-collected point clouds, our in-house data capture specialists are well-versed in various methodologies for capturing data sets for planning or production efforts throughout the life of a project.

Our in-house team of certified and insured FAA Part 107 drone pilots produce stunning photography and engaging videos from perspectives that normally could not be captured any other way. Additionally, our team provides survey and inspection services using state-of-the-art photogrammetry techniques with high-end sensors and intelligent autonomous drones. All data captured with our drones are processed in the cloud, delivering highly accurate 3D point clouds, contours, and DEM information in a matter of hours. Advantageously, whether remote pilot or not, Kimley-Horn staff across the country can be set up with direct access to your raw and processed data, allowing for seamless and cost-effective collaboration.

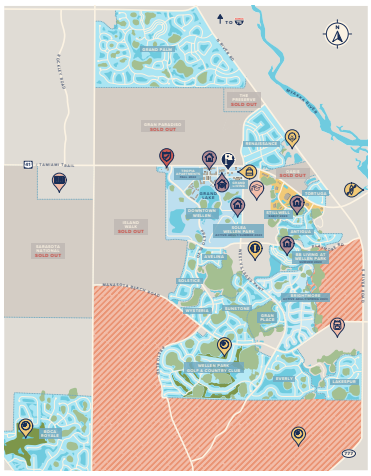
Branding and Graphic Design

Kimley-Horn understands compelling graphics are an important part of a public project—they help convey key ideas, generate understanding, create excitement, and build consensus. In addition to our team of experienced and creative planners and engineers, Kimley-Horn employs more than 100 full-time graphic design and visualization professionals who are proficient in a wide range of software applications and techniques to achieve these goals at the appropriate level of detail and character for each project. Kimley-Horn can work proactively with the City to create an eye-catching visual identity and memorable messaging.









LPFLTALL003422.2024

One of the hallmarks of our planning work has been to focus on the visual elements of the project. From our experience, we know the value strong images can have in communicating to communities and the stakeholders whose support is so important. Kimley-Horn prepares documents (technical memorandums, reports, and grant applications) that can convey critical information in a highly accessible, eye-catching, and easy-to-read format for a wide range of audiences in English and Spanish. We have a talented team of planners and graphic specialists to communicate vital information to City staff, stakeholders, and the public.

Utilization of Proposed Personnel

As evidenced by the organizational chart provided in Tab 3. Project Team, our team is structured to provide immediate response and offer an array of resources to the City:

The Kimley-Horn team has a proven track record of successfully collaborating on hundreds of projects. Our core project team members are backed by a vast network of planning and grant professionals, as well as thousands of technical staff nationwide. If a project requires specific subject matter expertise or additional niche resources, we will assign individual task managers to ensure the City receives the best possible support.



As your project manager, **Ali Palmer** will serve as your primary point of contact and facilitate all requests for services, ensuring seamless communication and efficient project execution.



Located in our Panama City Beach office, **Jeff Brittain, PE** will serve as a local client liaison, providing on-the-ground support and leveraging his extensive local knowledge.



Hadley Peterson, AICP will lead planning tasks that originate from this contract, bringing her expertise in community engagement and comprehensive planning to the forefront.



Macy Falcon, AICP will field all grants-related requests, ensuring the City's funding opportunities are maximized and managed effectively.

LPFLTALL003422.2024

TAB 5

References – Past Performance

5

References

We are proud of our working relationship with our clients, and much of our success over the last 57 years is directly related to our efforts to perform high-quality, timely services for all of our clients. A good demonstration of this success is that approximately 70 percent of the firm's services in 2023 were for repeat clients.

We invite you to contact our clients and ask them about our work performance, quality of service, and if they would again select us for similar services. **Per your solicitation, each of these clients have been informed they will be used as a reference.**

1

City of Fort Walton Beach

107 Miracle Strip Parkway SW
Fort Walton Beach, FL 32548

Chris Frassetti, AICP, CFM, CPM
850.833.9604

2

City of Crestview

198 N Wilson Street
Crestview, FL 32536

Barry Henderson
850.306.3692

3

Emerald Coast Regional Planning Council

418 East Gregory Street, Suite 100
Pensacola, FL 32502

Austin Mount
850.332.7976 ext. 201



LPFLTALL003422.2024

TAB 6

Submittal of General Information and Procurement Forms and Documents

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Kimley-Horn and Associates, Inc.

Federal I.D. Number: 56-0885615

A Corporation of the State of: North Carolina

Area Code: 850 Telephone Number: 553 3510

Area Code: N/A Fax Number: N/A

Mailing Address: 2619 Centennial Boulevard, Suite 200

City/State/Zip: Tallahassee, FL 32308

Vendor Mailing Date: 12/4/24

Authorized Signature

Richard Barr, AICP
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: Kimley-Horn and Associates, Inc.

DATE SUBMITTED: December 5, 2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/24		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ No. 24-12-CD Professional Planning and Grant Consulting Services

2. This sworn statement is submitted by
Kimley-Horn and Associates, Inc.

whose business address is 2619 Centennial Blvd, Suite 200, Tallahassee, FL 32308
and (if applicable) Federal Employer Identification Number (FEIN) is
56-0885615 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Richard Barr, AICP and my relationship to the entity named above is Senior Vice President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Richard Barr 12/3/24
(Signature) Date:

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 3 day of December, 2024,

By:
Richard Barr
(Print name)

Personally known ✓ OR Produced Identification_____

Suzanne Taylor Seal:
Notary Signature

SUZANNE TAYLOR
Notary Public - State of Florida
Commission # HH 566743
My Comm. Expires Jun 27, 2028
Bonded through National Notary Assn.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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.

ADDRESS: 2619 Centennial Boulevard, Suite 200

CITY: Tallahassee STATE: FL ZIP CODE: 32308

TELEPHONE NUMBER: 850 553 3510

SIGNATURE: Richard Barr DATE: 12/3/24

NAME (TYPED OR PRINTED): Richard Barr, AICP

TITLE: Senior Vice President

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO__✓__

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO__✓__

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES__N/A__ NO__N/A__

If YES, please describe:

FIRM NAME: Kimley-Horn and Associates, Inc.

BY (PRINTED): Richard Barr, AICP

BY (SIGNATURE): Richard Barr

TITLE: Senior Vice President

ADDRESS 2619 Centennial Boulevard, Suite 200

Tallahassee, FL 32308

PHONE NO. 850 553 3510

E-MAIL Richard.Barr@kimley-horn.com

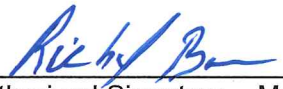
THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Kimley-Horn and Associates, Inc.	
CONSULTANT's Company Name	Authorized Signature – Manual
2619 Centennial Boulevard, Suite 200 Tallahassee, FL 32308	Richard Barr, AICP
Physical Address	Authorized Signature – Typed
Same as above	Senior Vice President
Mailing Address	Title
850 553 3510	N/A
Phone Number	FAX Number
850 510 4894	850 510 4894
Cellular Number	After-Hours Number(s)
Richard.Barr@kimley-horn.com	12/3/24
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Richard Barr, AICP	Senior Vice President
Name	Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
The Planning Collaborative	2311 Lee Street Lynn Haven, FL 32444	AICP No. 016744	Local Policy Planning	

Signature _____ Date: 12/3/24

Title/Company Senior Vice President / Kimley-Horn and Associates, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Richard Barr (insert name) as Senior Vice President (insert title) on behalf of Kimley-Horn and Associates, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

R. Barr

Printed Name: Richard Barr, AICP
Title: Senior Vice President
Nongovernmental entity: Kimley-Horn and Associates, Inc.
Date:

STATE OF Florida
COUNTY OF Leon

SWORN TO AND SUBSCRIBED before me ✓ in person or _____ remote notarization by Richard Barr as Senior Vice President on behalf of Kimley-Horn and Associates, Inc., who is personally known to me or who produced _____ as identification this 3 day of December, 2024.

Suzanne Taylor

Notary Public

(Notary Seal)

SUZANNE TAYLOR
Notary Public - State of Florida
Commission # HH 566743
My Comm. Expires Jun 27, 2028
Bonded through National Notary Assn.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/18/2024

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

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

PRODUCER Edgewood Partners Ins. Center/Greyling 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	**CONTACT NAME:** Jerry Noyola **PHONE (A/C, No, Ext):** 7702207699 **FAX (A/C, No):** **E-MAIL ADDRESS:** greylingcerts@greyling.com
INSURED KIMLASS Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** National Union Fire Ins Co of Pittsburg — 19445 **INSURER B :** Allied World Assurance Co (U.S.) Inc. — 19489 **INSURER C :** New Hampshire Insurance Company — 23841 **INSURER D :** Lloyd's of London — 85202 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 2080884375 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			GL5268169	4/1/2024	4/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
B	X **UMBRELLA LIAB** [X] OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			03127930	4/1/2024	4/1/2025	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC015893685 (AOS) WC015893686 (CA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
D	Professional Liability			B0146LDUSA2404949	4/1/2024	4/1/2025	Per Claim Aggregate	$2,000,000 $2,000,000

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

Evidence of Coverage

CERTIFICATE HOLDER

Sample Certificate

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Gregg Bachtel

© 1988-2015 ACORD CORPORATION. All rights reserved.

Supplemental Information

Kimley»Horn

Certificate of Secretary

To Whom It May Concern:

I am the duly qualified and acting Secretary of Kimley-Horn and Associates, Inc., a North Carolina Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the corporation at the Board meeting held on August 12, 2024 and entered in the minutes of such meeting in the minute book of the corporation.

"The Board unanimously approved the contract signing authority of employees as presented." (Copies of the employee lists as presented are enclosed.)

The resolution is in conformity with the articles of incorporation and bylaws of the corporation, has never been modified or repealed, and is now in full force and effect.

Dated:

Richard N. Cook, Secretary

(corporate seal)

KIMLEY-HORN AND ASSOCIATES, INC. CORPORATE SEAL NC

kimley-horn.com | 421 Fayetteville Street, Suite 600, Raleigh, NC 27601 | 919 677 2000

LPFLTALL003422.2024

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
August 12, 2024

The following individuals have authority to sign both standard and non-standard agreements directly related to serving clients ("Project Agreements"). Project Agreements include client contracts, subcontracts, project-specific vendor agreements, IPO's, contract amendments, non-disclosure agreements, teaming agreements, project-specific equipment and facility rental agreements for specific projects, and certifications related to proposals. This document does not grant authorization to sign other types of contracts or legal documents not directly related to client service such as office leases, software purchase or license agreements, tax returns, purchase agreements for supplies, or agreements to procure accounting, legal, recruiting, or similar services.

ATLANTIC

BALTIMORE CITY
Falk, Katherine W.
Kraft, Jonathan H.
Miller, Sean T.
Smith, Jeff B.

BALTIMORE COUNTY
Leffner, Nicholas J.
Hutton, Heather

BOSTON
Jacques, Christopher
Keegan, Katherine A.

CHARLOTTESVILLE
Oliver, Jonathan H.

HARRISBURG
Bankert, Larry I.
McGinley, Steve M.

LOUDOUN
Bollinger, Kyle T.
Giffin, Geoffrey D.

NORTHERN VIRGINIA
Carter, Erica V.
D'Alessandro, Jonathan J.
Elman, Paul D.
Howell, Christopher M.
Kauppila, John L.
Koopman, Jennifer R.
Lefton, Steven E.
Millot, Sean M.
Murphy, Erin M.
Musson, David B.
Prunty, Robert W.
Samba, David B.
Sauro, Thomas J.
Schrader, Carly N.
Smith, Andrew T.
Stevens, Ross S.
Teague, M. Zach
Whyte, Richard D.

PHILADELPHIA CENTER CITY
Harmon, Amanda R.
Hughes, Paul W.
Morgan, Taylor M.

PITTSBURGH
Beaves, Adele M.
Beduhn, Tyler J.
Moldovan, William

PRINCETON
Diggan, Tony W.
Gibson, Adam T.

RICHMOND
Chance, Maxwell P.
Crum, Katie E.
Dougherty, Sean P.
Harrell, Matthew T.
Heustess, Aaron M.
Hill, Corey W.
Lickliter, Ashley C.
McCray, Danielle R.
McPeters, Brian A
Perkins, Ryan R.
White, Timothy E.

VIRGINIA BEACH
Chambers, Jon S.
Dallman, David B.
Davidson, Scott O.
Farthing, Andrew P.
France, William D.
Funk, Gerald S.
Holland, Kimberly R.
Holland, Stephen R
Mackey, William F.
Mertig, Karl E.
Miller Edward W.
Moser, Emily A.
Niss, Robyn M.
Royal, Jack R.
Schmitt, Gregory H.
Votava Charles F.
Wharton, Michelle L.
Williams, Kyle D.
Yee, Leong Wee

WHITE PLAINS
Canning, Thomas J.
Van Hise, Kevin A.

CALIFORNIA

LONG BEACH
Hewitt, Melissa A.
Phillips, Chad E.

LOS ANGELES
Chakravarthy, Srikanth
Duong, Danh
Fares, Jean B.
Kyle, Gregory S
Phaneuf, Alyssa S.
Ranta, Shahrzad

OAKLAND
Akwabi, Kwasi
Colety, Mike D.
Dankberg, Adam J.

ORANGE
Adrian, Darren J.
Bossu, David M.
Glaze, Jacob S.
Kerry, Nicole M.
Matson, Jason B.
Marechal, Jason A.
Melchor, Jason J.
Melvin, M. Pearse

PLEASANTON
Durrenberger, Randal R.
Johnson, Miles R.
Mehta, Parag G.
Mowery, Michael C.
Sowers, Brian E.

RIVERSIDE
Cowan, Eugene D.
Pollock, John A.

SACRAMENTO
Melvin, Enda
Pittalwala, Fareed S.
Schmitt, Michael L.
Tait, Zachary T.
Weir, Matthew D.

SAN DIEGO
Barlow, Matthew T.
Becker, Justin S.
Harry, Jennifer L.
Kaltsas, Joseph D.
Madsen, Michael P.
McCormick, Matthew B.
McWhorter, Samuel L.
Podegracz, Anthony J.
Ulery, Megan R.
Valencia, Jason B.

SAN JOSE
Hamilton, Robert J.
Hedayat, Leyla
Venter Frederik J.

SAN MATEO
Pulliam, John E.

CAROLINAS

CHARLESTON
Edmonson, William C.
Guy, Jonathan R.

CHARLOTTE
Blakley, Jr., Stephen W.
Denney, Seth A.
Edwards, Matthew A.
Lewis, Ryan T.
Pattison, Paul G.
Racer, Joseph M.
Taylor, Benjamin S.

COLUMBIA
Iser, Christopher M.

DURHAM DOWNTOWN
Lewellyn, Earl R.

FORT MILL
Holcomb, John E.

RALEIGH
Adams, Richard C.
Barber, Barry L.
Beck, Chadwick W.
Brewer, Brian J.
Cochran, Adam P.
Cook, Richard N.
Deans, Neil T.
Flanagan, Tammy L.
Keil, Ashley R.
Kuzenski, John D.
Leverett, Christopher C.
Meador, Emily H.
Netzer, Lesley E.
Thompson, Erin K.

CENTRAL

DALLAS

Fraccaro, Joseph A.
Galloway, Steven D.
Gary, Glenn A.
Harris, Mark E.
Henrichs, Tyler B.
Hoppers, Kevin P.
Moss, Bradley J.
Nathan, Aaron W.
Rader, Aaron K.
Samarripas, Anthony M.
Sulkowski, Nicholas E.
Williamson, Sarah T.

FORT WORTH
Arnold, Douglas M.
Arnold, Scott R.
Atkins, John R.
Hill, Bradley J.
James, Richard J.
Webb, Floyd C.

FRISCO
Brignon, Brit A.
Coppin, Thomas G.
McCracken, Paul D.
Dickey, Kyle A.

IRVING/LAS COLINAS
Ante, Louis N.

FLORIDA

BOCA-DELRAY
Webber, Jason A.
Haggerty, Jordan L.

FORT LAUDERDALE
Alam, Mudassar M.
Capelli, Jill A.
Dabkowski, Adrian K.
Emmons, Erin N.
Falce, Christopher T.
McWilliams, John J.
Ratay, Gary R.
Robertson, Stewart E.
Viola, Stefano F.

FORT MYERS
Bryant, M. Lewis
Clark, Kellie R.

GAINESVILLE
Towne, Christopher

JACKSONVILLE
Brenny, Martin T.
Mecca, Joseph P.
Mullis, Raiford M.
Roland, George E.
Shelton, Mark W.

LAKELAND
Lewis, Jason A.

LPFLTALL003422.2024

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
August 12, 2024

Wilson, Mark E.
White, Wayne E.
MELBOURNE
Husainy, Kinan F.

MIAMI
Almonte, Leonte I.
Baldo, Burt L.
Buchler, Aaron E.
Collier, Julio A.
Fernandez, Jorge L.
Fye, Barton J.

OCALA
Busche, Richard V.
Gartner, Amber L.
Losito, Gene B.

ORLANDO
Chau, Hao T.
Lenzen, Brent A.
Littrell, Lance R.
Martin, Jonathan A.
Mingonet, Milton S.
Roberts, Heather A.
Stickler, Brooks A.
Thigpen, Jonathan D.
Wetherell, Ryan S.

SARASOTA
Klepper, B. Kelley
Nadeau, Gary J.
Pankonin, James R.
Schmid, Seth E.

ST. PETERSBURG
Dodge, Dawn M.
Walker, Jordan W.

TALLAHASSEE
Barr, Richard R.
DeVeau, Zachariah A.
Kalbi, Shawn C.

TAMPA
Bulloch, Kelly B.
Collins III, Carroll E.
Gilner, Scott W.
Lee, Nathan Q.

VERO BEACH
Good, Brian A.
Lawson, Jacob B.
Roberson, Kevin M.
Thomas, Melibe S.
Van Rens, Peter J.

WEST PALM BEACH
Lee, Jason R.
Long, Jamea M.
Mufleh, Marwan H.
Rapp, Bryan T.
Schanen, Kevin M.
Schwartz, Michael F.
Tercilla, Lindsey A.
Walthall, David W.
WPB DOWNTOWN
Heggen, Christopher W.
Spruce, Michael D.

MIDWEST

CHICAGO DOWNTOWN
Lemmon, Peter C.
Marnell, Colleen L.
Mayer, Joseph P.
Morton, Jr., Arthur J.

CHICAGO NORTH SUBURBS
Cooper, Jason C.
Tracy, Eric J.
West, Craig L

CHICAGO WEST SUBURBS
Fancler-Splitt, Rory K.
Garner, Chad S.
Heinen, Andrew N.
Kaufman, Phil R.
Walker, Michaela E.
Walker, William A.

COLUMBUS
Muller, Justin M.
Reeves, Michael C.
Schall, Andrew J.

INDIANAPOLIS
Butz, Jr., William A.
Sheward, Bryan A.
Wolfred, Maurice A.

KANSAS CITY
Kist, Matthew D.
McKerrow, Jeff D.

NORTHEAST OHIO
Clements, Kevin J.

TWIN CITIES
Bishop, Mark C.
Bourdon, Brandon J.
Coyle, Daniel J.
Elegert, Brandon R.
Fosmo, Eric J.
Hume, Robert M.
Jensen, Matthew D.
Matzek, William D.
Phipps, Ryan A.
Schmitz, William J.
Wall, Lisa M.
Zimmerman, David

TWIN CITIES- WEST
Kuhnau, JoNette L.
Wurdeman, Brian M.

MOUNTAIN PACIFIC

ASPEN
Christensen, Bryce E.

BOISE
McDougald, Brandon D.
Nicholson, Tim P.

BROOMFIELD
Pratt, Anthony J.

COLORADO SPRINGS
Gunderson, Eric J.
Hess, Mitchell O.

DENVER
Andryscik, Kory J.
Colvin, Scott W.
Garinger, Amy M.
Heiberger, John R.
Krell, Gabriel M.
Phelps, Randall J.
Rowe, Curtis D.
Salvagio, Robin
Skeehan, Daniel L.
Sobieski, Dennis M.
McGee, Meaghan M.
Valentine, Brian W.
Wilhelm, William R.

FORT COLLINS
Felton, Emily P.

PORTLAND
Belsick, Jody W.
Meyerhofer, Peter N.

SALT LAKE CITY
Crowther, Brent C.
Gresham, Teresa R.
Johnson, Zachary A.
O'Brien, Molly M.

SEATTLE
Kamerath, Marcy
Reeverts, Canaan H.
Williams, David S.

SOUTHWEST

LAS VEGAS
Ahartz, Shannon R.
Jones, Christopher R.
Moles, Richard A.
Moore, Devin V.
Mosley, Michael S.
Wolf, Treasea

MESA
Burm, Jason M.
Grandy, Michael L.
Margetts, Sterling T.
Mutti, Brent H.
Walnum, Nathan C.

PHOENIX
Christian, Rajesh S.
Connelly, Alissa J.
Delmarter, Michael L.
Ehrick, Taylor R.
Henderson, Benjamin J.
Thoma, Jayme R.
Jupp, Andrew M.
Kimm, Kevin J.
Kissinger, John C.
Leistiko, David J.
Marella, Damon J.
Perillo, Adam C.
Sjogren, Timothy P.
Smalkoski, Brian R.

RENO
Hildebrandt, Timothy H.
Nasset, Brent J.

TUCSON
Payne, Kevin W.
Rhine, Timothy J.

SOUTH

ALPHARETTA
Fanney, Angela L.
Fanney, Lawson H.
Hamilton, James R.
James, Alvin B.
Shearouse, Sarah
Stricklin, David L.
Walker, John D.

ATLANTA
Ergle, Kevin B.
Fink, Kenneth L.

ATLANTA MIDTOWN
Bosman, Eric S.
Coleman, Sean H.
Elsey, Jeffrey B.
Johnston, Sean P.
Ross, Robert A.
Triplett, Katherine R.

BIRMINGHAM
Bailey, Clark B.

MEMPHIS
Danley, Drake E.
Minor, Henry W.
Peregoy, Samuel J.
Peregoy, Jennifer M.

MOBILE
Starling, Charles H.

NASHVILLE
Creasman, Brett R.
Dufour, Zachary J.
Espelet, Leonardo E.
McMaster, Ryan L.
Neal, Philip H.
Rhodes, Christopher D.

SAVANNAH
Gwaltney, Jamie N.
Marsengill, Chris C.

WOODSTOCK
West, Brian B.

TEXAS SOUTH

AUSTIN NORTH
Boecker, Brian C.
Neal, Trey A.
VanLeeuwen, Andrew W.

AUSTIN SOUTH
Hudson, Harrison M.
Mason, Sean R.

BRYAN/COLLEGE STATION
Lucas, Michael D.

HOUSTON
Frysinger, Ashley M.
Frysinger, Chris V.
Guillory, Michael B.

SAN ANTONIO
Farnsworth, Jeffrey A.
Holscher, Nicholas F.

THE WOODLANDS
Freeman, Jr., Steven C.

LPFLTALL003422.2024

DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES

RFQ #24-12-CD | DECEMBER 5, 2024, 2:00PM

COPY







Inspire
PLACEMAKING COLLECTIVE

4767 New Broad Street, Orlando, FL 32814
Erik Bredfeldt, PhD, AICP, Project Manager

CONTENTS

01 LETTER OF INTEREST

Letter of Interest 1

02 FIRM'S PROPOSAL

Respondent's Qualification Statement Form 2

Firm Profile/Information/Principal Place of Business 7

03 PROPOSALS OF PROJECT TEAM & AVAILABILITY

Proposal Overview 9

Organizational Chart 10

Resumes 11

Sub-consultant Information 15

Availability, Location, & Workload of Team 22

04 APPROACH, SKILL SET, & INNOVATIVE IDEAS

Approach/Professional Planning Services 23

05 REFERENCES/PAST PERFORMANCE

References 29

06 SUBMITTAL OF GENERAL INFORMATION & FORMS

RFQ required Forms 30

Liability Insurance 42

Supplemental Information 43

DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES



LETTER OF INTEREST

01

Inspire
PLACEMAKING COLLECTIVE

December 5, 2024
Attn: City Clerk's Office | City of Destin, FL
4200 Indian Bayou Trail, Destin, FL 32541

Re: RFQ #24-12-CD

Dear Members of the Selection Committee,

Celebrating its 40th year as an incorporated municipality, the City of Destin, the "World's Luckiest Fishing Village", has a long history as a vibrant fishing village and now a leading vacation and resort destination. The white sandy beaches and emerald waters are representative of the natural and recreational features that make Destin such an attractive place to visit and enjoy. Building on these assets, the City of Destin seeks to strike a balance between a vibrant tourist and military based economy, represented by the Harbor and Town Center Common areas and Eglin Airforce Base respectively, while concurrently cultivating community character and urban form.

Through the City's progressive Comprehensive and Mobility Plans, adoption of a planning area approach, the recent work on the City's Land Development Code and Destin Design Manual, and its Harbor and Town Center CRA programs, the City of Destin is proactive in addressing its planning challenges. Now is the time to continue this important planning work and to seek out additional grant resources to continue providing a future viable and vibrant City of Destin.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. With a team of 29 planners and related professionals that have more than 300 years of collective experience, Inspire offers a traditional city planning practice, with a depth and breadth that is unique within today's marketplace.

Our practice focuses on comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities. Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces, is the foundation of all our work. We think beyond project site boundaries and plan for the people and experiences of the larger place and community. ***Inspire is committed to creating great places, safe streets, and thriving communities.***

Inspire is pleased to partner with Hale Innovations, Planning2Preserve, and Mobility & Parking Services (MAPS). Hale Innovations specializes in grant writing across Florida. Planning2Preserve is a Pensacola-based planning firm specializing in historic preservation and community outreach. MAPS is traffic engineering firm specializing in mobility and parking.

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

Sincerely,
Inspire Placemaking Collective, Inc.

Erik Bredfeldt, PhD, AICP
Project Manager
Ebredfeldt@inspireplacemaking.com

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

DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES



FIRM'S PROPOSAL

02

Inspire
PLACEMAKING COLLECTIVE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By: Inspire Placemaking Collective, Inc.
Name: George Kramer
Address: 4767 New Broad Street
City, State, Zip: Orlando, FL 32814
Telephone No.: 407.202.8387
Email: Gkramer@inspireplacemaking.com

	Check One
Corporation	✓
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   Inspire Placemaking Collective, Inc.

   The address of the principal place of business is:
   4767 New Broad Street, Orlando, FL 32814

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: 12/27/2022
   b. State of Incorporation: Florida
   c. President's name: George Kramer
   d. Vice President's name: Sarah Sinatra Gould
   e. Secretary's name: Sarah Sinatra Gould
   f. Treasurer's name: Meg Kramer
   g. Name and address of Resident Agent: George Kramer | 4767 New Broad Street, Orlando, FL 32814

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: N/A

   b. Name, address and ownership units of all partners:

   N/A

   c. State whether general or limited partnership: N/A

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?

   2 years (over 24 years under previous names)

   Under what other former names has your organization operated?

   Land Design Innovations, S&ME, Inc., Littlejohn Engineering Associates

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   SunBiz: P22000094175 - attached in proposal document

   All team certifications are attached in proposal document

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See attached resumes in Tab 3

10. State the name of the individual who will have personal supervision of the work:
Erik Bredfeldt and Pat Tyjeski

11. State the name and address of attorney, if any, for the business of the Respondent:

David M. Seifer | Bilzin Sumberg Baena Price & Axelrod LLP

1450 Brickell Avenue, 23rd Floor, Miami, Florida 33131

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
George Kramer - 81%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
None

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	7
b.	Non-Governmental Related Work	4
	Total Work (a +b):	7

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
SouthState Bank (Reed Nelson, Sr. VP)	3822 Edgewater Drive, Orlando, FL 32804	407.513.0202

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

Bi-weekly project meetings with client; continually updated schedule

Weekly scheduling meetings with entire Inspire team

Formal senior review process as part of the QA/QC program

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See attached in Tab 6

18. What will be your turnaround time for written responses to City inquires?

24 hours

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

None

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

None

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

None

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) President

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of physical presence X or online notarization __, this 26 day of November, 2024,

By: George Kramer
(Print name)

Personally known X OR Produced Identification _____

_____ Seal:
Notary Signature

NOTARY PUBLIC
Expires 9/13/2028
Kaitlyn Joy Bowerman
My Commission HH 530500
STATE OF FLORIDA

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE



FIRM PROFILE/INFORMATION

Inspire is committed to creating great places, safe streets, and thriving communities.

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

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

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

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

WE ARE SPECIALISTS. Inspire includes 29 planners and related support professionals with more than 300 years of collective experience. Our team focuses on traditional planning, including Comprehensive Planning, Land Development Codes, Community Redevelopment, Economic Development, Historic Preservation, and Small Area Studies.

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

64
Comprehensive Planning Projects

61
Land Development Code Projects

55
Community Redevelopment Agency Clients

8
Active Development Review Clients

Comprehensive Plan and Land Development Code projects include assessments, amendments, and full re-writes.

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

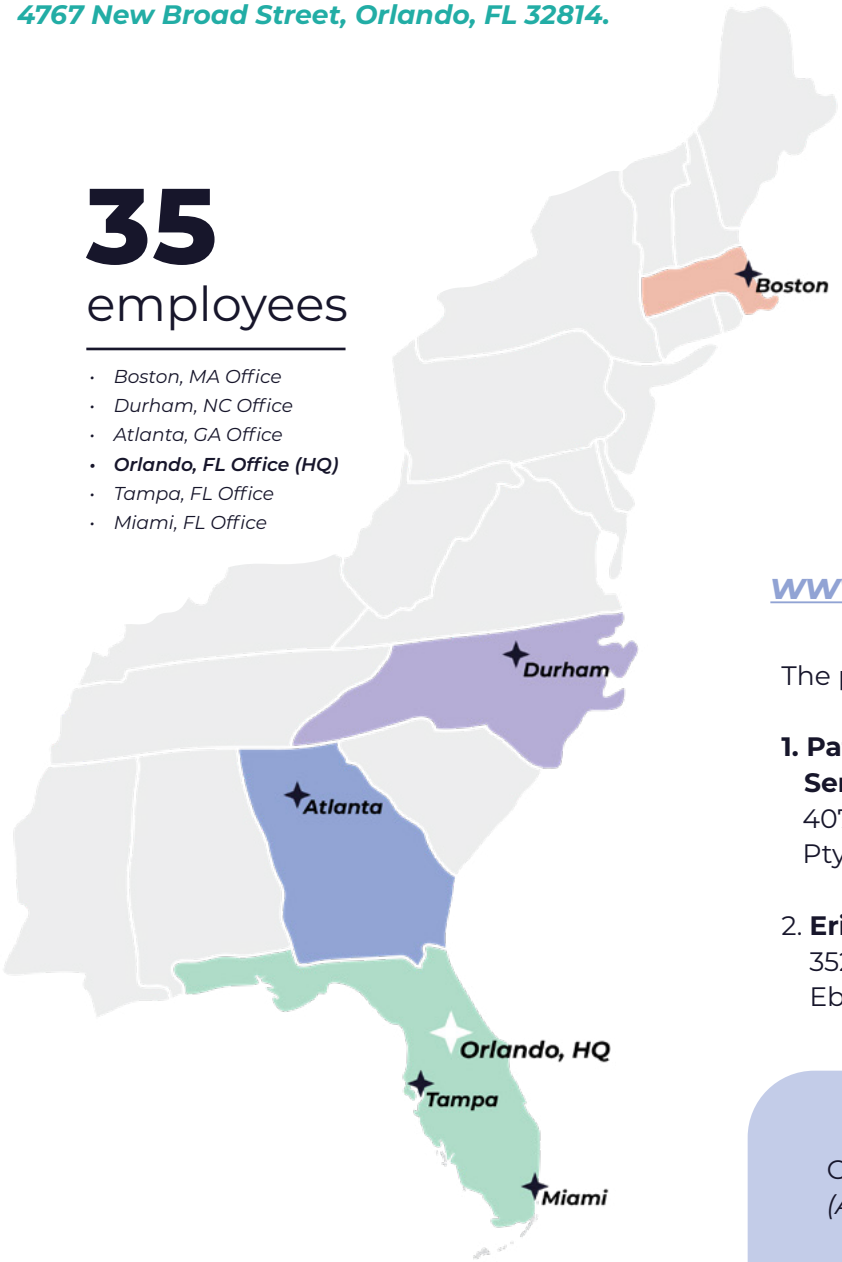
Inspire Placemaking Collective is incorporated in Florida. The practice has been providing planning services for over 24 years under different names (Land Design Innovations, S&ME, Inc., Littlejohn Engineering Associates), and two years as Inspire.

The office that will be leading the work is located at:
4767 New Broad Street, Orlando, FL 32814.



35
employees

- *Boston, MA Office*
- *Durham, NC Office*
- *Atlanta, GA Office*
- ***Orlando, FL Office (HQ)***
- *Tampa, FL Office*
- *Miami, FL Office*



www.inspireplacemaking.com

The primary contacts for this project are:

1. **Patricia Tyjeski, Principal-in-Charge/Client Service Manager**
   407.989.0335
   Ptyjeski@inspireplacemaking.com

2. **Erik Bredfeldt, Project Manager**
   352.275.6353
   Ebredfeldt@inspireplacemaking.com

PRINCIPALS OF FIRM

George Kramer
(AICP #020533)

Chris Dougherty
(AICP #026356)

Sarah Sinatra Gould
(AICP #021533, CZO)

Eric Raasch
(AICP #026377)

Patricia Tyjeski
(AICP #069120)

Em Schaefer

DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES



PROPOSALS OF PROJECT TEAM & AVAILABILITY OF SPECIALTY RESOURCES

03

Inspire
PLACEMAKING COLLECTIVE

PROPOSAL OVERVIEW

Inspire Placemaking Collective, Inc. and Planning2Preserve will perform and lead all professional planning services under the terms of the RFQ; Hale Innovation will lead grant consulting efforts under the terms of the RFQ designed to obtain grant funding to leverage public funds to accomplish capital projects. Additionally MAPS will lead transportation planning efforts. The four firms will coordinate all efforts and integrate them where necessary to seamlessly accomplish these planning and grant consulting services.

Inspire Placemaking Collective Inc. and Hale Innovation worked together most recently in 2024 on a large planning project in Okaloosa County. Planning2Preserve is based in Pensacola and members of the Inspire Placemaking team have worked with the principal in other forums.

Key project members for the RFQ's planning and grant consulting services are:

- **Client Service Manager:** Patricia Tyjeski, Principal Planner/Principal-in-Charge, Inspire Placemaking Collective, Inc.
- **Project Manager:** Erik A. Bredfeldt, Director of Economic Development, Inspire Placemaking Collective, Inc.
- **Primary Project Professional 1:** Jessica Hays, Planner/GIS Lead, Inspire Placemaking Collective, Inc.
- **Primary Project Professional 2:** Lee Hale, Lead Consultant/Project Manager, Hale Innovations
- **Primary Project Professional 3:** Jenny Wolfe, Principal Consultant, Planning2Preserve
- **Primary Project Professional 4:** Eric Raasch, Principal Planner, Inspire Placemaking Collective, Inc.

Inspire has the requisite staff and availability to service this contract. Project Manager Erik Bredfeldt is managing two major projects in 2024, the North Okaloosa Planning Study and the West City CRA Community Redevelopment Plan, both of which are nearing completion.

Inspire
PLACEMAKING COLLECTIVE

ORGANIZATIONAL CHART

- Inspire
- Hale Innovations
- Planning2Preserve
- MAPS

PRIMARY PROJECT PERSONNEL/KEY TEAM MEMBERS



Erik Bredfeldt, PhD, AICP
Project Manager



Sarah Sinatra Gould, AICP, CZO
Senior Reviewer



Jessica Hays
Primary Project Professional 1



Emilee Aguerrebere
Planner



Lee Hale, PE
Primary Project Professional 2



Hilary Waers
Capital Projects Grant Manager/ Writer



Patricia Tyjeski
Principal-in-Charge/Client Service Manager



Eric Raasch, AICP
Principal Planner/Primary Project Professional 4



Gabriela Castro, AICP
Planner



Haiden Lewis
Planner/GIS Specialist



Erin Anderson
Planner



Jenny Wolfe, AICP, MSAS
Primary Project Professional 3



David Taxman, PE
Transportation Planner/Engineer

OTHER STAFF



Jared Beck, AICP, FRP
Director of Redevelopment



Laura Canary, CEcD, FRA-RA
Senior Redevelopment Planner



Laura Martinez
Planner



Julia Clark
Planner



Em Schaefer
Creative Director



Viviana Castro, PLA
Director of Landscape Architecture



Christina Miller, RA, AICP, LEED AP
Senior Urban Designer



Leslie A. Del Monte, NCARB
Senior Urban Designer



Abigail Shemoel
Senior Urban Designer



Claudia Sicilia
3D Visualization Specialist

Patricia Tyjeski

AICP

SENIOR REVIEWER

36 Years of Experience

AICP #069120

Orlando, FL

Inspire PLACEMAKING COLLECTIVE

PROFILE

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

EDUCATION

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

SKILLS

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

OTHER RELEVANT PROJECTS

- Land Development Code Rewrite - Manatee County, FL
- Land Development Code - Palm Coast, FL
- Lake Wales Envisioned Long Range Plan - Lake Wales, FL
- Downtown Form-Based Code - Green Cove Springs, FL
- Comprehensive Plan Update - Green Cove Springs, FL

EXPERIENCE

Land Development Code Update & Form-Based Code
Project Manager | Kissimmee, FL

A comprehensive evaluation and assessment of the adopted Code followed by a full rewrite to provide clarity and consistency, and the development of a form-based code for Downtown and the US 192 corridor to foster redevelopment and infill.

- Performed a complete reorganization of the code, created tables of uses and dimensional standards, eliminated internal inconsistencies
- Incorporated FBC regulations for the downtown and Vine Street corridor

Land Development Code Assessment
Project Manager | City of Pensacola, FL

A comprehensive assessment of the adopted Land Development Code and recommendations for improvement.

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

Comprehensive Plan Update
Principal-in-Charge | Pasco County, FL

Visioning and complete plan rewrite for a county that grew by more than 48,000 residents in the three year period from 2020-2023. Addressed issues related to rapid growth and resiliency for this coastal county.

- Provided strategic guidance/assisted with public engagement

Land Development Code & Form-Based Code
Project Manager | Gainesville, FL

A comprehensive evaluation and assessment of the adopted Code followed by a full rewrite to provide clarity and consistency, and the development of a form-based code for the downtown and surrounding areas.

Erik Bredfeldt

PhD, AICP

PROJECT MANAGER

32 Years of Experience

AICP #011971

Atlanta, GA

Inspire PLACEMAKING COLLECTIVE

PROFILE

Erik has 32 years of experience in administrative and project management, with a focus on community planning and economic development. Activities include urban planning/development services, community/economic development, and project management through an internal/external partnership philosophy emphasizing the balance between community and markets.

EDUCATION

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

SKILLS

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

OTHER RELEVANT PROJECTS

- Comprehensive Plan Update - Auburndale, FL
- Comprehensive Plan Update - Polk County, FL
- West City FON & Redevelopment Plan - St. Augustine, FL
- Melrose-Mercy Neighborhood Plan - St. Petersburg, FL

EXPERIENCE

North Okaloosa Planning Study
Project Manager | Okaloosa County, FL

A long-range planning effort for a 294,000-acre study area, experiencing rapid growth. Process included extensive public engagement, detailed analyses of growth impacts, and policy recommendations.

- Assisted with resourcing of engagement and coordination of the analysis with Inspire and County staff

Comprehensive Plan Update
Economic Development Director | St. Johns County, FL

Visioning and complete plan rewrite for the second-fastest growing county (2020-2023) in Florida. Addressed issues related to rapid growth and resiliency for this coastal county.

- Supporting/assisting the team with the economic development elements of the Comprehensive Plan Update
- Attend Kick-Off Meeting; County Commissioner briefings; and County Director's Meeting

Comprehensive Plan Update
Economic Development Director | Flagler County, FL

Visioning and complete plan rewrite for the fourth-fastest growing county (2020-2023) in Florida. Addressed issues related to rapid growth and resiliency for this coastal county.

- Supported/assisted the team with the economic development elements of the Comprehensive Plan Update
- Attended Community Engagement session for Plan Update /LDC

Downtown Form-Based Code
Senior Planner | Green Cove Springs, FL

- Developed a form-based code for the City's historic downtown based on the directives of the contents of the Green Cove Springs Comprehensive Plan Update and Downtown Master Plan.

Jessica Hays

PRIMARY PROJECT PROFESSIONAL 1

2 Years of Experience

American Planning Association (APA)

Durham, NC

Inspire PLACEMAKING COLLECTIVE

PROFILE

Jessica is a recent graduate of the University of Florida's Urban and Regional Design program. She has several years of experience in planning related work with expertise in GIS mapping and data management. She sees the potential for these tools to inspire innovative solutions in adaptation planning, land development, comprehensive planning, and beyond.

EDUCATION

- Master of Urban & Regional Planning, University of Florida College of Design, Construction, & Planning, Gainesville, FL
- Bachelor of Science in Sustainability & the Built Environment, University of Florida College of Design, Construction, & Planning, Gainesville, FL

SKILLS

- ArcGIS
- Microsoft Office
- Planning

OTHER RELEVANT PROJECTS

- Comprehensive Plan & Unified Development Ordinance - Kenly, NC
- Unified Development Ordinance - Greenville, NC
- Unified Development Ordinance - Rincon, GA
- Development Review - Minneola, FL
- Downtown Master Plan - Fort Pierce, FL

EXPERIENCE

Comprehensive Plan Update
Planner | Pasco County, FL

Visioning and complete plan rewrite for a county that grew by more than 48,000 residents in the three year period from 2020-2023. Addressed issues related to rapid growth and resiliency for this coastal county.

- Advancing the future land use map series and performing various spatial analyses to advance the Data & Analysis portion of the Plan

North Okaloosa Planning Study
Planner | Okaloosa County, FL

A long-range planning effort for a 294,000-acre study area, experiencing rapid growth. Process included extensive public engagement, detailed analyses of growth impacts, and policy recommendations.

- Assisting with direct public engagement efforts and processing public comments to guide recommendations

Land Use Study
Planner | Lake Wales, FL

Prepared a conceptual land use plan to guide future expansion into the Lake Wales service area

- Assisted with stakeholder interviews to understand challenges and gain input on land use scenarios
- Mapped, analyzed, and researched existing conditions to contribute to an existing conditions document

Infrastructure Mapping/GIS
Planner | Robertson County, TN

GIS analysis to help guide development and future land use patterns consistent with available infrastructure.

- Assisting with coordination with utility providers on available data
- Assisting with preparing GIS mapping to create a new FLU plan

Eric Raasch

AICP

PRINCIPAL PLANNER/ PRIMARY PROJECT PROFESSIONAL 4

17 Years of Experience

AICP #026377

Orlando, FL

Inspire PLACEMAKING COLLECTIVE

PROFILE

Eric is a professional planner with more than 17 years of experience. Having spent 12 years in the public sector, including two years as Orange County's Planning Administrator, he has extensive experience with public sector planning. Eric's experience also includes comprehensive planning, land development code writing, GIS analyses, and public engagement.

EDUCATION

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

SKILLS

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

OTHER RELEVANT PROJECTS

- Community Redevelopment Plan Update (Downtown) - St. Augustine, FL
- Land Development Code Assessment - Pensacola, FL
- Alligator Chain of Lakes Conceptual Master Plan - Osceola County, FL
- Development Review - Minneola, FL
- Development Review - Kissimmee, FL

EXPERIENCE

West Fairbanks Study
Project Manager | Winter Park, FL

An analysis of a 66.8-acre redevelopment area with split jurisdiction between the City of Winter Park and Orange County. This effort also included the creation of new comprehensive plan policies to facilitate redevelopment within the City.

- Performed an analysis of a 67-acre area with split jurisdiction between Winter Park and Orange County
- Provided research on comparable jurisdictions
- Drafted existing conditions and policies to facilitate redevelopment

Pasco 2050 Visioning
Principal Planner | Pasco County, FL

Assisted the Pasco community in developing its Vision 2050 through a robust and inclusive public engagement process.

- Participated in the public engagement strategy/activities

Urban Service Boundary Study
Project Manager | Indian River County, FL

An analysis of the County's Urban Service Boundary to include an evaluation of the carrying capacity to accommodate growth through the year 2050. This effort also included public engagement and resulted in recommendations to the Board of County Commissioners.

- Assisted in the design of the project website and survey
- Provided direction on data and analysis for carrying capacity study

Lake County Development Review Services
Project Manager | Lake County, FL

Review of two large-scale projects near the intersection of I-95 and State Road 528 for consistency with the City's regulations and prior development agreements.

SUBCONSULTANT INFORMATION

HALE INNOVATION

History of Hale Innovation

Hale Innovation is a consulting firm founded in 2021 that is focused on providing superior and strategy-driven funding pursuit for our clients. Hale Innovation stands out as a funding consultant, exclusively focused on securing grants across all infrastructure areas. Historically, grant funding has been an offshoot in the larger picture of competitors, frequently focused on providing funding for work for other departments. However, Hale Innovation's unique approach combines years of experience in the civil engineering field with extensive grant experience that creates a new approach working toward an improved client experience. Grant funding for municipalities is highly competitive, but Hale Innovation uses their experience across multiple fields, to gain a unique competitive edge. Additionally, Hale Innovation has the knowledge and ability to provide further services within the field beyond grant writing, including pursuit planning, RFI responses, and administration of grants. This array of services provides clients with assistance in pursuing, obtaining, and managing funding from start to finish.

With numerous agencies supplying grants for capital projects, Hale Innovation's mission is to provide a more focused, detail-oriented approach to create a competitive advantage and reduce the workload on municipal staff. Hale Innovation's experience and strategic function offers a customized experience with direct and personal interaction between the grant team and client staff. We are hardworking, accountable, visionary, and passionate about grant funding.



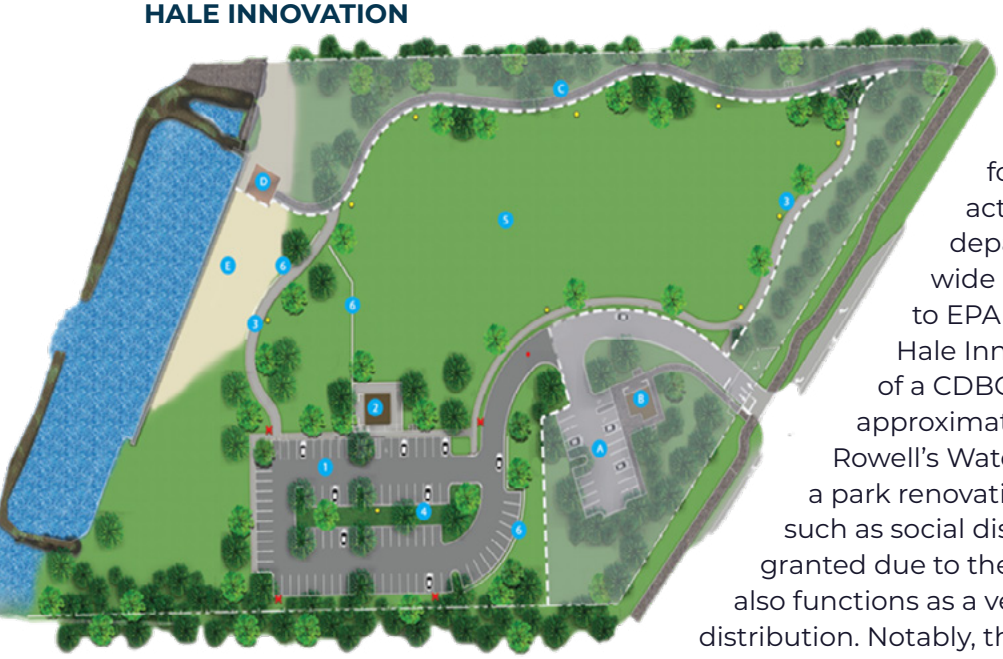
Hale Innovation Approach

Lee Hale founded Hale Innovation on the principle of being an engineer that deeply understands the built environment due to his 14 years of experience in engineering. Lee is now fully committed to grant funding as a professional. Since founding the firm, Lee has added highly specialized grant writers, graphic designers, QC professionals, and various other positions to provide a full-service funding team, capable of providing high-level full-service delivery of funding deliverables. Hale Innovation aims to provide grant funding to clients by serving as an extension of staff. Most municipalities don't build public works departments with just one person, so we believe your funding assistance firm should also be a team. We provide a model that brings high level grant professionals, with several areas of expertise, resulting in exceptional client service.

Hale Innovation serves to assist clients not only with grant writing and grant administration services, but also in grant planning and coordination with necessary groups to maximize grant potential. For instance, Hale Innovation will meet with an agency chief to determine what their program's underlying mission is. This communication provides Hale with a unique understanding of what the program's goals are. Before the grant application window opens, Hale Innovation will assist with coordinating getting the project, and project budget, in the qualifying document. Whether that is a Capital Improvement Program (CIP) for FRDAP or a County Local Mitigation Strategy master plan for HMGP so a city can pursue the project, Hale Innovation is committed to diving in and providing the necessary support without hesitation.

SUBCONSULTANT INFORMATION

HALE INNOVATION



Results

Hale Innovation has delivered results to numerous clients in several different formats. With some clients, Hale Innovation acts as an entirely additional funding department by overseeing City and County-wide pursuits ranging from USDOT to FDEP to EPA and beyond. For Monroe County, Florida, Hale Innovation provided a timely pursuit of a CDBG-CV grant program that resulted in approximately $2.97M in funding for a new phase of Rowell's Waterfront Park. This project was primarily a park renovation and upgrade but included items such as social distancing opportunities. The award was granted due to the innovative multi-use paved trail, which also functions as a vehicle queue for emergency supply distribution. Notably, the County did not have to provide any matching funds for this grant.

In multiple municipalities, Hale Innovation has been involved in the planning effort for Parks and Recreation Master Plan development. This effort allowed Hale Innovation to provide input for the CIP to ensure that the municipalities were able to maximize the grant awards year in and year out. These grants have resulted in beautiful park renovation projects! As the company has increased experience and efficiency, Hale Innovation was able to win approximately 75% of pursuits in the year 2023.

Hale Innovation strongly believes that building the best working environment for employees will lead to the best results for clients. At Hale Innovation, our culture is our brand: we are founded on the core belief that happy professionals will deliver exceptional products. Through our commitment to maintaining an engaging, nurturing, progressive and positive atmosphere with an emphasis on work/life balance, our team members don't just work, they thrive. When people flourish and are taken care of, they will take care of the business and its clients. Due to this belief, our clients expect superior products and quality service in every phase of their project, and Hale Innovation delivers. We care, and it shows in everything we do.

SUBCONSULTANT INFORMATION

HALE INNOVATION



LAWRENCE "LEE" HALE, PE (FL #83465)

Primary Project Professional 2

14 years of experience; 3 years with Hale Innovation; 50% Availability
MS in Engineering, Marshall University | BS in Civil Engineering, West Virginia University Institute of Technology

Lee has over 14 years of design and grant funding experience across the civil, transportation, and utility engineering practices. Lee founded Hale Innovation, LLC, with the goal of building on his unique skillset of grant funding strategy, pursuit, and management while having the underlying capabilities as a generalist civil engineer.

Grant Program Writing Experience

Lee has provided grant strategy and written the applications for the following programs in the past year within Florida:

- FDEP Resilient Florida Program
- FDEP Wastewater Grants
- FDEP Innovative Technology Grants
- FDEP Florida Recreation Development Assistance Program (FRDAP)
- FDEP Recreational Trails Program (RTP)
- SWFWMD Cooperative Funding Program
- SFWMD Cooperative Funding Program
- FDEM Hazard Mitigation Grant Program (HMGP)
- USEPA Section 319(h) Program
- USEPA Water Infrastructure Financing & Innovation Act (WIFIA) Funding
- FloridaCommerce Community Development Block Grant—Mitigation (CDBG-MIT)

Example Projects

- 2024 Winter Haven Water Resource Facility Owner's Representative
- 2021-2024 Parks and Recreation Funding
- 2023 FDEP Resilient Florida Program—City of Winter Haven, FL



HILARY WAERS

Capital Projects Grants Manager & Writer

20 years of experience; 2 years with Hale Innovations | 50% Availability
BS in Environmental Studies, Florida State University

Hilary oversees the Hale Innovation grants department. Her primary specialization is application preparation. Additionally, she provides grant research, grant cycle management, grant administration, and quality assurance/quality control. Hilary has experience in professional document preparation, including narrative and technical writing, editing, and graphics creation. Hilary provides high-level analytical abilities, creative solutions, interpersonal communication, and organization/time management. Hilary is widely recognized by agencies for creating clear, cohesive, and aesthetically appealing grant application forms and exhibits.

Grant Program Writing & Administration Experience

Hilary has prepared applications and provided administrative compliance services for the following grant programs:

- FDEP Resilient Florida Program
- FDEP Water Quality Improvement Grants
- FDEP Innovative Wastewater Tech. Grants
- FDEP Florida Recreation Development Assistance Program (FRDAP)
- FDEP Recreational Trails Program (RTP)
- FDEM Hazard Mitigation Grant Program (HMGP)
- FloridaCommerce Community Development Block Grant—Coronavirus (CDBG-CV)
- FloridaCommerce Florida Job Growth Grant Fund (FJGGF)
- USEPA Section 319(h) Program

SUBCONSULTANT INFORMATION

PLANNING2PRESERVE

Firm Profile - Planning2Preserve

Newly established in 2024, the firm represents an industry need for specialized expertise in historic preservation planning that recognizes environmental and contextual diversity. Planning2Preserve is the vision of Jenny Wolfe, AICP, MSAS, who demonstrates almost 20 years of professional expertise between local government, state and local non-profits, and private practice in an architectural preservation firm.



Grant writing and administration by the principal consultant earned Zion Missionary Baptist Church a $500,000 grant for rehabilitation.



The principal consultant is recognized as a statewide leader in addressing historic preservation and resiliency initiatives.



With PDP, the principal consultant studied how modest historic buildings in Charleston can be mitigated for flood events. (Photo by PDP).

Services Provided

- Performing historic architectural surveys, reports, and documentation in compliance with Certified Local Government programs and the Secretary of the Interior's Standards as applicable
- Nominating historic resources to the National Register of Historic Places and National Historic Landmarks programs
- Writing and administering grants for building rehabilitations, heritage tourism resources, and educational or policy documents
- Directing the development of design guidelines or best practices
- Administering a local historic preservation review program with a quasi-judicial board
- Implementing and updating historic preservation comprehensive plans and ordinances
- Managing construction projects for historic rehabilitations
- Assessing climate vulnerability and mitigation options for historic resources
- Developing and facilitating community engagement activities

Availability

Planning2Preserve is available to provide consulting services as needed and to be determined by individual project assignments.

SUBCONSULTANT INFORMATION

PLANNING2PRESERVE



JENNY WOLFE, AICP (#34226), MSAS

Principal Planner

15 years of experience
MS in Architectural Studies, University of Florida; BA in Political Science, University of Florida

Jenny Wolfe is a cultural resource advocate, earning her master's degree from the University of Florida specializing in historic preservation and spending over fifteen years in local government and non-profit preservation planning. During her ten years as the Historic Preservation Officer for the City of St. Augustine she managed the Historic Preservation Division. For the past three years, she worked as the Preservation Planning Specialist for Preservation Design Partnership, a national firm recognized for architectural preservation, planning, and flood mitigation design based in Philadelphia. Since 2014, she has been on the Board of Trustees for the Florida Trust for Historic Preservation and recently completed a term as Board President.

Historic Research Management

- Exceeds the professional qualifications for Architectural History as per the Secretary of the Interior's Standards
- Collaborated on historic preservation plans, resiliency guidance, and updates to design guidelines with a nationally acclaimed and award-winning firm
- Secured and managed nearly $2M in preservation grants for rehabilitation, inventory, and education
- Listed 3 National Register of Historic Places designations
- Displayed leadership as the project manager for comprehensive planning initiatives
- Performed compliance review state/federal laws
- Conducted architectural inventories of more than 1,000 buildings, meeting state inventory requirements

Public Outreach

- Served as Conference Committee Chair for FL Trust for Historic Preservation to solicit, plan, and lead educational workshops in-person/online
- Developed 3 local community surveys for updating preservation/resiliency planning strategies
- Speaker for over 25 historic or cultural resource management presentations
- Administered a local preservation program as liaison to a quasi-judicial board

SUBCONSULTANT INFORMATION

MOBILITY & PARKING SERVICES (MAPS)

Firm Profile - MAPS

Mobility and Parking Services (MAPS) is a traffic engineering and parking planning firm that creates unique solutions that promote alternative modes of transportation and incorporate urban planning best practices. They want to help clients maximize the capacity of their current transportation and parking infrastructure through design and management.

MAPS Vision

MAPS understands that great spaces and places start and end with the transportation and parking experience. They strive to provide their clients the for a MAPS to serve their users transportation and parking needs through design, policy, technology, and management.



TRAFFIC ENGINEERING

MAPS provides traffic engineering solutions that improve efficiency, enhance safety, and consider all modes of transportation.

Services

- Traffic Impact Analysis
- Traffic Data Collection & Analysis
- Signal Warrant Analysis
- Turn Lane Analysis
- Speed Study
- Safety Analysis
- Traffic Calming Plans
- Traffic Simulation



PARKING PLANNING

MAPS takes a holistic approach to parking planning that considers all users, planning best practices, and the clients needs.

Services

- Comprehensive Parking Study
- Parking Demand Analysis
- Shared Parking Study
- Parksmart Certification
- Parking Policy, Management, & Operations Review
- Parking Access & Review Control System Specifications
- Financial Analysis of Parking System
- Parking Layout Review
- Right Size Parking



MOBILITY PLANNING

Mobility planning includes designing our streets and public spaces to serve all users and modes of transportation.

Services

- Complete Streets Design
- Curb Lane Management
- Transporation Demand Management Plan
- Transit Oriented Development Design
- Wayfinding Signage Review
- Community Outreach
- Mobility Data Collection & Analysis

SUBCONSULTANT INFORMATION

MOBILITY & PARKING SERVICES (MAPS)



DAVID TAXMAN, PE
Transportation Planner/Engineer

20 years of experience
MA in Real Estate, University of Illinois; BS in Civil Engineering, University of Wisconsin

David Taxman has more than 20 years of transportation engineering and parking planning experience. Mr. Taxman has conducted traffic studies, mobility plans, transportation improvement assessments for private and public projects across most parts of Florida and nationally for hospitals, universities, municipalities, and private developers. He has also conducted parking planning and design projects in Florida, across the nation and internationally. He has been a passionate advocate for reform in parking planning practices, spearheading efforts to include Transportation Demand Management (TDM) and Mobility Best Practices (MBP). He was among the first in the parking industry to attain certification as a Parksmart Advisor and has led trainings for certifying others. He has published articles on parking issues, TDM, and privatization in several industry magazines, including Parking Today, Parking, and Government Finance Review. David has led parking studies for universities, municipalities, hospitals, private development, and other institutions across the nation and internationally. His expertise in parking planning includes supply and demand studies, operations and management, financial feasibility studies, parking policy, technology review and specification, shared parking studies, parking privatization, and functional design of parking facilities.

Previous Experience

- Hallandale Beach Mobility Plan Roadmap, City of Hallandale Beach,FL – Project Manager.
- Hallandale Beach Electric Bus Implementation, City of HallandaleBeach, FL – Project Manager
- Hollywood Beach East-West Street Traffic Analysis, CommunityRedevelopment Association, Hollywood, FL – Project Manager
- University of Tampa Traffic and Parking Study, Tampa, FL – Trafficengineer and parking planner.
- Morton Plant Hospital Parking and Traffic Study, Clearwater, FL –Project Manager.
- MSC Peoria Cruise Terminal Parking and Transportation Planning,Miami, FL – Traffic Engineer and parking planner.
- Vero Beach Parking Study, Vero Beach, FL – Project Manager.
- City of Clearwater Parking Study, FL – Traffic engineer and parkingplanner.
- Sunseeker Resort Parking and Transportation Improvements, PortCharlotte, FL – Traffic engineer and parking planner.
- Sarasota Bayfront Master Plan, Sarasota, FL – Traffic engineer andparking planner.
- 2700 NW 2nd Avenue, Miami – Traffic engineer and parking planner.
- The Galleria, Fort Lauderdale, FL – Parking planner.
- Parking Code and Policy Modernization, City of Winter Park, FLParking planner.

AVAILABILITY, LOCATION, & WORKLOAD OF TEAM

1 CURRENT PROJECT WORK LISTING & REMAINING LABOR COMMITMENTS

Project Manager Erik Bredfeldt is managing two major projects in 2024, the North Okaloosa Planning Study and the West City CRA Community Redevelopment Plan, both of which are nearing completion. He continues to serve as the economic development lead for the St. Johns County Comprehensive Plan update and Senior Reviewer of the Cocoa CRA Plan Update, Diamond Square CRA Plan update and the Mt. Plymouth-Sorrento CRA plan update. Inspire has sufficient capacity to service this contract at the highest level. As Project Manager, Erik has sufficient time to dedicate to the City of Destin because his two major projects are nearing completion.

2 TYPICAL NUMBER OF PROJECTS HANDLED BY INSPIRE'S KEY PROJECT MANAGERS

Inspire Project Managers typically manage between three and five projects at a time depending on project scope and duration.

3 PROJECTED WORKLOAD OF PROJECT MANAGEMENT ACTIVITIES

We anticipate that project management activities will account for approximately 10% of the activities as defined in the scope of services.

4 SUB-CONSULTANT FIRMS PROVIDING SIGNIFICANT SERVICES

We anticipate assigning each of our sub-consultants, Hale Innovations, Planning2Preserve, and MAPS, more than 5% of the work through this contract. We will discuss and determine actual assignments through consultation with City staff.

DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES



PROJECT APPROACH, DEMONSTRATED SKILL SET, & INNOVATIVE IDEAS

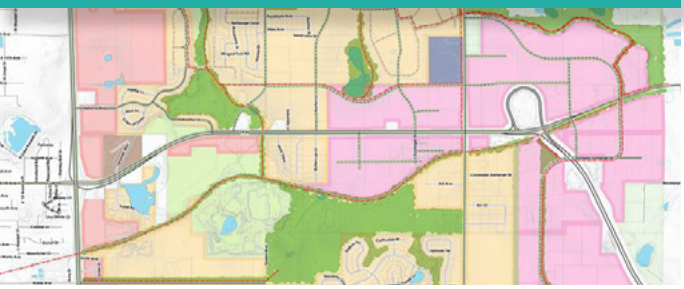
04

Inspire
PLACEMAKING COLLECTIVE

PROFESSIONAL PLANNING SERVICES

The City of Destin's project scope of work regarding professional planning services seems to contemplate four levels of interaction on assigned planning tasks.

DEVELOPMENT REVIEW

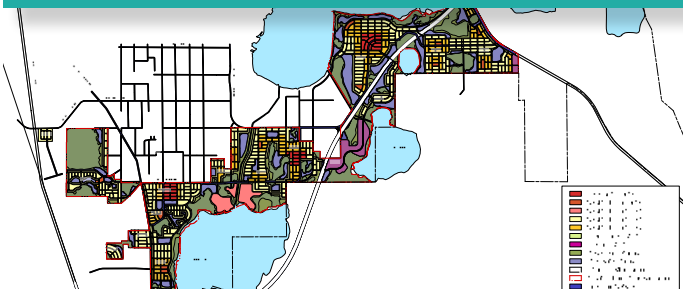


The first deals with routine review associated with the issuance of development orders and then those not associated with the issuance of development orders and then related service on the Technical Review Committee (TRC) as the Community Development Department representative.

Due to her physical proximity to the city, Ms. Wolfe will serve as the primary professional on these reviews as well as provide support to the TRC. This selection will provide for more immediate, local contact. More importantly , Ms. Wolfe's presence will provide some perspective and physical relationship to the surrounding compatibility/ context for reviewing development cases. Mr. Bredfeldt will be consulting with Ms. Wolfe whenever necessary and will be able to assist with assigned reviews if/when needed.

Inspire will likely have to access the City's development review system to be able to perform/track assigned reviews. Knowledge of the development review milestone dates and TRC meeting schedule will be necessary as well to carry out the assigned reviews in an orderly/timely manner. Consultations with City staff should occur bi-weekly whether to address the status of specific reviews or more systematic issues with the development review process. Mr. Bredfeldt and Ms. Wolfe will be available to attend those meetings routinely.

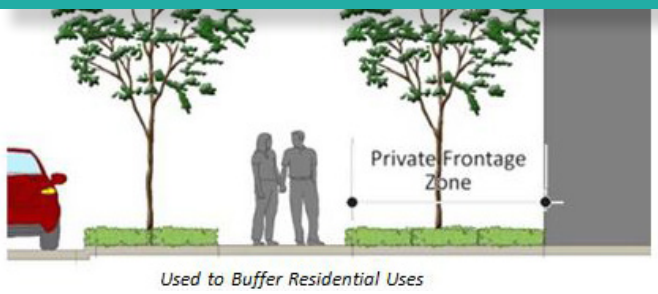
PLANNING PROJECTS



Planning projects are those that are broader in nature and can address various city urban planning issues that lie outside the purview of routine development order or non-development order reviews. Mr. Bredfedlt and Ms. Wolfe will initially review the projects, then depending on the nature of the assignment, Inspire will include Ms. Tyjeski as well as Ms. Hays (GIS Lead and Primary Project Professional 1) as well as Mr. Hale, and Mr. Taxman, when needed.

Once the substance of the assigned project is fully understood then it would be advisable for Inspire and the City to agree on a scope of work that lays out project milestones and the related timeline. This task will be important for the sake of successful project management but also provides transparency in terms of project performance which is important to the City as the client, but to the public as well. In terms of execution of the project, we will determine the scope once we understand the substance and we may involve various Inspire team members and potentially City staff (or possibly other external agencies). Another aspect of successful project management is to think through the technical and manpower aspects with required public engagement and a path forward for approval so that planning projects have a viable roadmap for success.

COMPREHENSIVE PLAN SUPPORT & LDC MAINTENANCE



Used to Buffer Residential Uses

The Comprehensive Plan and the Land Development Code are the primary regulatory documents that the City uses to manage growth and provide for an orderly development of the physical environment and urban form.

The City's Comprehensive Plan is progressive in its attention to urban design and urban form (FLUE Goal 1-1 and Objective 1-1.1) and its approach to Planning Areas (FLUE Policy 1-1.3.3, which seems to have been introduced within the last few years) and the recent work on the Land Development Code and Design Manual, which should be helpful in implementing the Comprehensive Plan's vision. Although the City does not seem to routinely amend the Comprehensive Plan, new policy actions based on changed circumstances may make amendments necessary. Also, the City should amend the Plan when the staff recommends and the City adopts amendments. for which property owners have applied. In addition, there may need to be an evaluation and appraisal report (EAR) process pursued based upon the status of the City's Comprehensive Plan and the required Florida statutory provisions regarding the seven year review.

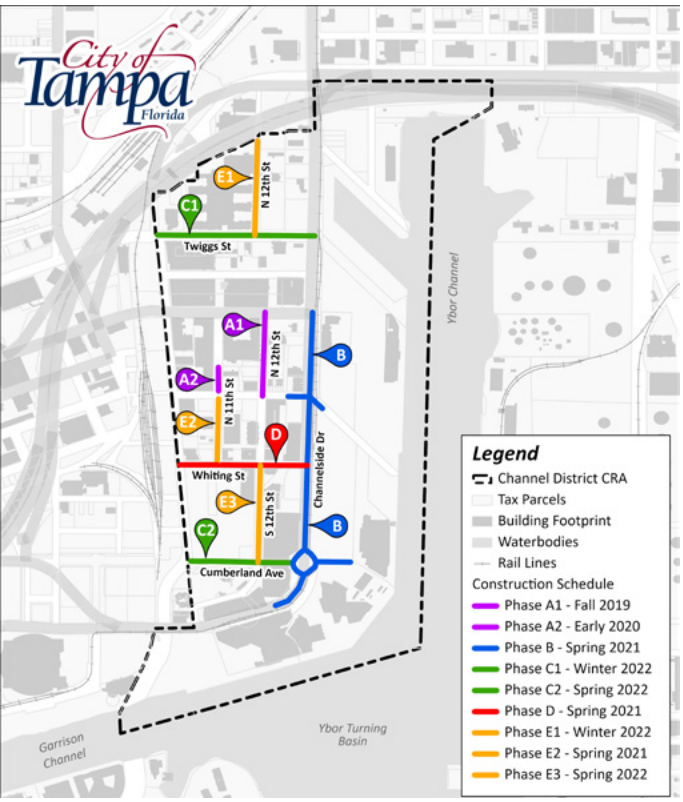
Finally, depending on the outcome of the Land Development Code update, review and adoption, the City may need to update the Comprehensive Plan to ensure that the two documents are aligned and that the Land Development Code is efficiently implementing the Comprehensive Plan's vision. Regarding the mechanics of the work performance on Comprehensive Plan support and LDC maintenance, Inspire will handle this effort similar to assigned Planning projects. Inspire has a wealth of talent and experience in updating both Comprehensive Plans and Land Development Codes throughout the State of Florida (and within Okaloosa County) and the entire internal team will be at the City's disposal with Ms. Tyjeski in the lead based on her specialization and expertise in Comprehensive Planning and Land Development Codes..

TRANSPORTATION SERVICES & DATA MANAGEMENT



Inspire performs transportation review in the context of development review for other public (City/County) agencies and relative to policy language grounded in the Transportation element of Comprehensive Plans and has conducted transportation analysis in terms of prospects associated with private development opportunities and in the service of various special projects.

In addition, Inspire will collaborate with MAPS and Mr. David Taxman to perform transportation review on assigned projects. Mr. Taxman has conducted traffic studies, mobility plans, and transportation improvement assessments for private and public projects across most parts of Florida and nationally for hospitals, universities, municipalities, and private developers. He has also conducted parking planning and design projects throughout the State of Florida.



Inspire has a very robust data management system and tools at its disposal consisting of the following:

Data Visualization

Data visualization is a graphical representation that communicates information in an accessible, user-friendly format. It is a powerful tool that enables people to understand, analyze and communicate data more effectively. Visualizing data helps people identify patterns, relationships, and trends that may not be immediately apparent from raw data. Visualization allows decision-makers to make informed decisions based on the insights gathered. Inspire is committed to a data-driven planning process and places a high priority on developing compelling data visualization exhibits.

GIS Analysis/Mapping

Equipped with a robust suite of ESRI ArcGIS tools, Inspire is adept at solving complex community problems through geographic information systems mapping and spatial analytical tools. A number of our team members utilize GIS tools and extensions in their daily work products, which provides our professionals with a strong GIS knowledge base. Most, if not all, of the projects that the Inspire planning group develops and prepares include a GIS component. Inspire is proficient at identifying appropriate GIS data sources. We also maintain a significant repository of GIS datasets collected from reputable local, regional, state, and national sources housed in our GIS library for ease of access. During the data collection process, Inspire will coordinate with the City's GIS analysts to obtain the latest data needed for the project. We anticipate utilizing the Property Appraiser's, County planning, and utility data, in addition to federal, state and regional data (i.e. water management district, FDEP, FDOT, FEMA, etc.).

To supplement the vast demographic databases, Inspire compiles reputable data sources (e.g. US Census, BEBR, Housing Data Clearinghouse, FGDL, etc.). We utilize ESRI Business Analyst Online (BAO). ESRI BAO is a web-based analytical tool utilized to provide custom demographic and market data for specific geographic areas, which is integrated into our GIS analyses. Our GIS team also utilizes ArcGIS Online (AGOL) and ESRI Story Map to present public facing data and project deliverables. This easy-to-use format is a powerful tool in sharing spatially referenced information in a manner that provides the user with an interactive experience. The application is multifaceted which allows seamless viewing of mapping products, data and analytics, as well as relevant project information , which can be displayed in online dashboards as well.

United States Census Bureau

ArcGIS Business Analyst

ArcGIS StoryMaps

esri

EGNYTE

Inspire utilizes a cloud-based server powered by Egnyte. Born out of necessity to collaborate effectively across multiple offices, this form of secure file storage has revolutionized our capabilities. We back up project files off-site and easily recover them in the event data is damaged. We scan all files for malware when they are saved to the server and immediately quarantine any compromised uploaded files. The most important function is collaboration with our clients. Any of our power users can share with our client's secure password protected links with deliverables or data. Additionally, we can share and upload client data directly to the project folder through an easy to access web portal.

GRANT CONSULTING SERVICES



Pursuit of available grant funding for various capital projects is an excellent way to achieve implementation outcomes associated with planning efforts and is something that Inspire strives for: plans that are implemented.

Hale Innovation will serve as the grant funding lead under the auspices of the Inspire Placemaking team. Hale Innovation and Inspire Placemaking have strong communication tools, regularly communicating on existing projects through a multitude of platforms such as email, Teams, text messages, and phone calls. This team has worked together for years in the context of several companies and work effort scenarios.

In addition to the collaborative process with multiple jurisdictions, this team has established a great rapport with numerous specialty consultants. These consultants range from traffic safety experts to design leaders and numerous other industry leaders. Lee Hale specialized in hydraulic modeling and effluent disposal before becoming a full-time grant expert. This area of expertise also led to solid relationships with groundwater and environmental experts. One Water is a focus of Hale Innovation, which also includes joining the One Water Coalition that advocates for other groups, such as AWWA, DBIA, and FWEA, among others.

Grant administration and preparation can bog down a client on top of all their existing work. Our endeavor is to limit the amount of effort necessary from the client at any given phase of funding pursuit while also maintaining an effective collaboration with City staff. This team takes pride in working with both private and public sectors. Some funding requires meetings or presentations with outside consultants for further work or community involvement and outreach. As the need arises, we are happy and capable of achieving those objectives. Hale Innovation also regularly collaborates with funding agencies. Frequently, these relationships promote more open discussions about project feedback and debriefs on previously-lost grant applications.

General Approach to Obtaining Grants

The general approach to obtaining grants follows a few key guiding principles. Hale Innovation's ***foremost purpose is to execute the City's vision by winning grant money while easing the burden on City staff.*** Although City staff needs to be involved to make decisions and express desires, Hale Innovation will ensure open communication that is brief but meaningful, summarizing information with key details to streamline the process for the City.

Throughout the year, the ***team keeps track of preexisting programs, new grants, and political initiatives to stay aware of funding opportunities*** that may be relevant to our clients.

We create and maintain "cut sheets" for each grant program, summarizing pertinent information about the program in a quick and easy-to-digest format. These cut sheets give our clients an outlined view of larger items associated with our grant pursuits while leaving out much of the minutiae.

Hale Innovation manages grant consulting services by creating an approach that is built around each client's specific and individual needs. ***Utilizing open dialogue, we discuss available strategies with the client to target the programs that best align with their funding needs.*** This process has resulted in a unique approach to creating grant strategy pursuit manuals, which are made up of three distinct components.

1. The first component is a grant charrette process. Hale Innovation has an in-person grant charrette, where we discuss needs and desires in depth beyond just reviewing the CIP. This charrette sets up a deeper understanding of the goals of the City.

2. After completing the grant charrette, Hale Innovation digs deeply into the CIP and compares those projects and timelines to the available programs.

3. The final step is the Grant Pursuit Master Plan. This document contains a summary of the grant charrette, documents reviewed, a grant schedule, a process flow chart, and cut sheets for various programs. The purpose of the cut sheets is to have generic information for the City Staff to look at grant program requirements and understand critical items quickly. The primary objective that this team brings to the table is to maximize grant funding opportunities while minimizing stress and strains on City resources.

Proposal Development

Once we have established project/grant compatibility matches, Hale Innovation will provide complete proposal development, writing, and submittal services. The grant pursuit is relatively straightforward. This team reviews the requirements for the application and prepares all necessary forms, narratives, graphics, exhibits, templates, and attachments, with data and input from City Staff and other appropriate resources. This service can range from the simple forms and exhibits required for standard FDEP grant programs to a three-page written essay, as is the case with Florida Commerce Community Planning and Technical Assistance (CPTA) grants, and up to a 30-page detailed analysis with highly intricate selection process criteria and eligibility standards, such as required by USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. In each case, Hale Innovation composes a complete, accurate, well-organized, and aesthetically appealing grant submittal package on Destin's behalf and assists with the submittal process.

Hale Innovation will be readily available to the City throughout the proposal development and submittal process to answer questions, collect relevant data, ensure quality and accuracy, and guarantee a successful, punctual submission. Hale Innovation strongly encourages attending all meetings and discussions with the grant agencies because we have established strong working relationships with grant agencies and their staff. Hale Innovation will work to assist in all aspects of pursuits, including understanding online portals, cost matching, grant stacking, and quality control and assurance of final submittals. Hale Innovation is built for this process.

Client Benefits

Client staff will always have the final say and control over what gets submitted, while Hale Innovation will attempt to minimize staff obligations during the pursuit of these external funding options. Our primary objective is to pursue the maximum amount of money available to the client with consideration for efficiency. Our specialized approach to grant consultation services has proven to be valuable and effective; for every $1 spent on grant preparation services, Hale Innovation has won clients $251.01 in grant awards. In addition, Hale Innovation is very proud of having won 75% of all grants pursued in 2023, and approximately 64% of grants pursued since the inception of Hale Innovation. The industry average is approximately 20%.

Examples of Successful Funding Through the State of Florida

Hale Innovation has obtained numerous grants funded by the State of Florida. This success includes programs ranging from the Protecting Florida Together Grants Dashboard, such as Resilient Florida, where Hale Innovation obtained $6.375M in grant funding towards a wetland restoration, numerous Florida Recreational Development Assistance Program (FRDAP) grants, and various other Florida-funded programs.

Hale Innovation's project phasing, as demonstrated by the Winter Haven Owner's Representative contract, combined with a rich history of obtaining parks and recreation funding, as shown on Lee Hale's project resume, would align perfectly with a project like the City of Destin's Shores at Tarpon Beach Park project. Hale Innovation would advance a phased approach, allowing the City to significantly increase grant funding allowances, while still building the overall project. This $26.5M project could be easily repeatable, and heavily grant-funded, utilizing this team's expertise.

Examples of Successful Funding Through the Federal Government

Hale Innovation also works on grants funded by the federal government. This effort includes HUD-funded CDBG grant programs such as CDBG-CV, where federal dollars were utilized to fund projects such as Rowell's Waterfront Park. Hale Innovation obtained $2.95M for this phase of construction. In addition to securing the funding, Hale Innovation provided grant administration and commencement documentation, including coordination with HUD, FEMA, EPA, Historical Preservation, Army Corps of Engineers, and 24 total agencies. Hale Innovation also regularly pursues Recreational Trail Program funding through the Federal Highways Administration via FDEP.

Hale Innovation was the author of the highly ranked RAISE grant award received by the City of Lake Wales. Hale Innovation provided services that began with project formulation. To fit the size of the grant program, Lee Hale met with the City and developed a combination of four projects from their award-winning Lake Wales Connected master plans. This effort created a project that told a better story and fit the program narrative better. Hale Innovation also made project recommendations that allowed the project to better fit the USDOT goals, such as adding charging stations to the project and incorporating consultants to assist in administering the project to make up for the perceived lack of federal funding compliance in place for City Staff. This award was approximately $22.9M with no required match money.



DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES



REFERENCES/PAST PERFORMANCE

05

Inspire
PLACEMAKING COLLECTIVE

REFERENCES

OKALOOSA COUNTY, FL

Project Name: North Okaloosa Planning Study
Contact Person: Elliot Kampert, Growth Management Director
Contact Information: 850.689.5080 | Ekamper@myokaloosa.com
Address: 812 E. James Lee Boulevard, Crestview, FL 32536

CITY OF KISSIMMEE, FL

Project Name: Land Development Code & Form-Based Code
Contact Person: Craig Holland, AICP, Development Services Director
Contact Information: 407.518.2148 | Craig.holland@kissimmee.gov
Address: 101 Church Street, Kissimmee, FL 34741



DESTIN FLORIDA

PROFESSIONAL PLANNING & GRANT CONSULTING SERVICES



SUBMITTAL OF GENERAL INFORMATION & PROCUREMENT FORMS & DOCUMENTS

06

Inspire
PLACEMAKING COLLECTIVE

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Inspire Placemaking Collective, Inc.

Federal I.D. Number: 92-1495717

A Corporation of the State of: Florida

Area Code: 407 Telephone Number: 202.8387

Area Code: N/A Fax Number: N/A

Mailing Address: 4767 New Broad Street

City/State/Zip: Orlando, FL 32814

Vendor Mailing Date: _____

Authorized Signature

George Kramer

Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: Inspire Placemaking Collective, Inc.

DATE SUBMITTED: 12/2/24

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- Question: **The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains **December 5, 2024 at 2:00 P.M. (CST)**

END OF ADDENDUM NO. 1

1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

George Kramer

Print Name

Signature

12/2/24

Date

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ #24-12-CD - Professional Planning & Grant Consulting Services

2. This sworn statement is submitted by Inspire Placemaking Collective, Inc.

whose business address is 4767 New Broad Street, Orlando, FL 32814 and (if applicable) Federal Employer Identification Number (FEIN) is 92-1495717 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is George Kramer and my relationship to the entity named above is President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 11/22/24
(Signature) Date:

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of physical presence X or online notarization __, this 22 day of November, 2024.

By: Allison aw George Kramer
(Print name)

Personally known X **OR Produced Identification** _____

_____ **Seal:**
Notary Signature

ALLISON MOSER
Commission # HH 248015
Expires August 1, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: Inspire Placemaking Collective, Inc.

ADDRESS: 4767 New Broad Street

CITY: Orlando STATE: FL ZIP CODE: 32814

TELEPHONE NUMBER: 407.202.8387

SIGNATURE: _____ DATE: 11/22/24

NAME (TYPED OR PRINTED): George Kramer

TITLE: President

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO__✓__

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO__✓__

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO__✓__

If YES, please describe:

N/A

FIRM NAME: Inspire Placemaking Collective, Inc.

BY (PRINTED): George Kramer

BY (SIGNATURE): _____

TITLE: President

ADDRESS 4767 New Broad Street, Orlando, FL 32814

PHONE NO. 407.202.8387

E-MAIL Gkramer@inspireplacemaking.com

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Inspire Placemaking Collective, Inc.	
CONSULTANT's Company Name	Authorized Signature – Manual
4767 New Broad Street, Orlando, FL 32814	George Kramer
Physical Address	Authorized Signature – Typed
4767 New Broad Street, Orlando, FL 32814	President
Mailing Address	Title
407.202.8387	N/A
Phone Number	FAX Number
4767 New Broad Street, Orlando, FL 32814	407.202.8387
Cellular Number	After-Hours Number(s)
gkramer@inspireplacemaking.com	11/22/24
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

George Kramer — President

Name — Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
Hale Innovation	111 S. Maitland Avenue, Suite 120, Maitland, FL 32751	PE#83465	Grant Writing	
Planning2Preserve	1620 Mallory Street, Pensacola, FL 32503	AICP #34226	Planning	
MAPS - Mobility & Parking Services	1900 N. Bayshore Drive, Miami, FL 33132	PE#85552	Transportation	

Signature _____ Date: 11/26/24

Title/Company President/Inspire Placemaking Collective, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I George Kramer (insert name) as President (insert title) on behalf of Inspire Placemaking Collective, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: George Kramer
Title: President
Nongovernmental entity: Inspire Placemaking Collective, Inc.
Date: 11/22/24

STATE OF Florida
COUNTY OF Orange

SWORN TO AND SUBSCRIBED before me X in person or _____ remote notarization by George Kramer as President on behalf of Inspire Placemaking Collective Inc, who is personally known to me or who produced _____ as identification this 22 day of November, 2024.

Notary Public

(Notary Seal)

ALLISON MOSER
Commission # HH 248015
Expires August 1, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

PROF LIABILITY INSURANCE

INSPPLA-01 ASOSTENUTO

CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER	CONTACT NAME:
JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803	PHONE (A/C, No, Ext): (321) 445-1117 FAX (A/C, No): (321) 445-1076 E-MAIL ADDRESS: certs@jcj-insurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Underwriters Ins. Co.	30104
INSURER B : Hudson Insurance Company	25054
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

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

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

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

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

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

CERTIFICATE HOLDER

For Proposal Purposes

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

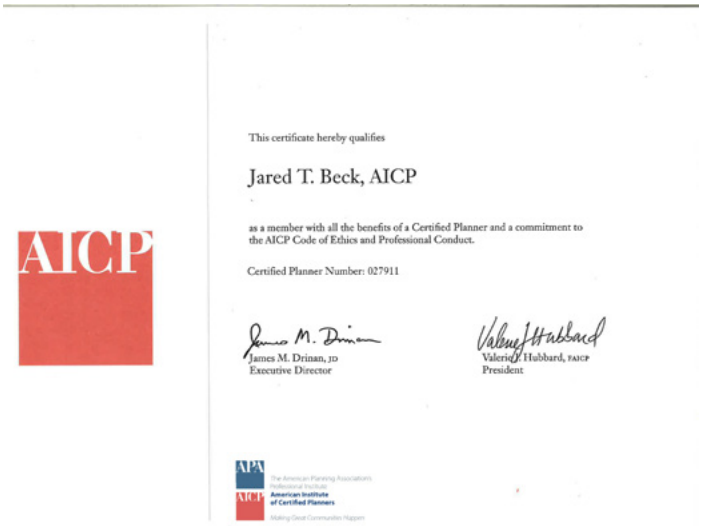
ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Inspire
PLACEMAKING COLLECTIVE

SUPPLEMENTAL INFORMATION

TEAM LICENSES/CERTIFICATIONS



AICP

This certificate hereby qualifies

Jared T. Beck, AICP

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

Certified Planner Number: 027911

James M. Drinan, JD
Executive Director

Valerie J. Hubbard, FAICP
President

APA The American Planning Association
AICP American Institute of Certified Planners
Making Great Communities Happen



AICP

PATRICIA ACOSTA

HAS QUALIFIED AS A

MEMBER

AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1992

DATE OF MEMBERSHIP

PRESIDENT

EXECUTIVE DIRECTOR



AICP

This certificate hereby qualifies

Erik Bredfeldt

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

Certified Planner Number: 011971

Joel Albizo, FASAE, CAE
Chief Executive Director

Mitchell J. Silver, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

Verify: https://www.credly.com/go/BTQCHpxy



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

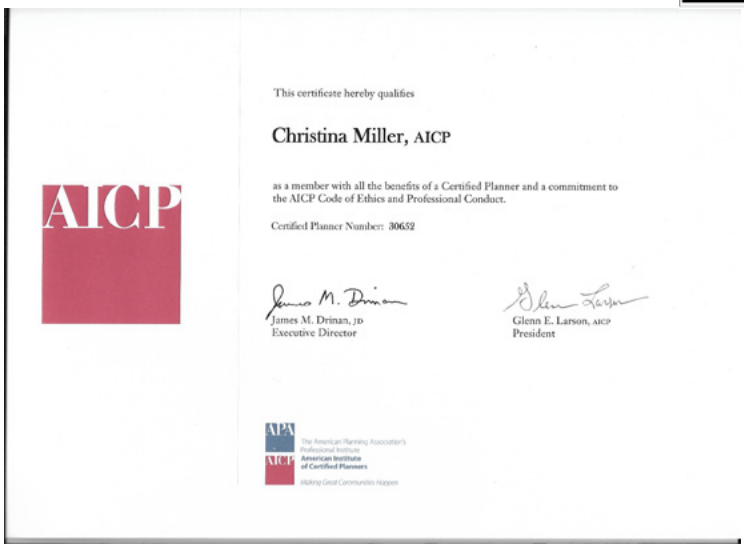
MILLER, CHRISTINA IREN

20 ISLAND AVENUE
APARTMENT 511
MIAMI BEACH FL 33139

LICENSE NUMBER: AR97005
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



AICP

This certificate hereby qualifies

Christina Miller, AICP

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

Certified Planner Number: 30652

James M. Drinan, JD
Executive Director

Glenn E. Larson, AICP
President

APA The American Planning Association's Professional Institute
AICP American Institute of Certified Planners
Making Great Communities Happen



GBCI

GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

Christina Miller

HAS ACHIEVED THE DESIGNATION OF

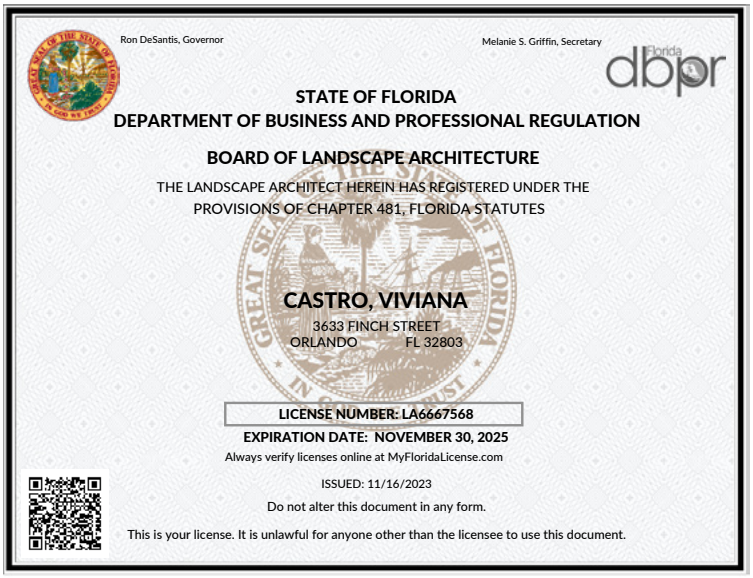
LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.

LEED AP

July 1, 2008

Inspire
PLACEMAKING COLLECTIVE



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

CASTRO, VIVIANA
3633 FINCH STREET
ORLANDO FL 32803

LICENSE NUMBER: LA6667568
EXPIRATION DATE: NOVEMBER 30, 2025
Always verify licenses online at MyFloridaLicense.com

ISSUED: 11/16/2023

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



AICP

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Sarah Sinatra

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

Certified Planner Number: 021533

June 29, 2007

PRESIDENT

EXECUTIVE DIRECTOR



North Carolina Association of Zoning Officials

Zoning Official Certification

This is to certify that

Sarah Gould

has satisfactorily completed a prescribed course of study, other prerequisites as required by the Association and exhibited character and knowledge necessary for a successful zoning career in the State of North Carolina.

The Certification Committee issues this certification under the seal of the Association and Signatures of the Committee Chairman and Association President this 11th day of November 2022.

NCAZO

Janie Phelps
Certification Chair

Reginald Bain
NCAZO President



AICP

This certificate hereby qualifies

Eric Raasch

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

Certified Planner Number: 026377

Joel Albizo, FASAE, CAE
Chief Executive Director

Mitchell J. Silver, FAICP
President

American Institute of Certified Planners
Creating Great Communities for All

Verify: https://www.credly.com/go/FeIIrY3f



AICP

This certificate hereby qualifies

Gabriela Castro, AICP

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

Certified Planner Number: 30955

James M. Drinan, Jr.
Executive Director

Gloria D. Larson, AICP
President

Inspire
PLACEMAKING COLLECTIVE



INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL

The Power of Knowledge and Leadership

Laura Canary, CEcD

Has satisfied the requirements and standards set by IEDC to recognize those excelling in the area of Economic Development and is hereby awarded the designation

Certified Economic Developer

Thomas Kucharski, Chair, Board of Directors — *Jeffrey A. Finkle, CEcD, President & CEO*

Certified 10/1/21-9/30/24 *Certification No* 2828



REDEVELOPMENT ACADEMY

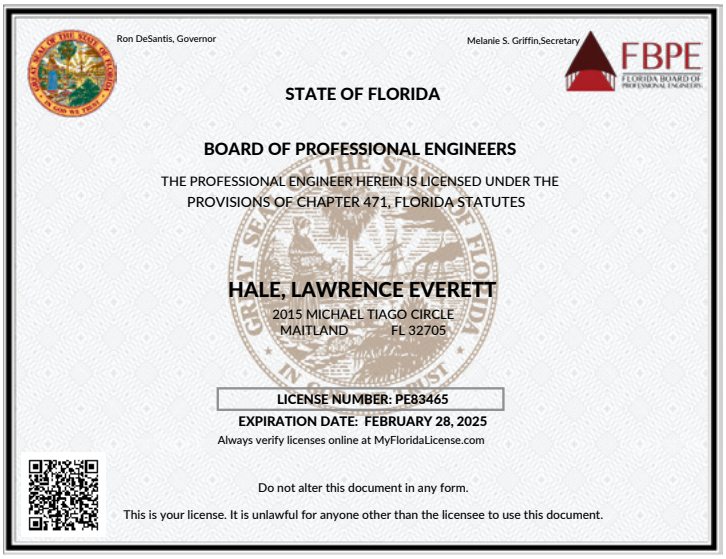
Laura Canary

Is hereby designated a

FRA-Redevelopment Administrator

By successfully completing the course requirements as set forth by the Florida Redevelopment Association

CA Westmoreland
Executive Director
March 15, 2019



Ron DeSantis, Governor — Melanie S. Griffin, Secretary — FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

HALE, LAWRENCE EVERETT
2015 MICHAEL TIAGO CIRCLE
MAITLAND FL 32705

LICENSE NUMBER: PE83465
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor — Melanie S. Griffin, Secretary — FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

TAXMAN, DAVID MARC
1900 N BAYSHORE DR
2611
MIAMI FL 33132

LICENSE NUMBER: PE85552
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

AICP

This certificate hereby qualifies

Jennifer Wolfe

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

Certified Planner Number: 34226

Joel Albizo, FASAE, CAE
Chief Executive Director

Karen Wolf, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

Verify: www.youraeclaim.com/

FIRM LICENSES/CERTIFICATIONS

State of Florida
Department of State

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

The document number of this corporation is P22000094175.

I further certify that said corporation has paid all fees due this office through December 31, 2024 and that its status is active.

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

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fifth day of February, 2024

Secretary of State

Tracking Number: 8683342267CU

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

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

HALE INNOVATION

State of Florida
Department of State

I certify from the records of this office that HALE INNOVATION, LLC is a limited liability company organized under the laws of the State of Florida, filed on June 21, 2021, effective June 19, 2021.

The document number of this limited liability company is L21000286683.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on April 9, 2024, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Sixteenth day of May, 2024

Secretary of State

Tracking Number: 8148881704CU

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

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

State of Florida
Department of State

I certify from the records of this office that PLANNING 2 PRESERVE, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 14, 2024, effective January 1, 2025.

The document number of this limited liability company is L24000438010.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025 and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-third day of October, 2024

Secretary of State

Tracking Number: 3935099728CU

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

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

MAPS
MOBILITY & PARKING SERVICES

2024 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

FILED
Mar 06, 2024
Secretary of State
8612089474CC

DOCUMENT# L23000442727

Entity Name: MOBILITY AND PARKING SERVICES LLC

Current Principal Place of Business:

1900 N BAYSHORE DR
APT 2611
MIAMI, FL 33132

Current Mailing Address:

1900 N BAYSHORE DR
APT 2611
MIAMI, FL 33132 UN

FEI Number: 93-3643879

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

TAXMAN, DAVID
1900 N BAYSHORE DR
APT 2611
MIAMI, FL 33132 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGR
Name	TAXMAN, DAVID
Address	1900 N BAYSHORE DR, APT 2611
City-State-Zip:	MIAMI FL 33132

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DAVID TAXMAN MANAGER 03/06/2024

Electronic Signature of Signing Authorized Person(s) Detail — Date

QUALITY CONTROL & QUALITY ASSURANCE

Inspire uses a Senior Review process to ensure that we internally review all deliverables for quality assurance and quality control prior to submittal to the client. We estimate that we will dedicate approximately 10% to 20% of the contract cost toward quality control. Sarah Sinatra Gould, Senior Reviewer, and Patricia Tyjeski, Principal-in-Charge/Client Service Manager, will act as the Senior Reviewers for this contract.

Our quality assurance policy applies to all employees, subcontractors, and partners involved in the delivery of our services. The following list outlines our quality objectives:



CLIENT SATISFACTION

Deliver high-quality, innovative, and sustainable solutions that meet or exceed client expectations.

COMPLIANCE

Adhere to relevant laws, regulations, and industry standards in all aspects of our work.

CONTINUOUS IMPROVEMENT

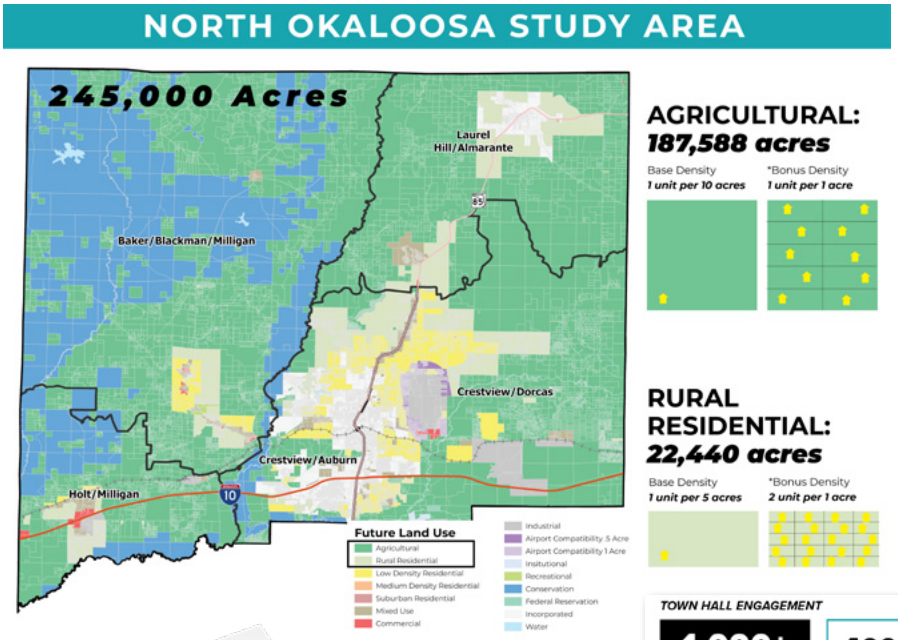
Implement a culture of continuous improvement through regular feedback, performance evaluations, and process optimization.

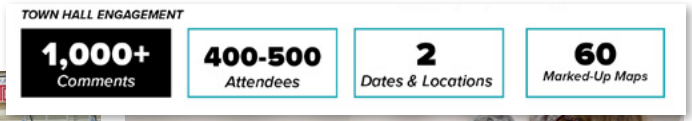
PROFESSIONAL EXCELLENCE

Foster a high standard of professional practice through ongoing training, development, and adherence to best practices.

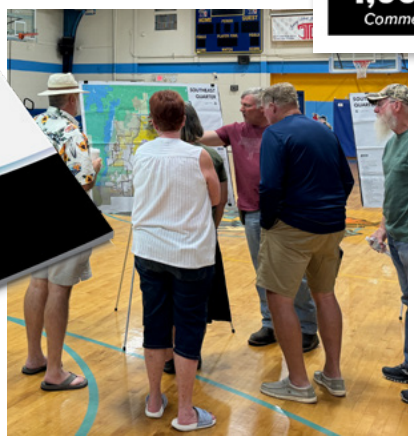
North Okaloosa Planning Study

OKALOOSA COUNTY, FL











DATES
2024 - Ongoing

OWNER
Okaloosa County, FL
Elliot Kampert, Growth Management Director
812 E. James Lee Blvd.
Crestview, FL 32536

KEY SERVICES
- Planning
- GIS Mapping
- Community Engagement

Okaloosa County selected Inspire to conduct a long range planning effort for a 245,000 -acre study area. Inspire conducted extensive community engagement efforts which documented a string desire for the preservation of rural character. Carry capacity analyses found a significant overallocation of residential uses within the future land use map when compared to BEBR population projections. Final recommendations included a strengthened Urban Development Boundary and Comprehensive Plan amendments to reduce residential development and preserve rural character outside of the new boundary line.

OVERVIEW

- Detailed analysis of future land use development potential
- Strategies for balancing rural preservation and growth

Land Development Code Assessment

PENSACOLA, FL



DATES
2023 - 2024

OWNER
City of Pensacola, FL
Cynthia Cannon, AICP, Planning & Zoning Division Manager
222 West Main Street
Pensacola, FL 32502

KEY SERVICES
- Land Development Regulations





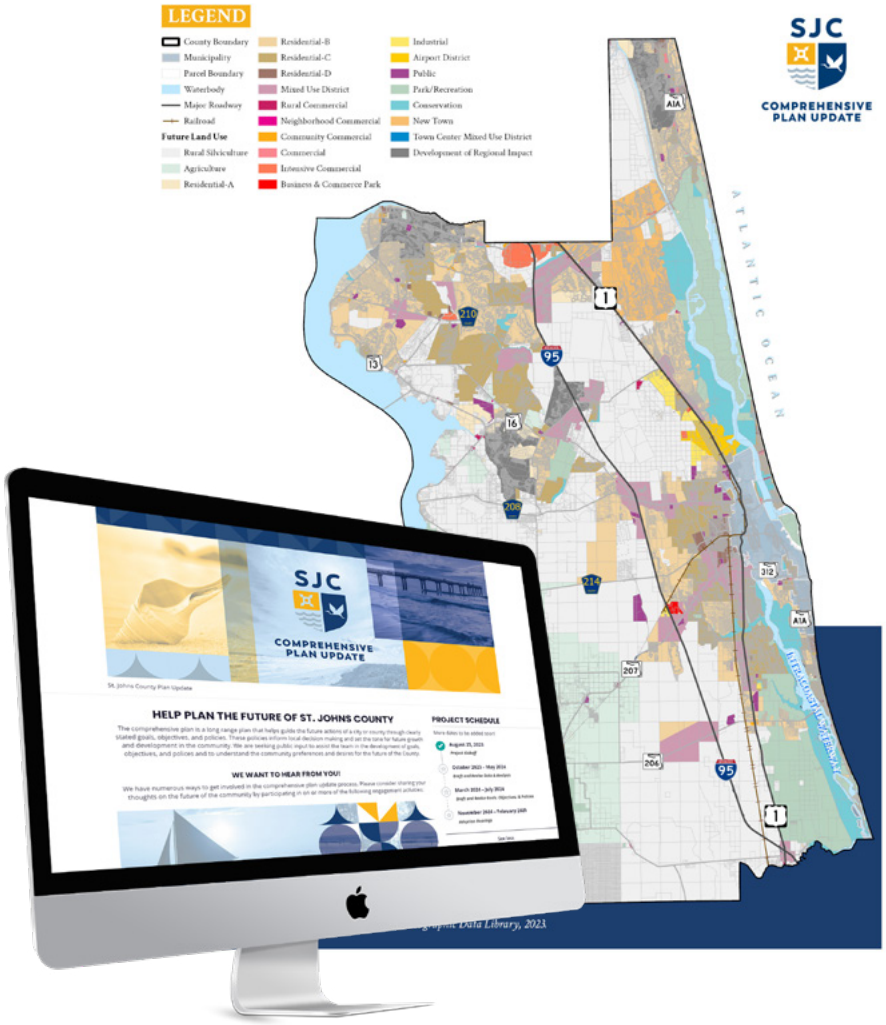
Inspire performed a thorough assessment of the adopted Land Development Code (LDC) and recommended amendments for the potential rewrite of the code. Tasks included developing a matrix to list the proposed changes, preparing a new outline to reorganize the code, holding work sessions with staff and stakeholders to go through potential recommended changes, and developing an approach for the future update of the LDC.

OVERVIEW

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

Comprehensive Plan Update

ST. JOHNS COUNTY, FL



DATES
2023 - 2025

OWNER
St. Johns County, FL
Mike Roberson, Growth Management Director
4040 Lewis Speedway, St. Augustine, FL 32084

KEY SERVICES
- Visioning
- Comprehensive Planning
- Community Engagement
- GIS Mapping

SJC
COMPREHENSIVE PLAN UPDATE

From 2020-2023, St. Johns County was the second-fastest growing county in Florida. In 2023, Inspire commenced a community-driven update to the County's Comprehensive Plan. Inspire facilitated an extensive public engagement process, inclusive of a project website featuring a survey and community forum, six public workshops, and two open house events. The insights and vision provided by the community, coupled with an extensive analysis of existing conditions within the community, serve as the basis for this update to the 2050 Comprehensive Plan's Goals, Objectives, and Policies.

OVERVIEW

- Empowered the community to establish a shared vision for the future of St. Johns County through the strategic implementation of online and in-person engagement methods
- Amended the Comprehensive Plan to implement the shared community vision, reflect recent changes to Florida Statutes, and address issues and opportunities identified in the Data & Analysis

Comprehensive Plan Update

PASCO COUNTY, FL





DATES
2022 - Ongoing

OWNER
Pasco County, FL
Hayat Mazili, Pasco 2050 Project Manager
8731 Citizens Drive, Suite 360,
New Port Richey, FL 34654

KEY SERVICES
- Public Engagement
- Visioning
- Comprehensive Planning





Inspire first completed a year-long intensive visioning process that included a robust community engagement plan with a project website, eight public workshops, multiple topic focused group meetings, interview sessions, mobile workshops at pop-up events, online survey, department coordination, presentations to community organizations/groups/universities, and commissioner engagement. After completion of the visioning effort, Inspire commenced the effort of crafting a new plan for the County, Pasco 2050. This scope included preparing all new data and analysis, preparing a user-friendly framework of the plan consistent with the vision, updating the goals, objectives, and policies, and continuing to engage with the County departments, advisory boards, and the Long Range Planning team.

OVERVIEW

- Robust Public Engagement
- Visioning Across the Entire County
- Over 1,100 Surveys Taken
- Eight Public Workshops – 36 Activities
- New Data & Analysis
- Implementing the Community's Vision
- Crafting a new framework for Pasco 2050

Comprehensive Plan Update

FLAGLER COUNTY, FL



DATES
2023 - 2025

OWNER
Flagler County, FL
Adam Mengel, Growth Management Director
1769 E. Moody Boulevard, Building 2, Bunnell, FL 32110

KEY SERVICES
- Visioning
- Comprehensive Planning
- Community Engagement
- GIS Mapping

From 2020-2023, Flagler County was the fourth-fastest growing county in Florida. In 2023, Inspire commenced an update to the County's Comprehensive Plan. The primary objectives of this update are to maintain consistency with recent changes to Florida Statutes, to implement a shared community vision derived from in-person and online input opportunities, and to address the issues and opportunities identified during the extensive Data & Analysis process. The results of these efforts will be an updated Plan which sets the stage for future growth within Flagler County through the 2050 planning horizon.

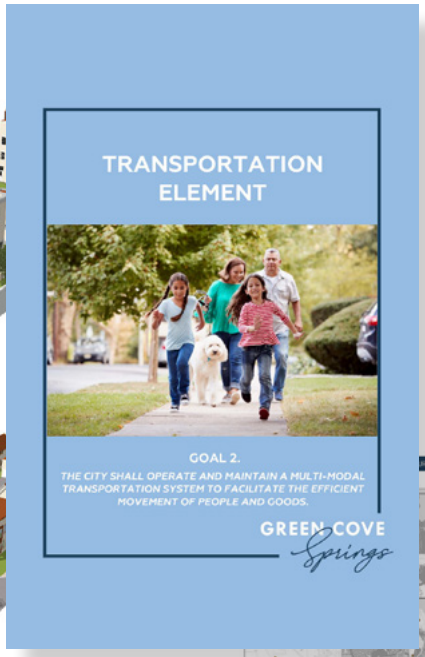
OVERVIEW

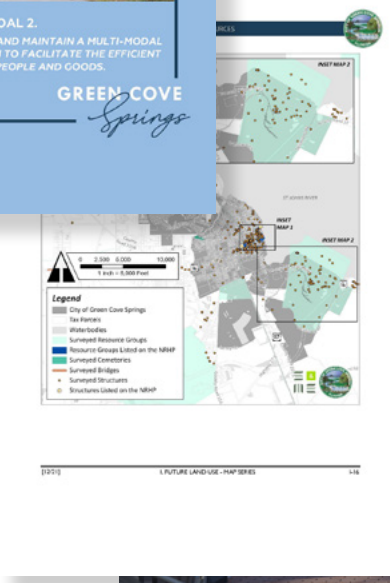
- Established a shared community vision, Flagler Forward, which resulted from an extensive public engagement process
- Performed an exhaustive analysis of existing conditions within the community
- Amended the Goals, Objectives, and Policies of the Plan to implement Flagler Forward, to reflect recent changes to Florida Statutes, and to address issues identified during the Data & Analysis process

Comprehensive Plan Update

GREEN COVE SPRINGS, FL









DATES
2021 - 2022

OWNER
City of Green Cove Springs, FL
Michael P. Daniels, Green Cove Springs Planning & Zoning Director
321 Walnut Street, Green Cove Springs, FL 32043

KEY SERVICES
- Planning
- Community Engagement
- GIS Mapping

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

OVERVIEW

- Utilized Social Pinpoint and a virtual meeting portal tool to facilitate public input through a survey and an interactive map to gather location specific comments
- **Report:** https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:465e40a8-fac1-3f22-9da2-cbfae521c4dc

Downtown Form-Based Code

GREEN COVE SPRINGS, FL







DATES
2023 - 2024

OWNER
City of Green Cove Springs
Michael P. Daniels, Green Cove Springs Planning & Zoning Director
321 Walnut Street, Green Cove Springs, FL 32043

KEY SERVICES
- Planning

Inspire developed a form-based code for the core of the City to ensure the protection of the historic character along Walnut Street and to guide future development along two major highways (US 17 and SR 16). The standards accounted for the built-out character of the downtown and provided regulations for redevelopment and infill.

OVERVIEW

- Completed a detailed assessment of existing conditions
- Gathered public input through stakeholder interviews and hands-on activities at workshops.
- Created a 3D fly-through video of the area showing existing conditions and potential future development

Land Development Code & Form-Based Code

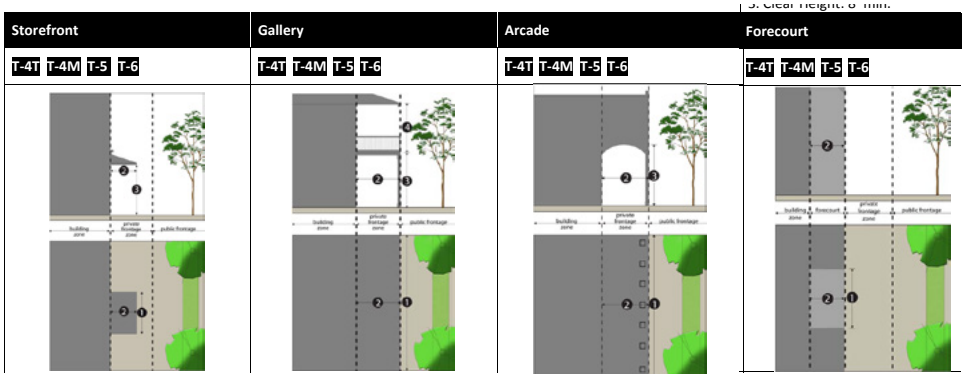
GAINESVILLE, FL

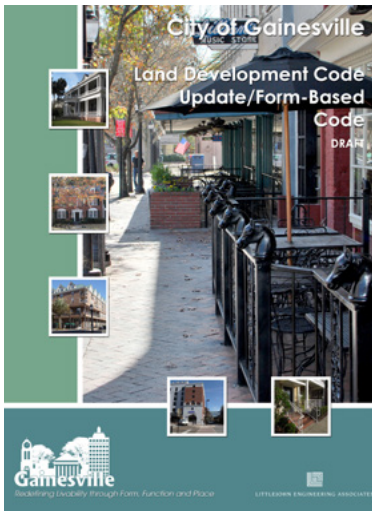


DATES
2012 - 2013

OWNER
City of Gainesville, FL
Andrew Persons, AICP, Chief Operating Officer
100 SW 3rd Street,
Gainesville, FL 32601

KEY SERVICES
- Planning
- Form-Based Code
- Urban Design





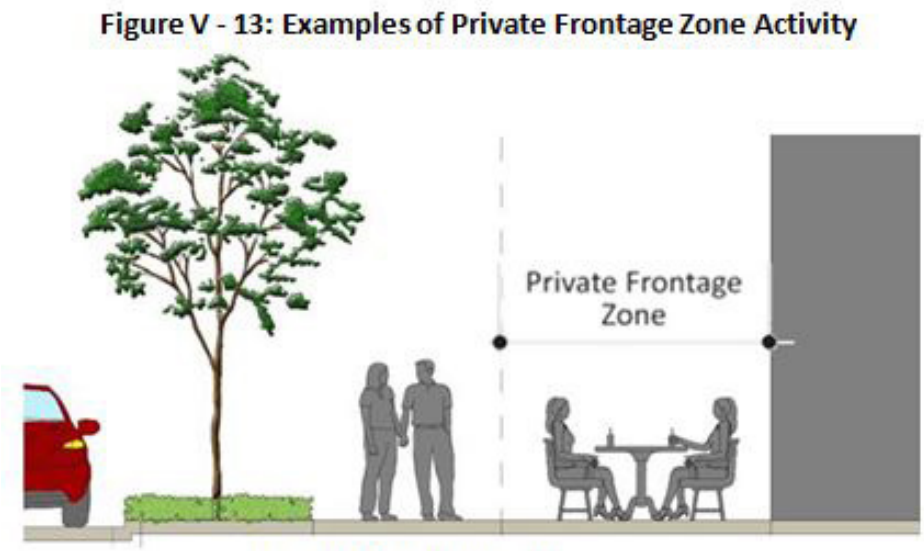
Inspire completed a comprehensive update to the City's Land Development Code (LDC) to incorporate form-based code principles for the downtown and surrounding area and to improve code organization, streamline regulations, and reduce the number of special zoning and overlay districts. The form-based code strictly adhered to the community vision which centered on the Comprehensive Plan Update, community-driven priorities, and existing neighborhood characteristics. The form-based code and LDC revisions established a framework for the City to enable better development patterns, improve the quality of the built environment, foster pedestrian-friendly development and redevelopment, and gave citizens, developers, builders, and property owners predictable standards by which to design and build.

OVERVIEW

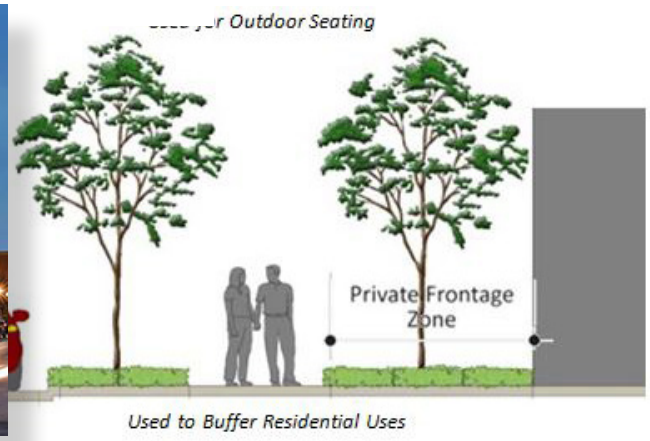
- Assessed physical characteristics and policies and regulations applicable to the downtown and surrounding areas
- Updated the LDC
- Developed a form-based code for downtown and surrounding areas

Land Development Code Update & Form-Based Code

KISSIMMEE, FL







DATES
2017 - 2020

OWNER
City of Kissimmee, FL
Craig Holland, AICP,
Development Services Director
101 Church Street,
Kissimmee, FL 34741

KEY SERVICES
- Planning
- Land Development Code
- Form-Based Code

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

OVERVIEW

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

Development Review

GULF BREEZE, FL

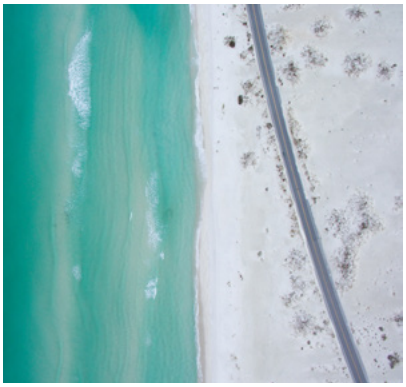


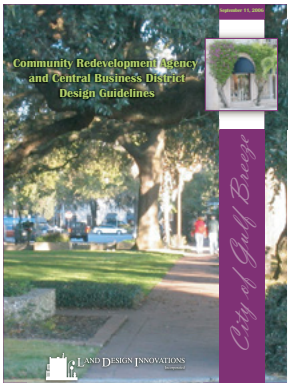
DATES
2007 - Ongoing

OWNER
City of Gulf Breeze, FL
Craig S. Carmichael, Director of Community Services
1070 Shoreline Drive,
Gulf Breeze, FL 32562

KEY SERVICES
- Landscape Architecture
- Planning







Inspire prepared design standards to guide new commercial development in the downtown toward creating a cohesive urban pattern of buildings and streetscape that balances the pedestrian and traffic needs of residents and visitors. The standards, which were tailored to three very different areas within the downtown, regulate building placement, massing, fenestration, roof form and materials, building materials and colors, architectural style, landscaping, street furnishings, signs, and vehicular and pedestrian on-site circulation. Since the standards were adopted, Inspire has continued to assist the City with development review of proposed projects to determine consistency with the design standards. We provide assistance with pre-application meetings and design assistance whenever the City requests.

OVERVIEW

- Prepared design standards to guide new commercial development
- Assist with development review
- Assist with pre-application meetings/design assistance

Development Review

MINNEOLA, FL

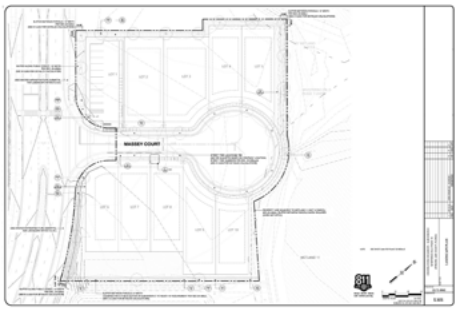


DATES
2021 - Ongoing

OWNER
City of Minneola, FL
Joyce Heffington, Planner
800 North US Highway 27,
Minneola, FL34715

KEY SERVICES
- Development Review
- Presentations







On a recurring, as-needed basis, Inspire provides development review services to the Minneola Planning & Zoning Department as part of our continuing services agreement with the City. Development applications reviewed by our staff as part of this contract include annexations, future land use map amendments, rezonings, site plans, and subdivision plats, all of which are reviewed for compliance with the City's Land Development Code and Comprehensive Plan. Inspire also participates in pre-applications meetings and meetings with applicants to review comments issued to address questions. For each development proposal reviewed, our team provides a memorandum that contains comments and recommendations according to the City's Land Development Code and Comprehensive Plan.

OVERVIEW

- Review of site plans, plats, and PUDs for compliance with LDC and Comprehensive Plan
- Drafting comment reports
- Presentations of findings to the Planning and Zoning Commission and the City Council

Professional Planning and Grant Consulting Services



DIGITAL COPY

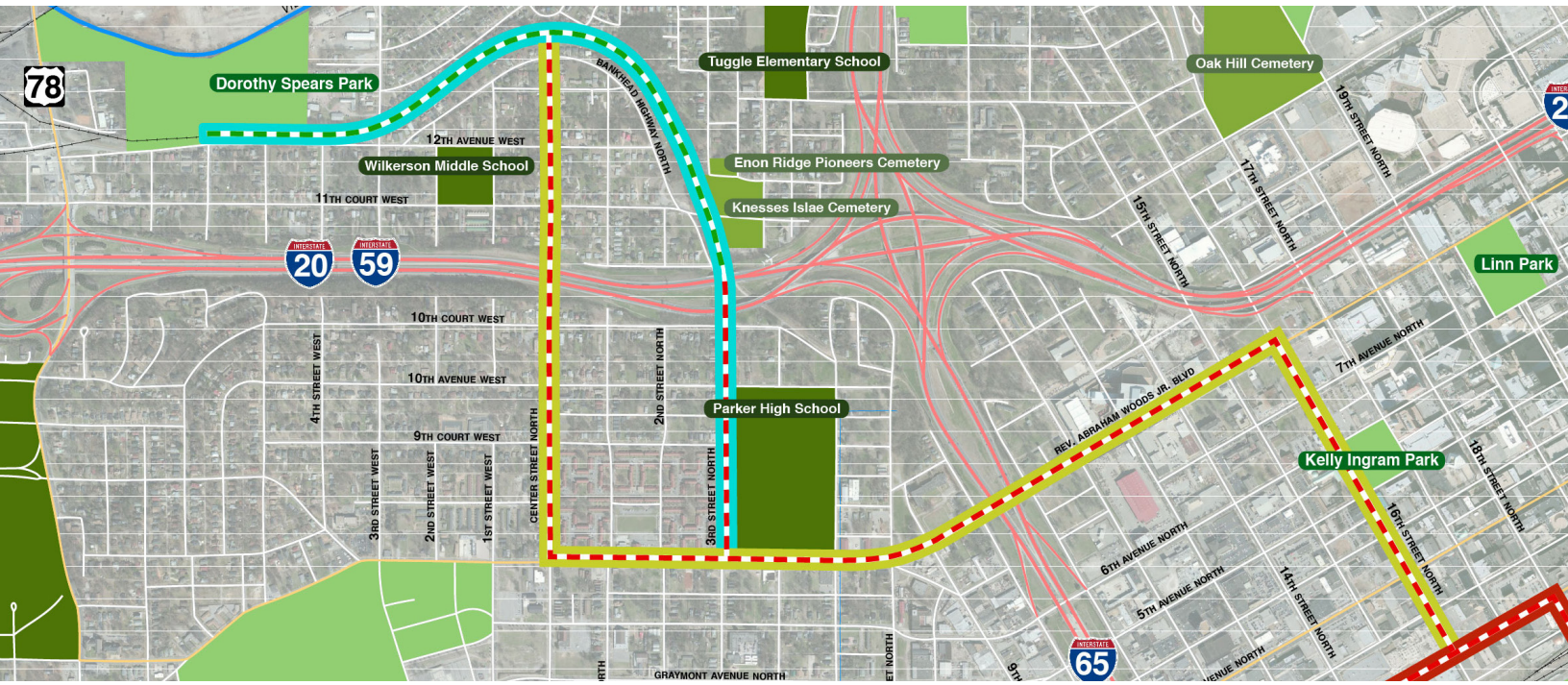
Submitted December 5, 2024

CITY OF DESTIN FLORIDA
World's Luckiest Fishing Village

+ GMC
Goodwyn Mills Cawood

Building Communities.

www.gmcnetwork.com



▲ Enon Ridge Greenway and Civil Rights Trail - Birmingham, AL

Contents

Letter of Interest 3

Section 1 - Firm's Proposals 5

Section 2 - Project Team and Availability 19

Section 3 - Project Approach 24

Section 4 - References 27

Section 5 - General Information and Procurement Forms 29



Please scan the QR code below for a short video about GMC and be sure to visit our website at: gmcnetwork.com.

SCAN ME! ▼

On the cover: Critical to the success of any planning process is public involvement and engagement-

Goodwyn Mills Cawood

720 Bayfront Parkway
Suite 200
Pensacola, FL 32502

T (850) 432-0706

www.gmcnetwork.com

2024 ENR Southeast TOP DESIGN FIRMS — GOODWYN MILLS CAWOOD DESIGN FIRM OF THE YEAR

16
Top Design Firms in the Southeast Firms 2022
ENR Southeast

163
Top 500 Design Firms 2022
Engineering News-Record

13
Top Sports Facility Architecture & A/E Firms 2022
Building Design + Construction

36
Top A/E Design Firms 2022
Building Design + Construction

19
Civil Engineering Firms 2020
ENR Southeast

December 5, 2024

City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, FL 32541

RE: RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services

Dear Selection Committee,

Thank for for the opportunity to submit our qualifications to assist the the City of Destin with Professional Planning and Grant Consulting Services. Our firm has an excellent history of providing similar services to many communities across the Southeast and we are especially proud to submit this qualifications package for a community near near to us with many exciting things going on there.

We Listen - Our team listens...carefully - We make it a point to not bring preconceived notions to a project. Instead, we will listen to the needs of the City. We will ask intriguing questions and engage in beneficial conversations with stakeholders. Once we have an assigned task we will assemble data and will collaborate with you to craft ideas for the plan or need based on what we heard. Our team of Planners, Landscape Architects, Architects, Engineers, and Grant Specialists are ready to plan, present, and collaborate with you.

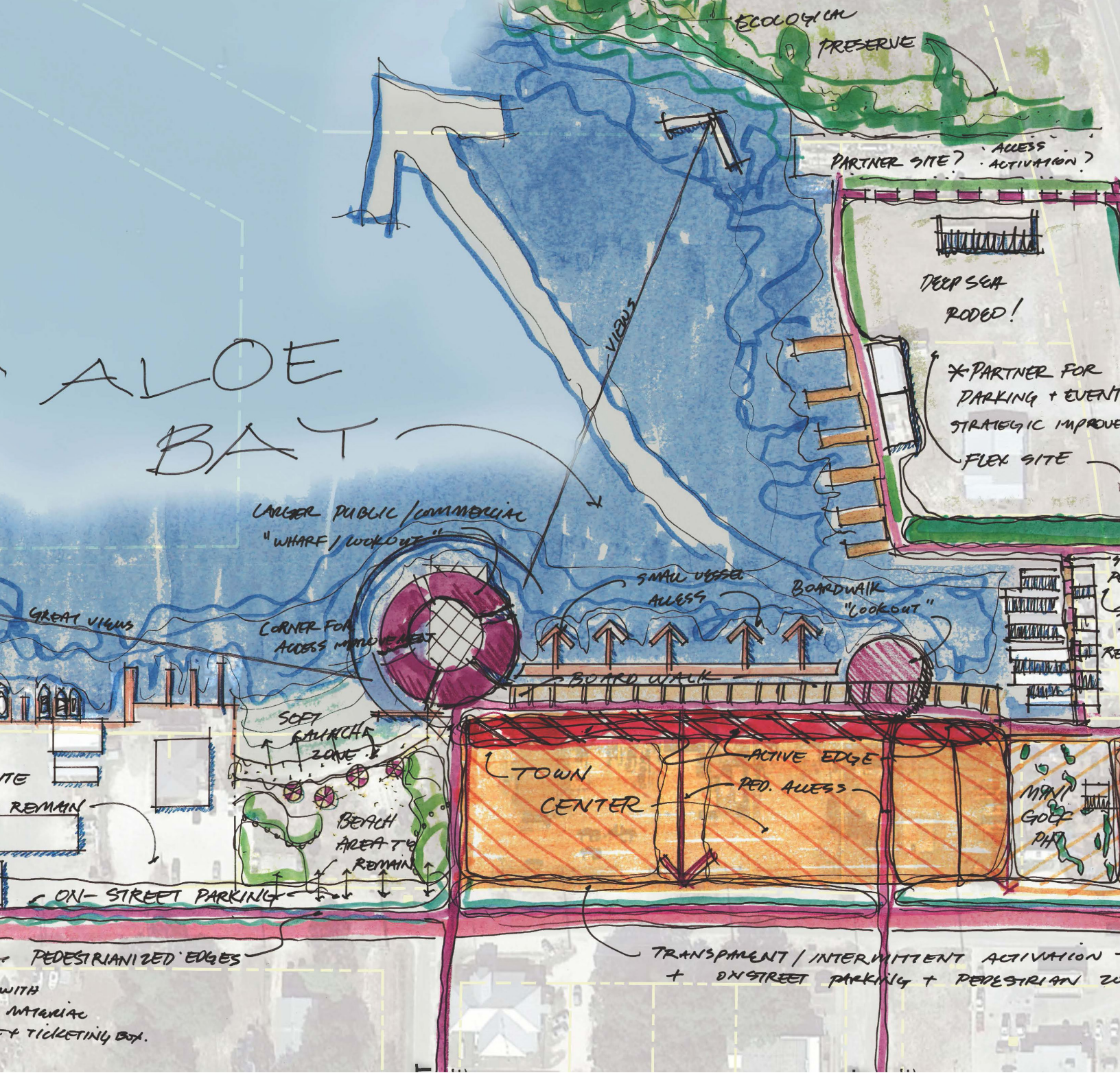
We Care – Our planning process will provide a plethora of great ideas and will provide a framework for future will support future grant funding and implementation. Our team is compiled of by professionals who bring pragmatic design and construction expertise from infrastructure and transportation, to stormwater and landscape. Our careful approach to the details will increases the likelihood of the plan elements actually being implemented.

We are Experienced & Ready to Serve - With our Pensacola and Daphne offices being located within a 2 hour drive, we can be available to address any project concerns with short notice. We will strive to be your trusted advisors by helping you navigate complex decisions by breaking them down into straightforward, discernible choices. And, our complete turn-key services provide peace of mind and confidence for the City.

Thank you again for the opportunity to present our proposal on this exciting opportunity. We are also willing to work with the City of Destin to customize this proposal to best serve you and stakeholders. Please do not hesitate to reach out to us at anytime for questions or additional information.

Sincerely,

Brandon Bias, AICP, LEED Green Assoc
Senior Planner / Project Manager
brandon.bias@gmcnetwork.com
C: (205) 834-2490



Section 1

Firm's Proposals

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Goodwyn Mills Cawood (GMC), LLC

Federal I.D. Number: 85-4128572

A Corporation of the State of: Florida

Area Code: 850 Telephone Number: 432-0706

Area Code: N/A Fax Number: N/A

Mailing Address: 720 Bayfront Pkwy, Suite 200

City/State/Zip: Pensacola, FL 32502

Vendor Mailing Date: 12/5/2024

Authorized Signature

Brandon Bias, AICP, LEED Green Associate

Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:
Name: Goodwyn Mills Cawood (GMC), LLC
Address: 720 Bayfront Parkway, Suite 200
City, State, Zip: Pensacola, FL 32502
Telephone No.: (850) 432-0706
Email: brandon.bias@gmcnetwork.com

Corporation	☐
Partnership	☐
Individual	☐
Other	✓

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   Goodwyn Mills Cawood (GMC), LLC

   The address of the principal place of business is:
   2660 EastChase Lane, Suite 19290 Montgomery, AL 36602

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: N/A
   b. State of Incorporation: N/A
   c. President's name: N/A
   d. Vice President's name: N/A
   e. Secretary's name: N/A
   f. Treasurer's name: N/A
   g. Name and address of Resident Agent: N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: N/A

   b. Name, address and ownership units of all partners:

   N/A

   c. State whether general or limited partnership: N/A

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   Limited Liability Company

   Kelly Wieczorek-Vice President-Architecture

   720 Bayfront Parkway, Suite 200, Pensacola, FL 32502

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?

   77

   Under what other former names has your organization operated?

   N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   N/A

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Please see insert sheet.

10. State the name of the individual who will have personal supervision of the work:

Brandon Bias, AICP, LEED Green Associate- Project Manager, Senior Planner

11. State the name and address of attorney, if any, for the business of the Respondent:

Arden Pathak

2400 5th Avenue, Suite 200, Birmingham, AL 35233

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

Jeffrey Brewer (10.52%) 2400 5th Avenue, Suite 200, Birmingham, AL 35233

Galen Thackston (10.84%) 2660 EastChase Lane, Suite 19290 Montgomery, AL 36602

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

N/A

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	4
b.	Non-Governmental Related Work	10
	Total Work (a +b):	10

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
River Bank & Trust	7075 Halcyon Park Drive, Montgomery, AL	334-245-7953
Oakworth Capital Bank	850 Shades Creek Pkwy, Birmingham, AL	205-263-4700

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See Section 3 "Project Approach"

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See Section 3 "Project Approach"

18. What will be your turnaround time for written responses to City inquires?

24 business hours

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

Goodwyn Mills Cawood (GMC) is a nationally recognized architecture and engineering firm. Although GMC's involvement in claims and lawsuits is extremely infrequent (0.001%) compared to our volume of projects and due to risk management and quality control efforts of our teams, litigation in which we are a party does occur from time to time. We consider these matters confidential between our firm and our clients, and we are not allowed to disclose information on specific cases. There are no unsatisfied judgments against GMC.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) Project Manager / Senior Planner

STATE OF Florida
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of physical presence ☑ or online notarization ☐ this 5th day of December, 2024,

By:
Lauryn Wilson
(Print name)

Personally known ☑ OR Produced Identification _____

_____ Seal:
Notary Signature

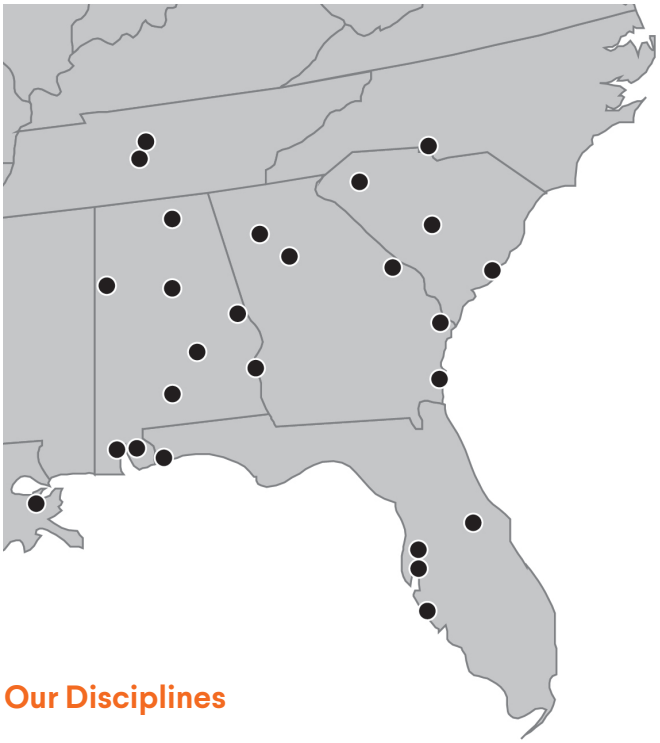
LAURYN TAYLOR WILSON
MY COMMISSION # HH 401244
EXPIRES: May 22, 2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

Who We Are

Goodwyn Mills Cawood (GMC), LLC is one of the largest architecture and engineering firms in the region with offices across the Southeast. Whether designing schools, parks, hospitals and other commercial developments, or providing clean water, safe streets and protecting endangered environments, GMC takes great pride in serving our communities through the transformative work we do. Every project is guided by the foundational concept that communities are built by people, not companies, and we strive to serve our communities with quality, integrity, creativity and care. GMC is equipped to provide all of the services associated with architecture, interior design, civil engineering, environmental services, landscape architecture, planning, transportation engineering, geotechnical engineering, electrical engineering, surveying and disaster recovery. We provide services to a diverse group of public and private sector clients, including county and municipal governments, federal and state agencies, private corporations, industries and developers.

GMC offers creative solutions to complex challenges. Our staff recognizes that if a project is to be successful, it must first meet the needs of the client. Therefore, we work with each client individually to assure satisfaction in all areas of each project including a functional design and a project within budget. Measuring our success by our many accomplishments, we have a proven track record of meeting a client's design needs economically, efficiently, and in the time frame outlined by the client.



Office Locations

Alabama
Andalusia
Auburn
Birmingham
Daphne
Eufaula
Huntsville
Mobile
Montgomery
Vernon

Florida
Lutz
Orlando
Pensacola
Sarasota
Tampa

Georgia
Atlanta
Augusta
Brunswick
Cartersville
Savannah

Louisiana
New Orleans

North Carolina
Charlotte

South Carolina
Charleston
Columbia
Greenville

Tennessee
Brentwood
Nashville

Our Disciplines

- Architecture
- Interior Design
- Engineering
- Environmental
- Landscape Architecture
- Disaster Recovery
- GIS
- Planning
- Geotechnical
- Electrical
- Transportation
- Surveying

What We Do

Airport Planning
- Economic Feasibility Studies
- Grant and Funding Assistance
- Parking Apron Design and Construction
- Taxiway Design, Widening, and Ext.
- Taxiway Rehabilitation
- Runway Design and Construction
- Runway Rehabilitation
- Airfield Lighting, Navigational Aids and ILS
- Corporate and T-Hangars
- General Paving Rehab
- Entrance Roads and Parking Areas
- Utilities, Water and Sewer Systems

Architecture
- Architectural Design
- Interior Design
- Master Planning
- New Construction
- General Renovations
- Site Analysis
- Accessibility Reviews
- Program Review and Analysis
- Facility Programming
- Historic Renovations
- Building Additions
- Reroofing Projects
- Mechanical and Electrical System Renovations
- Construction Administration

Civil Engineering
- Design/Construction Administration for:
  - Residential Developments
  - Commercial and Office Developments
  - Industrial Parks/Sites
  - Institutional and Educational Facilities
  - Street and Drainage Projects
  - Parks and Recreation Projects
  - Gas Distribution Systems
- Boundary and Topographic Surveys

Electrical Engineering
- Evaluation of Existing Systems
- Electrical and Communication Design
- Energy Efficiency Studies
- Third Party Equipment Evaluation (ACIL)
- ETAP Arc Flash/Short Circuit Study
- Breaker Coordination Study
- Exterior Overhead and Underground Power Design
- Generator Design, Selection andTesting
- LEED Design and Certification
- Power Distribution
- Interior and Exterior Lighting Design and Photometry
- Fire Alarm and Life Safety Design
- Lightning Protection Design
- Uninterruptable Power System Site Installation and Verification
- Water and Wastewater Power Design
- Architectural Lighting Design
- Construction Administration

Environmental
- Phase I and Phase II ESA Environmental Assessments
- Environmental Impact
- Documents and Statements
- Green Infrastructure Design
- Stormwater
  - Master Planning
  - Utilities
  - Permitting and Compliance
- Wetland Delineations
- Wetland Permitting
- Wetland Mitigation
- Mitigation Banking
- Stream Restoration Plans
- Endangered and Threatened Species Survey
- Flood Plain Studies
- Detention Pond Design
- Air Permitting
- Landfill Design and Permitting
- Source Water Protection Plans
- Hydrogeological Evaluations
- Brownfield Projects
- Underground Storage Tank Closure and Investigations
- Geographical Information System (GIS)

Geotechnical Engineering
- Construction Materials Testing
- Field Exploration
- Laboratory Testing Services
- Foundation Analysis and Design
- Slope/Embankment Stability
- Pavement Evaluation and Design
- Soil Stabilization
- Ground Improvement
- In-situ Moisture and Density
- Dynamic Cone Penetrometer Testing
- Subgrade Evaluation and ProofRolling Observations
- Pile and Pier Observation
- Foundation Construction Monitoring
- Fill Testing and Control
- Concrete Placement Inspection
- Compressive Strength Testing
- Reinforcing Steel Inspection
- Grout Sampling and Masonry Block Testing
- Asphalt Placement Inspection and Coring
- Structural Steel Observations

Landscape Architecture
- Detailed Site Design
- Hardscape Design for Residential, Commercial and Retail Environments
- Planting and Irrigation Design
- Recreation Planning and Design
- Bike and Pedestrian Facility Planning
- Master Planning Residential Dev
- Master Planning Mixed-use Dev
- Downtown Redevelopment Strategies
- Streetscape Design
- Construction Documents
- Drawings and Specifications
- Construction Administration

Municipal Engineering
- Water Treatment Plant Design
- Wastewater Treatment Plant Design
- Water Modeling
- Water Main Extensions
- Distribution Systems
- Evaluation of Existing Systems
- Computer Control Systems
- Well Systems
- Pumping Stations
- Storage Tanks
- Sewer Line Extensions
- Sanitary Sewer Rehabilitation
- Gas System Design

Planning
- Master Planning
- Campus and Community Planning
- Economic Development Planning

Right Of Way
- Appraisals and Appraisal Review
- Condemnation Support Services
- Cost Estimates
- Due Diligence
- Easement Acquisition
- Environmental Assessments
- Fee Acquisitions
- Negotiations
- Partial or Whole Acquisitions
- Relocation Assistance
- Right of Entry Agreements
- Title Research

Surveying
- As-Built/Record Surveys
- Boundary Surveys
- Construction Surveying & QA/QC
- FEMA Surveys & Documentation
- Hydrographic Surveys
- Rights of Way/Easement Surveys
- Subdivision Platting
- Topographic Surveys
- Aerial Drone Surveys
- GIS Data Collection
- 3D Scanning & modeling
- ALTA/NSPS Land Title Surveys

Transportation Engineering
- Project Identification
- Concept Development/Planning
- Assist with Funding Opportunities
- Grant Applications
- Environmental Studies/Permitting
- Surveying
- Geotechnical Design
- Right-of-Way Services
- Final Design
- Project Letting
- Airport Engineering and Planning
- Roadway Utility Improvements
- Stormwater Improvements
- Intersection Improvements
- Pedestrian Walkways
- Roundabouts
- Roadway Resurfacing
- Erosion Control Design
- Streetscape
- Local Maintenance Resurfacing Program Grant Applications
- Industrial Access Roadways
- Department of Transportation Projects including:
  - Roadways
  - Drainage
  - Public Hearings
  - Private Development Roadways
  - Construction Engineering
  - Land Planning
  - Engineering
  - Street and Drainage
  - Parks and Recreation
  - Gas Distribution Systems
- Construction Administration

Disaster Recovery
- Debris Removal Monitoring
  - Debris Hauling Certification
  - Debris Hauling Vehicle Certification (Volumetric)
  - Private Property Debris Removal
  - Data Management
  - Document Management
  - Disaster Recovery Monitoring with ADMS
  - Progress Reporting
- Cost Recovery
  - Preliminary Damage Assessment
  - Damage Site Surveys
  - Collection and Compilation of PDAs
  - FEMA Grant Applications
  - Small/Large Project Formulation and Scoping
  - Applicant Scoping Meeting Facilitation
  - Project Worksheet (PW) Development
  - Procurement Assistance
  - Expenditure Review/Approval and Reconciliation
  - Direct Administrative Cost (DAC) Support
  - Appeals Support
  - Closeout and Audit Assistance
- FEMA Hazard Mitigation Assistance
  - Application Development
  - Benefit Cost Analysis
  - Project Monitoring
  - Feasibility Studies
  - Program Reporting
  - Budget and Schedule Preparation
  - Mitigation Plan Development
  - Disaster Preparedness and Planning

Proposed Services

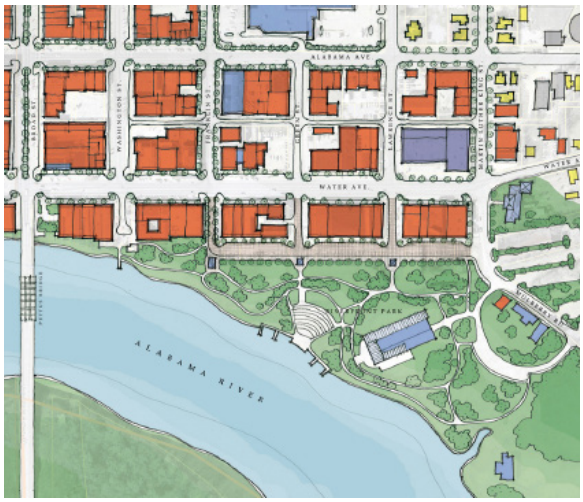
Our comprehensive approach to community planning, design and development recognizes that places are greater than the sum of individual parts.

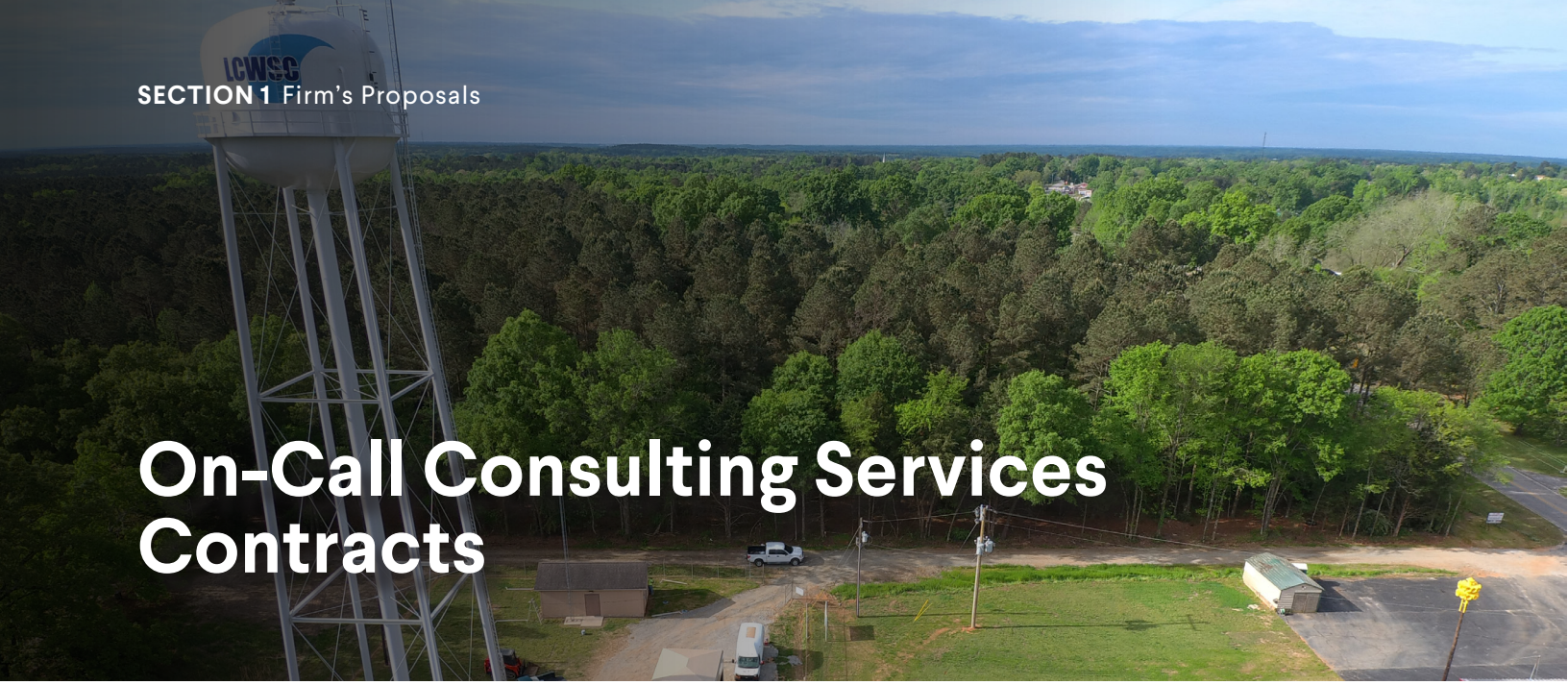
Recognizing the importance of making all of the right connections and adding value to individual projects, GMC Community Planning, Landscape Architecture, Architecture and Engineering work together to build cohesive communities and great spaces to live, work and play. These exceptional areas result from the collaboration of planning and design professionals working with the public and private sectors, cities and counties, developers and business interests, not-for profit organizations, as well as state and federal representatives.

GMC strives to achieve creative solutions and cost effective results for community and town master planning and design, neighborhood and town center revitalization, community facility planning and design, greenspace and park planning, complete street planning and design, campus planning, mixed-use and sustainable communities, and economic development. Our expertise includes smart coding, zoning and design guidelines, as well as public-private financing required to achieve comprehensive results.









On-Call Consulting Services Contracts

GMC has become a trusted partner for open-ended services for clients across the Southeast for architecture and engineering services. Below is a list of some of our ongoing and recent open-ended contracts including Engineering Consulting Services Contracts, indefinite delivery contracts (IDC) and indefinite delivery indefinite quantity (IDIQ) contracts.

City of Pensacola
Panama City
Panama City Beach
Pinellas County
City of Sandy Springs
Bartow County
Cobb County
Fulton County
City of Fairburn
City of Fayetteville
City of Jasper
City of Montezuma
Dekalb County Schools
City of Sandy Springs
Piedmont Water Company
Berkeley County Water and Wastewater
Charleston Water System
Richland County Utilities
Greenville Water
Renewable Water Resources (ReWa)
SC State Fiscal Accountability Authority
City of Aiken
City of Clemson
City of Columbia
City of Seneca
City of Union
Town of Williamston
Aiken County
Fairfield County
Richland County
ALDOT Engineering Design Services
ALDOT Construction Engineering and Inspection (CE&I)
Georgia Department of Defense
Lamar County
Anderson County
Greenville County
City of Woodruff
Alabama Department of Corrections
ALDOT Architecture and Engineering Services
ALDOT Aeronautics Bureau
Alabama Forestry Commission
Alabama Industrial Development and Training (AIDT)
Alabama National Guard
Retirement Systems of Alabama (RSA), Multiple Contracts for Montgomery and Mobile properties
National Aeronautics and Space Administration (NASA) George C. Marshall Space Flight Center
American Village
Baldwin County Commission





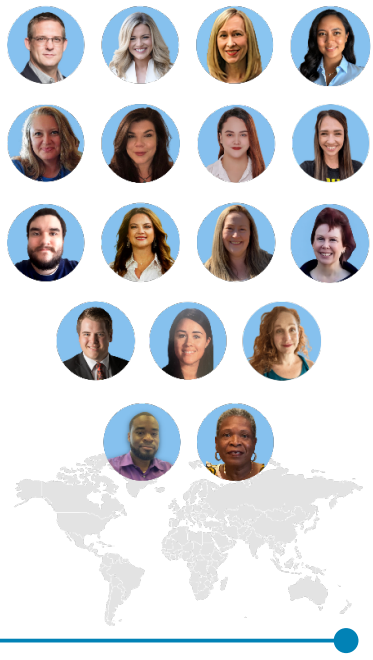


Subconsultants

Grant Consulting Services

Simple Grants will manage the grant identification, proposal writing, and coordination. We will work closely with the City staff to ensure timely submissions and high-quality proposals.

Simple Grants



ABOUT US

Founded in 2010, **Simple Grants** is a full-service grant consulting firm. We work closely with our clients and strive to provide unquestionable value with every engagement.

Our goal is to be your trusted navigator and go-to expert for all things grant-related while providing concierge-level service making grants simple.

13

Years in Business

$248.9M

Amount Awarded to Clients

3 out of 4

Number of Repeat Clients

OUR SERVICES

Grant Identification

- Private Grants
- Public Grants
- Comprehensive Grant Strategy

Whether you need help locating federal, state, local, or private grants, our team can make sure you're the first to know about grant opportunities that align with your mission. We can create custom strategies to fit budgets and projects of all shapes and sizes.

Grant Writing

- Program Design
- Proposal Writing
- Proposal Submission

We can help with all aspects of grant writing. From template creation to fully outsourced program and proposal development, including application submission support, our clients benefit greatly from our custom, transparent, and scalable solution to grant writing.

Grant Management

- Administration
- Compliance
- Reporting

From pre-award requirements to closeout, we offer customized solutions for successfully managing public and private sector grants, including ARPA and other recovery funding allocations.

CLIENT TESTIMONIALS



"Over the last 10 years, I have used Simple Grants services for school systems in Alabama and Georgia and gotten the same results. Their customer service is outstanding, and their return on investment is undeniable. I highly recommend Simple Grants for grant consulting and beyond." ***-Robert "Al" Griffin, Superintendent, Meriwether County School System***



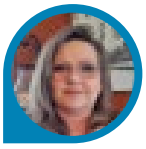
"I must say, Simple Grants is the best. You guys get things done, and I appreciate it so much." ***-Juanita Owes, Library Director, Montgomery City-County Public Libraries***



"Hiring Simple Grants to administer our grant award process has saved us countless hours and stress. Their consultants are detailed in all steps of the process including compliance and provide exceptional customer service especially to applicants. We cannot recommend them enough." ***-Cory Salley, Finance Director, City of Peachtree Corners, GA***



"Simple Grants helped our small business secure over $21M in new government contracts. Thanks to Simple Grants, we were able to translate what we do into government speak and develop mutually beneficial relationships to strengthen America's supply chain."
-Mitch Free, Founder & CEO, ZYCI CNC Machining

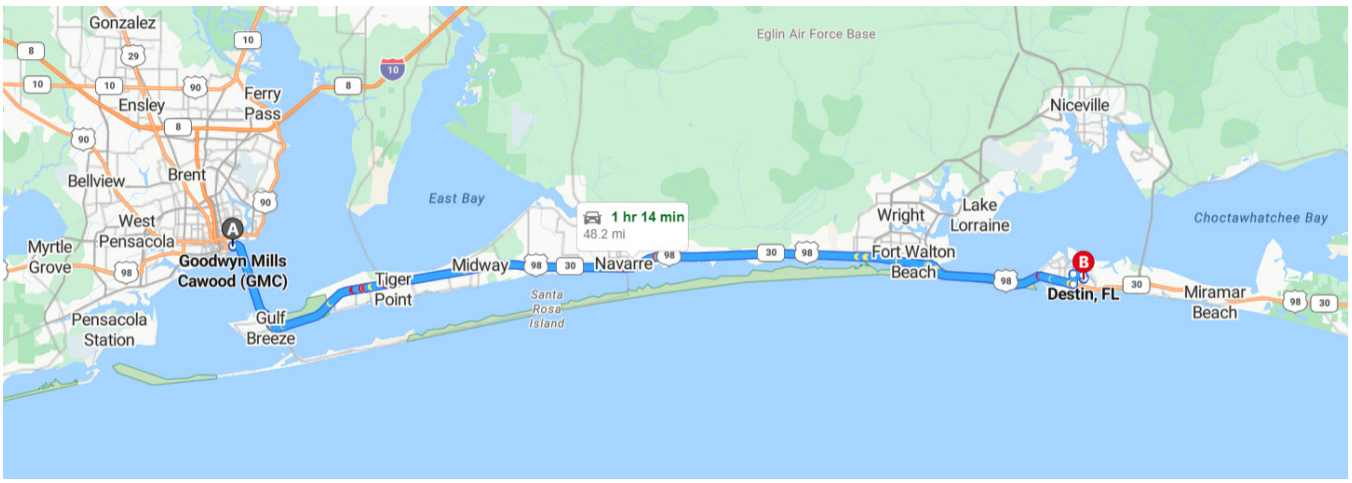


Towns the size of Cordova need to maximize every asset possible. Simple Grants instantly became a force multiplier and partner for our city. They worked with us to develop a grant strategy and then walked alongside us every step of the way to implement it.The results speak for themselves. Three awards in less than a year with more pending. Their professionalism, customer service, and expertise is undeniable. I look forward to our continued partnership so we can deliver more wins for Cordova! ***-Renee Sides, Chairman, Cordova Economic and Industrial Development Authority***



"The City of Chamblee is extremely excited to have been selected as an award recipient of the Georgia Improving Neighborhood Outcomes in Disproportionally Impacted Communities Grant! We were blessed to work with April Shaffner, from Simple Grants, on this application and look forward to continuing that relationship as we apply for other grants this summer and fall". ***-Jodie Gilfillan, Chamblee Parks and Recreation Director***

Simple Grants



Office Location

Goodwyn Mills Cawood is dedicated to providing seamless project management and high-quality service for all projects within the City of Destin. Our Pensacola office, located less than 90 minutes from Destin, will serve as the primary hub for managing and producing each project. This strategic location ensures timely communication, efficient coordination, and direct oversight, enabling us to respond quickly to any project needs while maintaining a hands-on presence throughout the project lifecycle.

We bring extensive expertise in navigating Florida's Administrative Code and State Statutes, ensuring compliance and adherence to regulatory requirements throughout the entire project process. Additionally, our team has deep knowledge of Land Development Codes and transportation planning, which allows us to deliver tailored solutions that meet the needs of the community while adhering to local standards and best practices. This combination of local knowledge and technical expertise ensures that we can successfully manage complex projects in the City of Destin with precision and efficiency.



Section 2

Project Team and Availability



Key Project Members

- Goodwyn Mills Cawood
- Simple Grants

Project Management



Brandon Bias, AICP, LEED Green Associate
Senior Planner / Client Service Manager / Project Manager

Primary Services

Planning



Melissa Hadley, PhD., RLA, AICP
Urban Designer / Project Professional

Grant Consulting



Jessica Whaley
Project Professional



Eve Mart
Project Professional

Brandon Bias, AICP, LEED Green Associate

Senior Planner / Project Manager / Client Service Manager

(251) 460-4006 brandon.bias@gmcnetwork.com



Brandon serves as a certified Senior Planner for GMC. His background includes a wide range of experience with proven expertise in master planning that has an emphasis on design, ecological processes, regional dynamics and smart growth principles. A point of emphasis in his work is public involvement and community engagement to share information along with developing an understanding vision, goals, and expectations. Working with clients and communities, Brandon can help advise on a process to achieve robust involvement and engagement in a variety of forms. He currently serves on several statewide boards, including as President of Design Alabama, which focuses on improving communities across the state through design education. His service to these organizations is grounded in his passion for the unique assets of the communities those organizations support.

Education:

- Masters of Community Planning, Auburn University, 2008
- Masters of Landscape Architecture, Auburn University, 2008
- Bachelor of Science in Environmental Design, Auburn University, 2005

Licenses and Certifications:

- American Institute of Certified Planners (AICP)
- LEED Green Associate

Affiliations:

- American Planning Association (APA)
- Alabama Communities of Excellence (ACE) Board of Directors, President
- Your Town Alabama Board of Directors
- DesignAlabama Board of Directors
- Main Street Alabama Board of Directors

Comprehensive Master Planning Experience

- Coastal AL Partnership Regional Plan – Mobile, AL
- Coastal Gateway Regional Plan – Multi County Coastal Gateway Region, AL
- Map for Mobile Comprehensive Plan – Mobile, AL
- Peninsula of Mobile Corridor Design Plan – Mobile, AL
- Envision Montgomery Comprehensive Plan – Montgomery, AL
- Framework Tuscaloosa Comprehensive Plan – Tuscaloosa, AL
- Lane Parke Master Plan – Mountain Brook, AL
- Pelham Strategic Development and Design Plan – Pelham, AL
- Green Infrastructure Plan – Auburn, AL
- Central AL Industrial Park – Alexander City, AL
- Opelika-Downtown Revitalization Plan - Opelika, AL
- PBCI Campus Master Plan Phase 1 - Atmore, AL
- Demopolis, AL
- Fayette, AL
- Jackson, AL
- Lee County, AL
- Patchwork Farms Village Master Plan – Vestavia Hills, AL
- Plan for Pratt City – Birmingham, AL*
- Comprehensive Master Plan – Selma, AL
- Comprehensive Master Plan – Troy, AL
- Comprehensive Master Plan – Evergreen, AL
- Comprehensive Master Plan – Hanceville, AL
- Comprehensive Master Plan – North Courtland, AL
- Comprehensive Master Plan – Waverly, AL
- Comprehensive Master Plan – Phenix City, AL
- Comprehensive Master Plan – Eufaula, AL
- Comprehensive Master Plan – Livingston, AL
- Comprehensive Master Plan – York, AL
- Comprehensive Master Plan – Lee County, AL
- Comprehensive Master Plan – Russell County, AL
- Comprehensive Master Plan – Smith Station, AL
- Comprehensive Master Plan – Foley, AL
- Downtown Master Plan - Arab, AL

Melissa Hadley, PhD., RLA, AICP

Urban Designer / Project Professional

(251) 626-2626 melissa.currie@gmcnetwork.com



Melissa Currie has been practicing planning in some capacity for 39+ years, with experience throughout the southeast as well as in Virginia. In 2009 she started sharing her planning and design knowledge through teaching at Texas Tech University, the University at Albany SUNY, and Mississippi State University as a full time tenure-track professor of Landscape Architecture and Community Planning. During this time she published numerous peer-reviewed works on planning and urban design. In 2020, one of her articles "Repackaged 'Urban Renewal': Issues of Environmental Justice in New Construction, Suburban Neighborhoods and Urban Islands of Infill" won an award for "Best Article" in the Journal of Urban Affairs. She continues to take on new planning and design projects and pass along her knowledge to the planning community. By doing this she has become a recognized expert in the field.

Melissa brings a wealth of knowledge to our planning team via her experience with project management, planning and zoning, public presentations, writing/editing, master planning, sustainable design, stormwater management, mentoring, teaching and community engagement. She is also an expert in spatial, quantitative, and qualitative research and analysis methods; land use policy; housing policy. Having Melissa on our planning team will ensure a well-executed project that will continue to shape the future of our communities.

Highlighted Experience

- 1,000 gpm Production Well at the K-6 Sit - Belforest, AL
- Adams Property (Woerner Road) - Foley, AL
- Air Terminal Drive Site - Pensacola, FL
- Baldwin County Howell Pit - Foley, AL
- Battles Trace Phase 8 - Point Clear, AL
- Battles Trace Phase 9 - Point Clear, AL
- Belforest Water System General Services - Belforest, AL
- Brinks Willis RV Site - Foley, AL
- Dauphin Island Aloe Bay Design Phase 1 - Dauphin Island, AL
- Due Diligence – Phase 1 - Bay Minette, AL
- Ecovery Smelter Expansion - Loxley, AL
- Foley Beach Express RV Park - Foley, AL
- Gaineswood Subdivision Phase 2 - Fairhope, AL
- Gulf Shores Golf Course Property - Gulf Shores, AL
- IH-10 Commercial Park - Mobile, AL
- Klumpp Property - Fairhope, AL
- Maintenance Area at Experience - Fairhope, AL
- Marina Motor Coach Park - Fort Morgan, AL
- MAWSS Lab Renovation - Mobile, AL
- Mobile Ballet Eastern Shore - Daphne, AL
- Newberry Road Property - Fairhope, AL
- Nichols & Young Street Development - Fairhope, AL
- Noccalula Falls Campground - Gadsden, AL
- Oak Alley Subdivision - Fort Morgan, AL
- Park at Whispering Pines 2 - Daphne, AL
- Rangeline Crossing Multi-Family PUD - Mobile, AL

Education:

- PHD in Geography and Urban Regional Analysis, University of North Carolina at Charlotte, Charlotte, North Carolina, 2015
- MLA Concentration in Urban Design, Cornell University, Ithaca, New York, 2008
- BSLA Concentration in Sustainable Development, Cornell University, Ithaca, New York, 2006

Licenses and Certifications:

- Registered Landscape Architect in AL, MS and VA
- AICP, American Institute of Certified Planners

Affiliations:

- ASLA, American Society of Landscape Architects
- CLARB certified, Council of Landscape Architectural Registration Boards
- CNU-Accredited – Congress for the New Urbanism
- APA, American Planning Association
- AAUW, American Association of University Women
- USGBC of North Alabama, United States Green Building Council member
- UAA, Urban Affairs Association

Awards and Honors:

- 2020: Award for Best Article in the Journal of Urban Affairs
- 2019: President's Exemplary Program Award for Engaged Scholarship, TTU
- Fellow, President's Leadership Institute, TTU
- STEM CORE faculty, TTU
- Fellow, TTU Faculty Women's Grant Writing Group

* Projects completed with previous firm.



Jessica Whaley

Project Professional/ Founder & CRO

Education
Jacksonville State University, BA
Jacksonville State University, MPA
Jones School Of Law, JD

Community Involvement
The Samaritan Counseling Center, Board President (2018 & 2019)
Big Brothers Big Sisters Of Northeast Alabama, Big Sis (17 Years)
Kiwanis Club Of Montgomery, Board Member
First United Methodist Church Of Prattville, Member

Jessica is a native of Calhoun County, Alabama. She got her start writing and managing grants while working in the Alabama Governor's Office of Faith-based and Community Initiatives. During her time there, she managed several statewide initiatives including Alabama Communities for Education, a high school dropout prevention program, and the Alabama Strengthening Communities Project, which was recognized nationally for best practices in grant management. Jessica lives in Alabama with her three children.



Eve Mart

Project Professional/ Florida

Education
- Master In Health Services Administration, Florida International University
- BBA Accounting, Florida Atlantic University
- BS Business Administration, University Of Florida

Eve Mart is a seasoned professional with nearly 20 years of progressive experience in research and grant development. Her career has been marked by leadership roles, where she secured program and capacity-building funding from key sources.

In addition to her professional accomplishments, she is a breast cancer survivor and advocate, dedicating her time to raising awareness and supporting fellow survivors. Beyond her work, she is passionate about road cycling. Also, she shares her life at home with two rescue dogs and a set of feisty parrots, cherishing the companionship and chaos they bring to her daily routine.



Workload

GMC has the depth of staff and resources necessary to handle any sized project of any complexity. Our firm is staffed with seasoned professionals who have experience in all types of project requirements from planning to design to construction administration.

At this time, our workload is such that we are fully capable of acquiring new projects without posing a hardship to our staff or neglecting our existing clients. We remain committed to providing the quality designs and exceptional customer service that our clients have valued over the years.

Current Workload and Labor Commitments

- **Current Projects:** The project manager is actively managing seven projects, including long-range community planning project, strategic planning for industrial development organizations, and leading engagement efforts for environmental planning initiatives, all of which are on schedule. These projects represent approximately 80% of our team's capacity, leaving sufficient resources available to dedicate to the City of Destin.
- **Remaining Commitments:** Each project has an assigned schedule, with contingency support from additional staff to ensure timelines are met. Future project capacity is managed to ensure availability for new and assigned tasks similar to those requested in the RFQ.

Typical Project Volume

- **Historical Average:** Our key project managers typically oversee 6-7 projects concurrently, depending on the complexity and duration of the assignments. This workload allows for balanced attention to detail and responsiveness.
- **Efficiency Management:** We utilize project management tools such as Microsoft Project, SharePoint and Teams to track progress and allocate resources effectively, ensuring high-quality outcomes.

Projected Workload

- **Availability for City of Destin:** With a flexible and scalable team, we are prepared to prioritize assignments from the City of Destin under this on-call agreement. Based on the anticipated scope of services, we have allocated up to 40% of our capacity to accommodate immediate and ongoing needs. This is certainly flexible considering the availability of our team across our planning department and assigned tasks.
- **Task Assignments:** We will monitor task distribution during periodic check-ins with city staff to adjust resource allocation and meet deadlines.

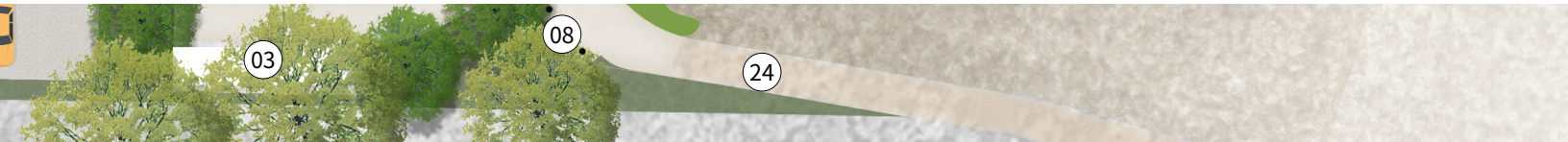
Sub-Consultant Involvement

- **Significant Services (›5%):** The only sub-consultant currently on our team that we anticipate exceeding the 5% threshold is Simple Grants. However, if specialized expertise is needed, we have established relationships with firms experienced in transportation engineering, GIS mapping, and environmental assessments.
- **Transparency:** Any proposed sub-consultant participation will be discussed and approved with the City of Destin in advance.



Section 3

Project Approach





Project Approach

▲ Bryan County Bicycle and Pedestrian Plan - Bryan County, GA

Our approach to providing Professional Planning and Grant Consulting Services for the City of Destin emphasizes flexibility, responsiveness, and collaboration to address the city's needs under an on-call agreement. Our team will deliver tailored services on an as-needed basis, directed by the city, while ensuring proactive coordination and alignment with the city's objectives. By combining technical expertise, innovative solutions, and strong communication, we will support the city in meeting its strategic goals effectively and efficiently.

To ensure seamless collaboration, we propose establishing a regular coordination framework for assigned tasks. This includes periodic check-ins with city staff to assess progress, address challenges, and identify emerging needs. These check-ins will enable us to remain responsive and adjust our approach based on the city's evolving priorities. Additionally, we will implement a digital work environment, such as Microsoft Teams or SharePoint, to facilitate information sharing, enhance transparency, and track the status of all active and completed work. This centralized platform will serve as a repository for relevant documents, schedules, and updates, ensuring easy access for both city staff and our team.

For planning services, our team will support the Community Development Department by conducting reviews of project submittals for compliance with the Land Development Code (LDC) and other relevant regulations. Our review process will include preparing detailed documentation to highlight deficiencies, outline actionable recommendations, and ensure compliance with all regulatory standards. We will also participate in Technical Review Committee (TRC) meetings and provide professional planning expertise to enhance the review and approval process. Beyond routine reviews, our team is equipped to conduct specialized planning studies and update the city's Comprehensive Plan as needed. We will provide data-driven recommendations and propose modifications to the LDC to reflect best practices and community goals.

Our transportation planning services will focus on evaluating multimodal studies, analyzing traffic impacts, and advising on transportation-related fees, such as mobility fees, to promote sustainable growth. We will collaborate closely with city staff to align transportation plans with broader community development goals. As directed, we will facilitate public participation through workshops, surveys, and outreach efforts, ensuring that community input shapes the city's planning initiatives. Leveraging virtual platforms for engagement will allow us to maximize accessibility and ensure broad representation.

In the area of grant consulting, our team will assist the city in identifying and securing funding opportunities for capital improvements, sustainability projects, and community development initiatives. We will conduct comprehensive research to match funding opportunities with the city's strategic objectives. Upon direction from the city, we will prepare and submit high-quality grant applications, including detailed narratives, budgets, and supporting documentation. Our grant writing process will include a robust quality control framework to ensure applications meet all funder requirements and deadlines. To maintain momentum on grant opportunities, we will provide ongoing monitoring and compliance support for awarded grants. This includes preparing progress reports, maintaining communication with funding agencies, and ensuring that all administrative and reporting requirements are met. Our collaborative approach includes working with regional and community partners to strengthen applications and expand funding potential. Periodic check-ins with city staff will allow us to proactively discuss upcoming funding cycles and prioritize high-impact opportunities.

Innovation and collaboration are central to our approach. By maintaining a digital environment for task management and coordination, we will enhance communication and streamline workflow between city staff and our team. This shared space will provide real-time updates on task progress, upcoming deadlines, and deliverables. Additionally, our use of advanced data visualization and analysis tools will enable us to present actionable insights that drive informed decision-making. Our sustainability-focused approach will further position the city to secure funding for projects that promote resilience and long-term community benefits.

In conclusion, our approach is designed to deliver flexible, on-call services that align with the City of Destin's objectives. By maintaining regular coordination, fostering open communication, and leveraging innovative tools, we will provide the city with responsive and effective planning and grant consulting services. We look forward to partnering with the City of Destin to support its initiatives and deliver meaningful outcomes for the community.

> "Working with Goodwyn Mills Cawood has been very rewarding. GMC has met the project management challenge of working with numerous committees and different ideas while providing the leadership to keep the planning process moving and steered in the right direction. It is my pleasure to recommend GMC."
>
> - Mayor Larry Fluker, City of Evergreen







Section 4

References

References

1

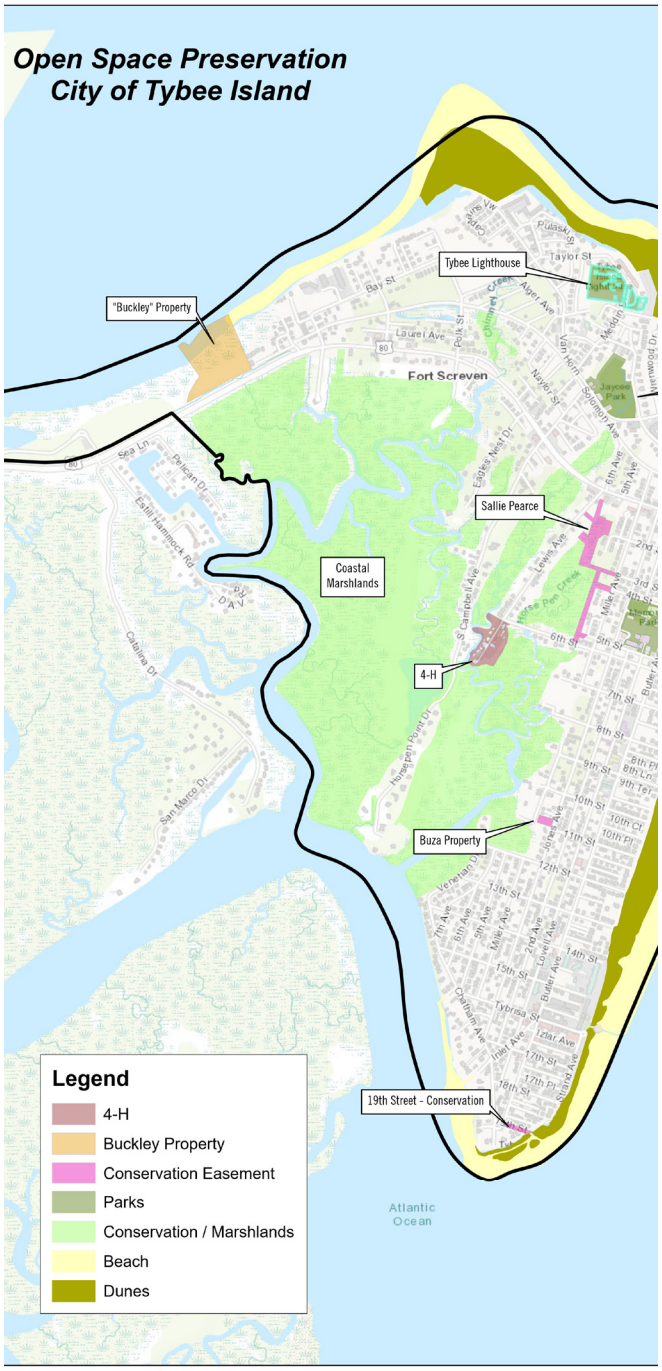
PANAMA CITY FLORIDA

Jonathan Hayes
City Manager
501 Harrison Avenue
Panama City FL 32401
(850) 872-3010
jhayes@panamacity.gov

2

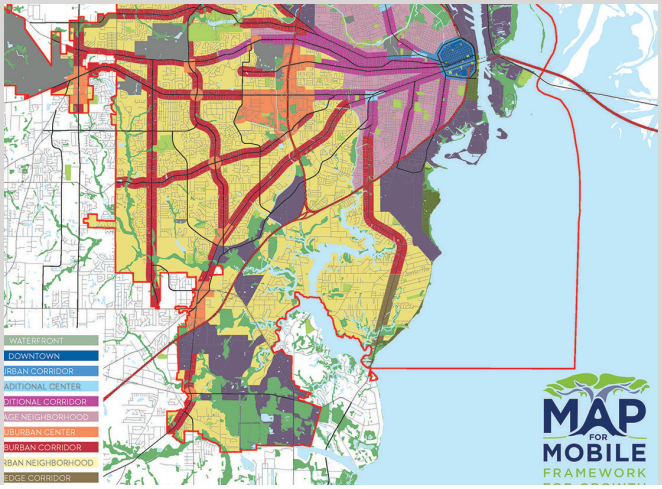
PANAMA CITY BEACH FLORIDA

Holly White
Assistant City Manager
17007 Panama City Beach Pkwy.
Panama City Beach FL 32413
(850) 233-5100
holly.white@pcbfl.gov



"Map for Mobile Phase II' is a good way to put it. The plan that you, Larry, and others wrote is one that the City is so proud of. They want to stick close to it. Really, Brandon, its a great piece of work. Succinct, effective, principled, and entirely understandable to the average person. I have thought this a hundred times since I first saw the complete plan."

— Jason King, AICP, CNU-A, Principal, Dover Kohl & Partners





Section 5

General Information and Procurement Forms



RESPONDENT ACKNOWLEDGEMENT

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Goodwyn Mills Cawood (GMC), LLC

Federal I.D. Number: 85-4128572

A Corporation of the State of: Florida

Area Code: 850 Telephone Number: 432-0706

Area Code: N/A Fax Number: N/A

Mailing Address: 720 Bayfront Pkwy, Suite 200

City/State/Zip: Pensacola, FL 32502

Vendor Mailing Date: 12/5/2024

Authorized Signature

Brandon Bias, AICP, LEED Green Associate

Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: Goodwyn Mills Cawood (GMC), LLC

DATE SUBMITTED: December 5, 2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	12/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

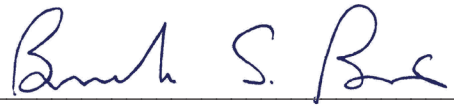
1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

Brandon Bias, AICP, LEED Green Associate

Print Name



Signature

12/5/2024

Date

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ No. 24-12-CD Professional Planning and Grant Consulting Services for the City of Destin

2. This sworn statement is submitted by Goodwyn Mills Cawood (GMC), LLC

whose business address is 2660 EastChase Lane, Suite 200 Montgomery, AL 36117 and (if applicable) Federal Employer Identification Number (FEIN) is 85-4128572 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Bandon Bias and my relationship to the entity named above is Senior Planner / Project Manager

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Brandon S. Bias 12/5/2024

(Signature) Date:

STATE OF Florida
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 5th day of December, 2024,

By: Brandon Bias
(Print name)

Personally known ☑ OR Produced Identification _____

Lauryn Wilson
Notary Signature Seal: LAURYN TAYLOR WILSON MY COMMISSION # HH 401244 EXPIRES: May 22, 2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: Goodwyn Mills Cawood (GMC), LLC

ADDRESS: 720 Bayfront Parkway, Suite 200

CITY: Pensacola STATE: FL ZIP CODE: 32502

TELEPHONE NUMBER: 850-432-0706

SIGNATURE: _____ DATE: 12/05/2024

NAME (TYPED OR PRINTED): Brandon Bias

TITLE: Senior Planner

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES ☐ NO ☑

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES ☐ NO ☑

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES ☐ NO ☑

If YES, please describe:

N/A

FIRM NAME: Goodwyn Mills Cawood (GMC), LLC

BY (PRINTED): Brandon Bias

BY (SIGNATURE): Brandon S. Bias

TITLE: Senior Planner

ADDRESS 720 Bayfront Parkway, Suite 200, Pensacola, FL 32502

PHONE NO. 850-432-0706

E-MAIL brandon.bias@gmcnetwork.com

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Goodwyn Mills Cawood (GMC), LLC	
CONSULTANT's Company Name	Authorized Signature – Manual
720 Bayfront Parkway, Suite 200, Pensacola, FL 32	Brandon Bias, AICP, LEED Green Associate
Physical Address	Authorized Signature – Typed
720 Bayfront Parkway, Suite 200, Pensacola, FL 32	Senior Planner
Mailing Address	Title
720 Bayfront Parkway, Suite 200, Pensacola, FL 32	N/A
Phone Number	FAX Number
850-432-0706	
Cellular Number	After-Hours Number(s)
brandon.bias@gmcnetwork.com	December 5, 2024
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Brandon Bias, AICP, LEED Green Associate — Senior Planner

Name — Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
Simple Grants	445 Dexter Ave, Suite 4050 Montgomery, AL	N/A	Grant Consulting	

Signature_____ Date: 12/5/2024

Title/Company Senior Planner/ Goodwyn Mills Cawood (GMC), LLC

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Brandon Bias (insert name) as Senior Planner (insert title) on behalf of Goodwyn Mills Cawood (GMC), LLC (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Brandon Bias
Title: Senior Planner
Nongovernmental entity: Goodwyn Mills Cawood (GMC)
Date: 12/5/2024

STATE OF Florida
COUNTY OF Okaloosa

SWORN TO AND SUBSCRIBED before me [✓] in person or [ ] remote notarization by Brandon Bias as Senior Planner on behalf of Goodwyn Mills Cawood (GMC), LLC, who is personally known to me or who produced _____ as identification this 5th day of December, 2024.

Notary Public

(Notary Seal)

LAURYN TAYLOR WILSON
MY COMMISSION # HH 401244
EXPIRES: May 22, 2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

Client#: 4652 GOOMI

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/27/2024

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

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

PRODUCER	CONTACT NAME: Julie Faulkner	
Harmon Dennis Bradshaw, Inc. 334-273-7277 P.O. Box 241667 Montgomery, AL 36124	PHONE (A/C, No, Ext): 334-273-7277	FAX (A/C, No): 334-273-9197
	E-MAIL ADDRESS: jfaulkner@hdbinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Arch Insurance Company	11150
INSURED Goodwyn Mills & Cawood, Inc. Goodwyn Mills Cawood, LLC PO Box 242128 Montgomery, AL 36124	INSURER B : Continental Insurance Company	35289
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	ZAGLB9258002	10/01/2024	10/01/2025	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	X	X	ZACAT9294202	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident)	$2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB OCCUR			7036908331	10/01/2024	10/01/2025	EACH OCCURRENCE	$10,000,000
	X EXCESS LIAB X CLAIMS-MADE						AGGREGATE	$10,000,000
	DED X RETENTION $0							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N / A	X	ZAWCI9750102	10/01/2024	10/01/2025	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH)						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

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

CERTIFICATE HOLDER

Proof of Coverage

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) 1 of 1 #S840081/M837856

The ACORD name and logo are registered marks of ACORD

TASK

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/09/2024

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

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

PRODUCER	CONTACT NAME: Jackie Murk	
RSC Insurance Brokerage, Inc. 2081 Columbiana Road Birmingham AL 35242	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS: jmurk@risk-strategies.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : XL Specialty Insurance Company	37885
INSURED Goodwyn Mills Cawood, LLC P.O. Box 242128 Montgomery AL 36124	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:						EACH OCCURRENCE	$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			DPR5031434	07/01/2024	07/01/2025	Each Claim Aggregate	$5,000,000 $5,000,000

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

CERTIFICATE HOLDER

Specimen
For Evidence Only

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Building Communities.

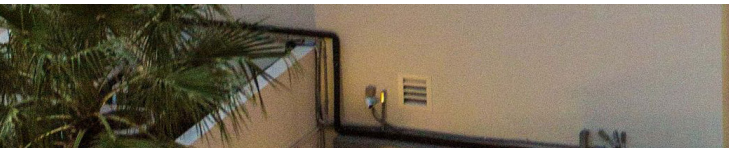


Brandon Bias, AICP
Senior Planner

(205) 834-2490
brandon.bias@gmcnetwork.com

GMC

gmcnetwork.com





Electronic

CITY OF DESTIN

Professional Planning and Grant Consulting Services



Response to RFQ No. 24-12-CD



December 5, 2024





PROJECT MANAGER
John Alaghemand, PE

2111 Thomas Drive, Suite 1
Panama City Beach, FL 32408

JAlaghemand@drmp.com

850.640.3904

DRMP

TAB 1

Letter of Interest

DRMP

2111 Thomas Drive, Suite 1, Panama City Beach, FL 32408
Phone: 850.640.3904 | Fax: 407.896.4836
Primary Contact: John Alaghemand, PE | Email: JAlaghemand@drmp.com
1.833.811.3767 | www.DRMP.com

December 5, 2024

Attn: City of Destin, City Clerk's Office
4200 Indian Bayou Trail, Destin, FL 32541

Subject: Professional Planning and Grant Consulting Services
RFQ No. 24-12-CD

Dear Selection Committee:

DRMP, Inc. (DRMP) is pleased to offer our qualifications in response to the City of Destin's (City) RFQ for professional planning and grant consulting services. With over 46 years as a multi-discipline engineering and planning firm, we provide a range of services in infrastructure, design, and consulting. Specializing in civil engineering, transportation planning, surveying, grant writing, and environmental services, DRMP serves both public and private sector clients across various industries. We are known for delivering innovative solutions and exceptional project management for transportation systems, land development, water resources, alternative funding sources, and environmental planning. With a commitment to sustainable design and community development, DRMP aims to enhance infrastructure while meeting the evolving needs of modern communities.

In response to the RFQ, we have outlined our comprehensive approach to the key services requested, including development order review, land development code maintenance, comprehensive planning, transportation planning, and grant consulting. Our team's extensive experience in both planning and grant writing will ensure that the City not only receives outstanding planning services but also benefits from our expertise in securing essential funding through state, federal, and private sector grants. We are confident that our collaborative approach and strategic planning services will help the City of Destin maintain its unique community character while addressing future growth needs.

The DRMP Team will serve under the direction of our highly experienced **Project Manager, John Alaghemand, PE**. DRMP's project management method is based on providing our clients with superior project administration and coordination, ensuring that our clients receive the highest quality work products and services while minimizing the City's required input and contract management. Mr. Alaghemand will act as the primary point of contact for the City Project Manager monitoring the work product, organizing the efforts of our highly qualified staff and sub-consultants, and assisting in completing all tasks identified in the project scope of services. Mr. Alaghemand will coordinate all resources of the project team. A key to his success in leading the DRMP Team will be the assistance of Jocelyn "Joce" Pritchett, PE, who will serve as Quality Assurance/Quality Control (QA/QC) and manage many critical elements. Not only has Ms. Pritchett designed and managed transportation projects, but she also has a Master of City and Regional Planning, which she has used to assist in planning roadway, rail, and transit facilities.

Thank you for considering our proposal. We are excited about the prospect of working with the City of Destin and look forward to your feedback.

Sincerely,
DRMP, Inc.

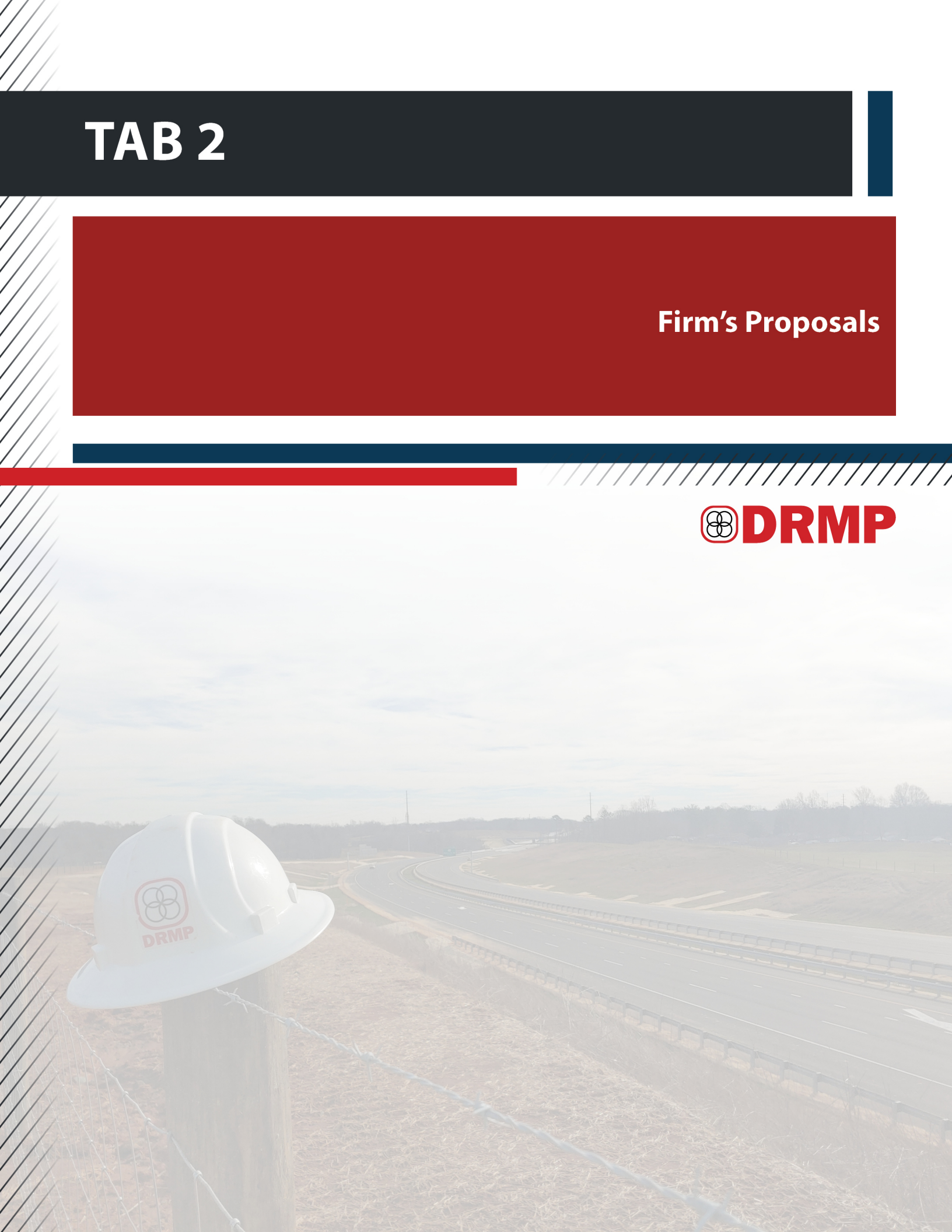
John Alaghemand, PE
Project Manager

Ben Faust, PE
Senior Vice President

TAB 2

Firm's Proposals

DRMP



RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:		Check One
Name: DRMP, Inc.	Corporation	X
Address: 2111 Thomas Drive, Suite 1	Partnership	
City, State, Zip: Panama City Beach, FL 32408	Individual	
Telephone No.: 850.640.3904	Other	
Email: JAlaghemand@drmp.com		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   DRMP, Inc.

   The address of the principal place of business is:
   941 Lake Baldwin Lane, Orlando, FL 32814

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: 1977
   b. State of Incorporation: Florida
   c. President's name: Glenn J. Lusink, PSM
   d. Vice President's name: Ben Faust, PE
   e. Secretary's name: Thomas L. Secker
   f. Treasurer's name: Charul M. Doshi
   g. Name and address of Resident Agent: Kaity Frank

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: N/A

   b. Name, address and ownership units of all partners:

   N/A

   c. State whether general or limited partnership: N/A

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:
N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.
N/A

6. How many years has your organization been in business under its present business name?
13

   Under what other former names has your organization operated?

   Dyer, Riddle, Mills & Precourt, Inc.

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.
DRMP: Engineering License No. 2648; Survey License No. LB2648

Alta: Engineering License No. 31108

WGI: Engineering License No. 33574

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:
N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
See insert sheet

10. State the name of the individual who will have personal supervision of the work:
John Alaghemand, PE

11. State the name and address of attorney, if any, for the business of the Respondent:
Grayson Hale, Morningstar Law
1200 17th Street, Suite 860, Denver Colorado 80202

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
Trilon Group - 1200 17th St, Suite 860, Denver, CO 80202 100%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
N/A

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	4
b.	Non-Governmental Related Work	9
	Total Work (a +b):	9

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
United Community Bank /	450 S Orange Avenue, Suite 1200, Orlando, FL 32801 /	407.567.2244

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See insert sheet

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See insert sheet

18. What will be your turnaround time for written responses to City inquires?

24 Hours

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

See insert sheet

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

See insert sheet

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) Chief Operating Officer

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 3 day of December, 2024,

By: Michael H. Albano
(Print name)

Personally known ✓ OR Produced Identification _____

Victoria Haun
Notary Signature

Seal:

VICTORIA HAUN
Notary Public - State of Florida
Commission # HH 605969
My Comm. Expires Oct 23, 2028
Bonded through National Notary Assn.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

Forms Insert Sheet

9. Pertinent Experience of Key Individuals

Ben C. Faust, PE, serves as a Vice President for DRMP's Civil Services Market Sector. He oversees DRMP's engineering operations in the Florida Panhandle. He serves as the project manager for a range of major and minor projects for state, municipal, and private clients. His experience includes all phases of project development from planning and programming, through design and land acquisition to final construction.

John A. Alaghemand, PE, serves as the Northwest Florida Office Leader for DRMP's Civil Services Market Sector. His responsibilities include working with cities, counties, and other government agencies for the development and implementation of their transportation, stormwater/environmental, utilities, surveying, planning, and land development programs.

The majority of Mr. Alaghemand's experience was gained while working for Bay County and the City of Panama City Beach, Florida. He served as Program Manager for the Panama City Beach Community Redevelopment Agency and was responsible for advanced professional, technical, administrative, and managerial duties and coordinating and supervising technical engineering services to advance the programs and goals of the CRA. Major functions included administration, planning, engineering, right-of-way acquisition, community involvement, state and local coordination, construction management, construction inspection, infrastructure operations and maintenance, transportation concurrency, and development review. During his employment with Bay County, he was director and/or manager of the traffic engineering, transportation and technology, and public works departments. He served as a civil engineer, bridge engineer, construction manager, project manager, research and development manager, and grant writer/coordinator for a wide variety of transportation, stormwater, and parks and recreation improvement projects.

Kim Bereis, AICP, serves as a Project Development Group Leader for DRMP's Transportation Market Sector. Her roles include project management, supporting multi-disciplinary teams in planning/preliminary engineering studies, staff oversight and development, and quality control. She has a wide range of project experience, including widening and new-location of highways; bridges; area-wide and corridor studies; and transit projects for DOT and municipal clients. She has extensive experience in PD&E/NEPA compliance such as project scoping, purpose and need, alternatives analysis, community studies and overall environmental documentation. She has extensive experience in the planning, management, and execution of DOT and municipal project public involvement programs that include community engagement, education, and outreach. She is seasoned in identifying appropriate target strategies, information/outreach materials and tools, encouraging consensus through proactive stakeholder coordination, and responsiveness to community inquiries.

Joshua Norman serves as the Disaster Resilience and Sustainability Practice Leader for DRMP. His responsibilities include overseeing DRMP's resilience and sustainability and grant administration projects, as well as promoting our growth in these service areas throughout the southeast. Mr. Norman's experience is primarily within the field of emergency planning, response, mitigation, resilience, and disaster recovery. He has 19 years of experience in the areas of program and project management and inter-governmental relations. Mr. Norman has developed and administered more than $1 billion in grants including new construction, repair, and retrofit for various infrastructure and

government facilities. He served as recovery manager for the City of New Orleans during Hurricane Katrina recovery and since has served as Principal, Program Manager, and Subject Matter Expert for clients across the country in approximately 25 named disasters.

16. Policies and Methods for Project Monitoring and Budgeting Control As Well As Adherence to Project Schedule

Project status sheets with outlined tasks to be performed by each team member and scheduled deadlines will be updated and forwarded to the team. Regularly scheduled progress meetings will be held with the team and City to ensure project issues are addressed, the City is informed and the project stays on schedule. Monthly progress reports outlining the tasks to be performed and the current project status will be provided to the City Engineer and the City's Project Manager.

Control of the project schedule is one of the most critical items for a project manager to meet; this is because of the budgetary implications and the availability of the funds programmed are usually tied to a specific fiscal year. In addition, there are commitments made by the Commission to the public, which are regularly tracked and need to be achieved. DRMP uses the latest scheduling software, including Primavera as well as Microsoft Project, as a tool to track and accurately monitor the project schedule. We believe that looking ahead and starting activities early will avoid any delays. In addition, holding regular progress meetings and planning upcoming activities with the team is vital to the project's success. If the project is delayed for any reason, Project Manager John Alaghemand, PE, will implement a recovery plan involving additional resources, accelerating the durations or running activities concurrently.

Mr. Alaghemand will effectively manage subcontractors for this contract by implementing strategic quality control measures and fostering clear communication channels. Through careful oversight and collaboration, DRMP ensures that our subcontractors adhere to the City's project timelines, budgets, and quality standards.

Cost control and the development of the most economical solution are paramount to any definition of success. DRMP both actively and passively imparts cost control methods into the prosecution of our assignments. This results in projects that both meet client budgetary expectations and provide the most value for the dollars invested.

DRMP brings economical solutions to our task assignments by maintaining the mindset that we have a fiduciary responsibility to our clients as well as an engineering responsibility. Much of our work is conducted for small municipalities that have limited budgets and therefore, must get the most for each dollar spent. We will prepare a preliminary cost estimate at the beginning of each project which will be updated at each plans phase submittal or if there is a change to the scope of work. This cost estimate will be submitted monthly to the City's Project Manager.

17. Quality Assurance/Quality Control Management Methods

DRMP's Quality Assurance/Quality Control (QA/QC) process involves a thorough, comprehensive review of work completed at each phase of design completion. This includes checking materials for:

- ✓ Conformance with applicable design standards
- ✓ Conformance with client's needs and objectives
- ✓ Cost-effective designs
- ✓ Documents can be readily approved by permitting agencies
- ✓ Documents are suitable for obtaining fair bids
- ✓ Minimizes potential for construction problems

Joce Pritchett, PE, will be the main quality reviewer and will ensure that each subconsultant and discipline provides a quality product to the client which adheres to the quality control plan set forth specifically for this contract. She will enlist the help of DRMP's knowledgeable technical staff as well as subconsultants for their QC review. In addition, DRMP has compiled several QC checklists which have proven invaluable in this work. These lists are an aid to the QC reviewer in organizing and completing a thorough QC review.

Upon completion of each design phase, a complete QC review plan set with accompanying design documentation is forwarded to the QC Manager. Each sheet of the QC plan set bears the DRMP QC Stamp and is signed at the "A. ORIGINATION" line by the employee responsible for preparing the plan. DRMP's proven QC procedure requires that the QC Manager receive a complete set of design documents, including component sets and subconsultant-prepared design elements, before beginning the review. This process ensures that a comprehensive QC review is completed quickly and efficiently.

Once the QC review is completed, DRMP's QC Manager prepares the QC documentation and delivers the plan set to the Project Manager with copies to DRMP Senior Staff. Sheets are completely "Yellowed Out" or "Redlined" with corrections/comments and signed and dated in the "B. CHECKED" line by the QC Reviewer. The QC Team similarly marks up the Comment Response memo. During the "CONCURRENCE", "INCORPORATION", and "VERIFICATION" activities, DRMP's QC Manager and QC Reviewer are available to the Project Manager to discuss comments. The final QC plan set is retained by the DRMP Project Manager and routed to project archives.

QUALITY ASSURANCE REVIEW: To ensure that a complete QC review is accomplished and that aspects of the QC Policy have been adhered to in its completion, the Project Manager and the QC Manager conduct a "Quality Assurance Review" at the end of each phase review. This QA review confirms that elements of the design, including those elements prepared by our subconsultants, have undergone a comprehensive and unified QC Review. We verify Transmittal packages meet scope and City requirements. Particular attention is given to construction cost and duration estimates and specification packages.

DOCUMENTATION: An important element of the overall QC process is proper documentation. The DRMP QC process requires we document the materials reviewed for each phase of design and retain check prints, design memoranda, reports, and calculations. The retention period for this material is at least seven years after the time when a project is placed into service, and this period is typically exceeded by the use of offsite archival facilities.

QC DEBRIEFINGS: Quality control is an ongoing process, requiring periodic updates as design and construction methods evolve. DRMP's QC Manager periodically conducts an internal QC debriefing between members of the QC review staff and the DRMP design staff. The purpose of the debriefing is to review the effectiveness of the QA/QC process, discuss shortcomings and possible improvements, and to determine if changes can be made to the process that will ensure the QC review process runs effectively in the future. DRMP's QC Manager is responsible for documenting and implementing process improvements.

20. Litigation for the Past Five Years/21. Criminal Proceedings or Hearings

DRMP, Inc. has never been the subject of an investigation conducted by a regulatory or professional licensing board.

DRMP has been subject to legitimate, frivolous, and harassment lawsuits as a result of our actions or inactions in the 47-year course of the practice of our business. However, no litigation has occurred involving contractual issues. The following provides a detailed explanation of suits that occurred within the past 5 years.

Childs v. GLF Construction: In 2018, DRMP was named as a co-defendant in a wrongful death lawsuit. DRMP was hired by the Florida Department of Transportation to provide engineering services for the design of SR 10 (US 90) Over Yellow Bridge Replacement, Bridge No. 570004 in Okaloosa County. The project involved the demolition of an existing bridge, the construction of a replacement bridge and boat ramp, and associated roadway improvements. Under this agreement, DRMP prepared the Temporary Traffic Control Plan for the Project using FDOT Design Standards. The death was a result of a driver making a U-turn in a well-established construction zone which interfered with traffic, causing a collision with another vehicle. The summary was directed toward the contractor, for not adhering to the required standards and specifications for "fully obliterating" existing/conflicting pavement markings. The lawsuit was settled out of court in December 2019.

Timacuan NBE. DRMP was named as a co-defendant in a lawsuit brought against it by the Clay County Utility Authority. The suit alleged that there were design errors of the site work. DRMP argued that the problem with the constructed tank was misdiagnosed and that the repairs to the tank were improperly executed. DRMP argued that the repair to the tank created the failure and was avoidable. The lawsuit was settled out of court in 2024.

Clay County Utility Authority v. Beach Construction Company, Inc., et al. DRMP was named as a co-defendant in a lawsuit brought against it by the Clay County Utility Authority. The suit alleged that there were design errors of the site work. DRMP argued that the problem with the constructed tank was misdiagnosed and that the repairs to the tank were improperly executed. DRMP argued that the repair to the tank created the failure and was avoidable. The lawsuit was settled out of court in 2024.

DRMP is not aware of other current or pending litigation to which we are a party.

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:50:32 PM 2/28/2024

Licensee Information

Name:	DRMP, INC. (Primary Name)
Main Address:	941 LAKE BALDWIN LANE ORLANDO Florida 32814
County:	ORANGE

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	2648
Status:	Current
Licensure Date:	03/23/1978
Expires:	

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LB2648
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

DRMP, INC.
941 LAKE BALDWIN LANE
ORLANDO, FL 32814

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

State of Florida
Department of State

I certify from the records of this office that DRMP, INC. is a corporation organized under the laws of the State of Florida, filed on December 27, 1977.

The document number of this corporation is 556073.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 15, 2024, and that its status is active.

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

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fifteenth day of January, 2024

Secretary of State

Tracking Number: 3982147219CC

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

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



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

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

4:37:01 PM 11/21/2024

Licensee Information

Name:	ALTA PLANNING + DESIGN, INC. (Primary Name)
Main Address:	711 SE GRAND AVENUE PORTLAND Oregon 97214
County:	OUT OF STATE

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	31108
Status:	Current
Licensure Date:	04/24/2015
Expires:	



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

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:16:29 PM 11/26/2024

Licensee Information

Name:	WGI, INC. (Primary Name)
Main Address:	2035 VISTA PARKWAY WEST PALM BEACH Florida 33411
County:	PALM BEACH

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	33574
Status:	Current
Licensure Date:	10/24/2019
Expires:	

Ron DeSantis, Governor
Melanie S. Griffin, Secretary
FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

ALAGHEMAND, JOHN A
3677 PRESERVE BLVD
PANAMA CITY FL 32408

LICENSE NUMBER: PE48166
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor
Melanie S. Griffin, Secretary
FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

FAUST, BENJAMIN CLAYTON
900 KIMBERLY LANE
LYNN HAVEN FL 32444

LICENSE NUMBER: PE52624
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor
Melanie S. Griffin, Secretary
FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

PRITCHETT, JOCELYN PEPPER
10601 N 62ND ST
TEMPLE TERRACE FL 33617

LICENSE NUMBER: PE83899
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor
Melanie S. Griffin, Secretary
FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BASS, BRENT W.
1790 LAUREL BROOK LOOP
CASSELBERRY FL 32707

LICENSE NUMBER: PE84444
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

AICP

THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS

KIMBERLY D. BEREIS

Has qualified as a

Member

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

Membership Certificate Number 017600

July 1, 2002

President

Executive Director

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LS5657
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JEFFREY RONALD LANCE
DRMP1096 HIGHWAY 90
CHIPLEY, FL 32428

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LS7512
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

BRENT W BASS
1790 LAUREL BROOK LOOP
CASSELBERRY, FL 32707-6745

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

AICP

This certificate hereby qualifies

Tanya Thompson

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

Certified Planner Number: 35222

Joel Albizo, FASAE, CAE
Chief Executive Director

Mitchell J. Silver, FAICP
President

AICP
American Institute of Certified Planners
Creating Great Communities for All

Verify: https://www.credly.com/go/4MLatsWJ

PWS

Society of Wetland Scientists
Professional Certification Program, Inc

renews the designation

Senior Professional Wetland Scientist

For

George McLatchey

In recognition of all the professional requirements approved by the Society of Wetland Scientists Certification Renewal Program, and verified by the Society's Certification Renewal Review Panel.
Professional Wetland Scientist Number 1259 issued on 5/22/2000 and recertified on 6/11/2021.
Due to recertify again by 5/22/2025.

Kimberli J. Ponzio, PWS
President

Pat Frost, PWS
Certification Renewal Chair

THE ACADEMY OF BOARD CERTIFIED ENVIRONMENTAL PROFESSIONALS

ATTESTS THAT

George McLatchey

IS HEREBY DECLARED TO BE A

CERTIFIED ENVIRONMENTAL PROFESSIONAL

BY THE CERTIFICATION REVIEW BOARD
ACTING UNDER THE AUTHORITY OF THE BOARD OF TRUSTEES

EXPIRATION DATE: **12/31/2024**

PRESIDENT, ABCEP

CEP

CHAIRPERSON, CERTIFICATION REVIEW BOARD

CERTIFICATION NUMBER: **1050430**

CERTIFIED SINCE: **02/12/2010**

12/2/24, 1:58 PM AICP Certified - Credly

This badge was issued to David J. Wasserman on June 21, 2018

Verify

Celebrate

American Institute of Certified Planners
AICP
AICP CERTIFIED

AICP Certified

Issued by American Institute of Certified Planners (AICP)

AICP-certified planners have a high level of expertise, knowledge, and ethical commitment to best serve communities. They have deep planning knowledge and significant professional achievements, including demonstrating responsibility and resourcefulness while applying a planning process, evaluating multiple impacts to a community, and influencing public decision making in the public

https://www.credly.com/badges/67d9413d-add5-46ce-9588-ea37541405ad/public_url 1/3

GIS CERTIFICATION INSTITUTE

This certifies that

Mark Brown

has met the standards for ethical conduct and professional practice as established by the GIS Certification Institute for the recognition a

Certified Geographic Information Systems (GIS) Professional (GISP)

and is therefore entitled to all the rights and privileges thereunder.

This grant of certification shall expire or be deemed inactive on 9/25/2024 unless, by that date, the individual shall have successfully completed recertification.

Certification Number 160483 *Date of Initial Certification 9/25/2018*

Jochen Albrecht
GISCI President

Tony Spicci, GISP
GISCI Executive Director

*Mr. Brown is currently in the recertification period for this certification.

Ron DeSantis, Governor
Melanie S. Griffin,Secretary
FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

AWWAD, ALIA
825 W ROYAL PALM RD
BOCA RATON FL 33486

LICENSE NUMBER: PE76279
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

AICP

This certificate hereby qualifies

Courtney Elizabeth O'Neill, AICP

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

Certified Planner Number: **029031**

James M. Drinan, JD
Executive Director

Valerie J. Hubbard, FAICP
President

The American Planning Association's Professional Institute
American Institute of Certified Planners
Making Great Communities Happen

Scanned with CamScanner

AICP

This certificate hereby qualifies

E. Roxann Read, AICP

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

Certified Planner Number 024001

Paul Farmer, FAICP
Executive Director and CEO

Graham Billingsley, AICP
President

The American Planning Association's Professional Institute
American Institute of Certified Planners
Making Great Communities Happen

American Institute of Certified Planners

AICP

Tyler C. Tornese, AICP

APA ID: 423667

AICP Membership: Expires 06/30/2025
AICP Start Date: 06/20/2024
AICP Certification #: 36193

CM Reporting Period Ends: 12/31/2025

Badges

AICP

The American Institute of Certified Planners provides the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct, and to keep their skills sharp and up to date by continuously pursuing advanced professional education.

DRMP is a full-service consulting firm with over 46 years of experience in transportation and municipal planning and grant writing and administration, committed to supporting the City of Destin's Community Development Department with a comprehensive suite of services. Our team, along with our two highly specialized subconsultants—Alta Planning & Design (Alta) and WGI, Inc. (WGI) —will provide a collaborative approach to address the City's needs in areas such as development order reviews, land development code maintenance, comprehensive planning support, transportation planning, and grant consulting services. With a deep understanding of local, state, and federal regulations, our experienced team brings a proven track record of successfully working with municipalities to enhance planning processes and achieve sustainable development outcomes.

As the prime consultant, DRMP brings extensive experience in **transportation planning, municipal planning services, grant consulting services, and auxiliary services**. DRMP is headquartered in Orlando, Florida, with several offices local to the City of Destin, in Pensacola, Panama City Beach, Chipley, Marianna, and Tallahassee, for efficient, on-the-ground project management and collaboration. We understand the intricacies of transportation networks, land use, and infrastructure, and will work closely with the City to provide planning solutions that improve mobility, reduce congestion, and align with the City's broader goals for sustainability. Our grant consulting services will help identify and secure funding opportunities that support the City's development initiatives, while our auxiliary services ensure that each project is executed with precision, following established guidelines and best practices.



As a trusted partner, WGI specializes in land development code (LDC) updates, development order reviews, and comprehensive plan support. WGI will assist in ensuring that the City's LDC is up to date and responsive to emerging needs, guiding development through regulatory frameworks that promote responsible growth. WGI's team will also conduct thorough development order reviews, ensuring compliance with the City's standards and minimizing delays. Furthermore, WGI will provide critical support in updating and refining the City's comprehensive plan to ensure it aligns with future growth trends and community aspirations, fostering a more resilient and dynamic urban environment.

Alta will focus on transportation planning and grant consulting services, providing targeted expertise in traffic analysis, multimodal transportation planning, and grant acquisition strategies. Alta's experience will support the City in developing efficient transportation systems that encourage mobility, sustainability, and connectivity. In addition, Alta's grant services will help identify and pursue funding opportunities to bring essential transportation projects to life, ensuring that the City of Destin has the resources it needs to implement its transportation and growth strategies effectively.

Together, DRMP, WGI, and Alta form a highly capable, multi-disciplinary team that will provide the City with the expertise and support needed for smart growth, sustainability, and community engagement. We are committed to delivering solutions that not only meet the City's immediate needs but also help guide its long-term vision for a prosperous, well-planned future. With offices strategically located across Florida, DRMP and our subconsultants are ready to serve the City and ensure each project achieves its goals of sustainability, livability, and resilience.

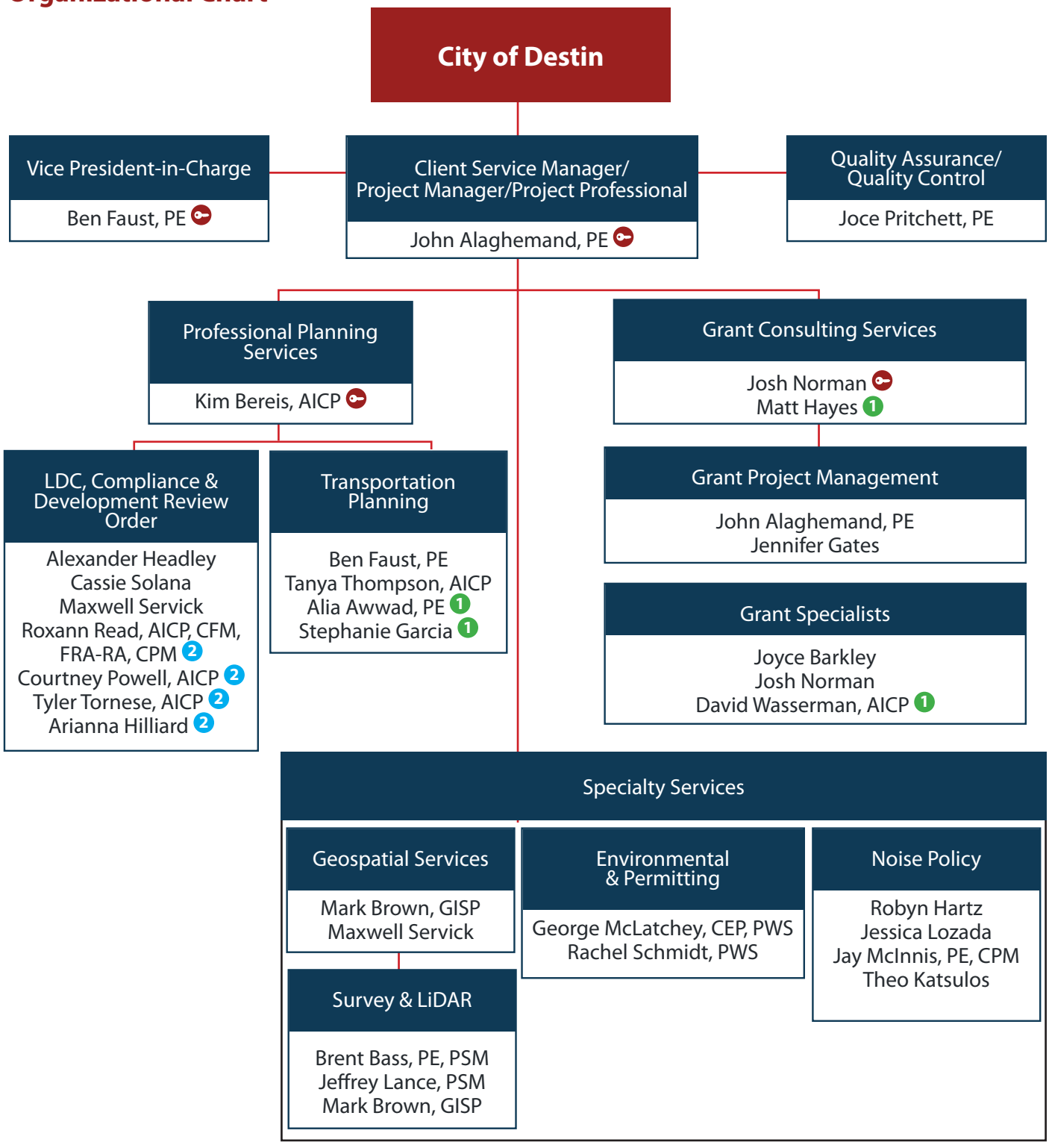
TAB 3

Proposals of Project Team, (key project members) and availability of special resources

DRMP

PROPOSALS OF PROJECT TEAM

Organizational Chart



Subconsultants

1 Alta Planning & Design, Inc.

2 WGI, Inc.

Key Staff - Resumes included



JOHN ALAGHEMAND, PE

Project Manager

DRMP

VALUE ADDED TO PROJECT:

+Strong knowledge of municipal requirements
+Well-rounded project experience
+Grant writing and coordination

John A. Alaghemand, PE, serves as the Northwest Florida Office Leader for DRMP's Civil Services Market Sector. His responsibilities include working with cities, counties and other government agencies for the development and implementation of their transportation, stormwater/environmental, utilities, surveying, planning and land development programs. The majority of Mr. Alaghemand's experience was gained while working for Bay County and the City of Panama City Beach, Florida. He served as Program Manager for the Panama City Beach Community Redevelopment Agency and was responsible for advanced professional, technical, administrative and managerial duties and coordinating and supervising technical engineering services to advance the programs and goals of the CRA. Major functions included administration, planning, engineering, right-of-way acquisition, community involvement, state and local coordination, construction management, construction inspection, infrastructure operations and maintenance, transportation concurrency and development review. During his employment with Bay County, he was director and/or manager of the traffic engineering, transportation and technology and public works departments. He served as a civil engineer, bridge engineer, construction manager, project manager, research and development manager and grant writer/coordinator for a wide variety of transportation, stormwater and parks and recreation improvement projects.

Years of Experience
37 Total
11 With DRMP

Professional Registration
Professional Engineer
No. 48166, Florida, 1994

Education
Master of Science in Engineering,
University of Louisiana at Lafayette, 1983
Bachelor of Science in Civil Engineering,
University of Louisiana at Lafayette, 1981

Professional Affiliation
American Public Works Association
Florida Engineering Society
Institute of Transportation Engineers
International Municipal Signal Association
Chairman of Bay County Transportation Planning Organization Technical Coordinating Committee (1990-2006)
Liaison Committee Member, Transportation Regional Impact Program (2010)
Vice President, Gulf Coast Chapter of the Florida Engineering Society (2009)
President, Gulf Coast Chapter of the Florida Engineering Society (2010)
President, Institute of Transportation Engineers, Emerald Coast Chapter (from 2016 - Present)

RELEVANT PROJECT EXPERIENCE

Continuing Development Order Review Services, Walton County, Florida: Project Manager responsible for providing professional engineering and planning services for the Walton County Planning and Development Services Department. The project includes reviewing design, construction plans, and traffic impact analyses for various residential and commercial development order applications for major, minor, less-than-minor, and signal-family residential developments, land-use amendments, white sand testing, and sector plans. Other responsibilities include updating and maintaining the County transportation concurrency management network, mobility plan, and the roadway functional classification database and GIS maps, and coordination with the County project managers and consultants to ensure the County Land Development Code's requirements are met. Mr. Alaghemand serves on the Walton County Technical Review Committee (TRC) as well.

Continuing Professional Engineering Services, City of Callaway, Florida: Project Manager responsible for engineering design, and administration of a wide variety of public works projects including grant writing, Local Agency Program (LAP), FEMA, Public Assistance (PA) projects' administration, surveying and mapping, roadway and bridge design/review, stormwater design/review, utility design/review, environmental permitting, planning, traffic engineering, and Construction Engineering & Inspection (CEI). Mr. Alaghemand has been assisting the City in writing the grant applications and managing approximately $7.2 million PA, FEMA, Transportation Alternative Program (TAP) grants funded projects.



BEN FAUST, PE

Vice President-in-Charge

DRMP

VALUE ADDED TO PROJECT:

+Proven project management experience
+Highly skilled at all phases of project development
+Extensive experience working in FDOT District Three

Years of Experience
32 Total
22 With DRMP

Professional Registration
Professional Engineer
No. 52624, Florida, 1998

Education
Bachelor of Science in Engineering,
University of Central Florida, 1991

Certifications
Advanced Highway Safety Manual Training
Work Zone Traffic Control

Professional Affiliations
American Council of Engineering Companies, Transportation Committee, D3 ACEC/FDOT Liaison Committee Chair (2014-2019)
Florida Engineering Society,
State Director for Gulf Coast Chapter, 2008 - 2011
President, Gulf Coast Chapter, 2006 - 2008
Institute of Transportation Engineers, Emerald Coast Chapter
Society of American Military Engineers, Panama City Post

Ben C. Faust, PE, serves as a Vice President for DRMP's Civil Services Market Sector. He oversees DRMP's engineering operations in the Florida Panhandle. He serves as the project manager for a range of major and minor projects for state, municipal and private clients. His experience includes all phases of project development from planning and programming, through design and land acquisition to final construction.

RELEVANT PROJECT EXPERIENCE

Continuing General Planning Services, West Florida Regional Planning Council (WFRPC), Various Counties, Florida: Vice President-in-Charge for General Planning Services for the Florida-Alabama, Okaloosa-Walton and Bay County Transportation Planning Organizations (TPOs). Services under this contract included TPO administration, unified planning work program, public involvement process, regional coordination, data collection, GIS data analysis, transportation improvement programs, long range transportation plans, transportation system management, freight and goods movement planning, public transportation planning, bicycle/pedestrian systems planning, transportation disadvantaged program, air quality planning, corridor planning and preservation, congestion management process, intelligent transportation system planning and any other services to fulfill the needs of the West Florida Regional Planning Council. DRMP's tasks under this contract include:

- Regional Freight Network Plan for FL-AL, Okaloosa-Walton and Bay County TPOs
- SR 77 Corridor Management plan
- SR 85 Corridor Management Plan
- Bay County Long Range Transportation Plan
- Bay County Transit Plan Major Update
- Regional Intelligent Transportation Systems Plan for FL-AL, Okaloosa-Walton and Bay County TPOs
- Engineering Services Support for the Bay County TPO Transit Maintenance and Administration Facility

19th Street Traffic Study, City of Panama City, Bay County, Florida: Project Coordinator for the study of two miles of 19th Street in Panama City to determine existing and projected traffic capacity requirements and to prepare design improvement recommendations for roadway and intersections based on results of study. Professional services were completed in 2012.



KIM BEREIS, AICP

Community Studies & Planning

DRMP

VALUE ADDED TO PROJECT:

+Extensive NEPA (and SEPA) compliance experience
+Extensive public involvement experience
+Extensive multidiscipline coordination experience

Years of Experience
26 Total
4 With DRMP

Professional Registration
American Institute of Certified Planners, License No. 017600, 2002

Education
Master of Science in Urban and Regional Planning, Florida State University, 1997

Bachelor of Science in Environmental Studies, Minor in Biology, Florida International University, 1994

Professional Affiliation
American Planning Association

WTS International - Charlotte Metro Chapter, Founding Member/Inaugural President 2006 - 2008, Board Member 2009 - 2011

WTS Southeast Region Council, 2021 - 2023

Kim Bereis, AICP, serves as a Project Development Group Leader for DRMP's Transportation Market Sector. Her roles include project management, supporting multi-disciplinary teams in planning/ preliminary engineering studies, staff oversight and development, and quality control. She has a wide range of project experience, including widening and new-location of highways; bridges; area-wide and corridor studies; and transit projects for DOT and municipal clients. She has extensive experience in PD&E/NEPA compliance such as project scoping, purpose and need, alternatives analysis, community studies and overall environmental documentation. She has extensive experience in the planning, management, and execution of DOT and municipal project public involvement programs that include community engagement, education, and outreach. She is seasoned in identifying appropriate target strategies, information/outreach materials and tools, encouraging consensus through proactive stakeholder coordination, and responsiveness to community inquiries.

RELEVANT PROJECT EXPERIENCE

SR 31 Improvements from SR 80 (Palm Beach Boulevard) to SR 78 (Bayshore Road) PD&E Study, Lee County, Florida: DRMP conducted a PD&E Study for FDOT District One to evaluate capacity, operational, structural, and modal improvements to SR 31 in northeastern Lee County. Kim oversaw subconsultant activities, including public involvement, traffic analyses, and cultural resource investigations. Section 106 and Section 4(f) resources included the National Register-eligible Caloosahatchee River Canal, Great Calusa Blueway, and the Caloosahatchee Trail. A sociocultural evaluation was completed to identify potential community impacts and to assess potential effects on land use, aesthetics, economic resources, mobility, and farmland. The project included an Alternatives Public Workshop and a formal Public Hearing to gather feedback and to aid in identifying the Preferred Alternative. Kim DRMP recently completed a Type II Categorical Exclusion and Preliminary Engineering Report.

PD&E Study for the SR 30 (US 98) Multi-Use Path, Florida Department of Transportation District Three, Mexico Beach, Bay County, Florida: DRMP is conducting a PD&E Study for the environmental evaluation of the 4.2-mile multi-use path project intended to improve pedestrian and bicycle safety, increase mobility and recreation, improve quality of life, and uplift the local economy. The project will analyze and assess impacts on the social, economic, cultural, natural, and physical environment, to develop the Location and Design Concept in accordance with FDOT policy, procedures, and requirements. Kim is overseeing the development of the Preliminary Engineering Report for the project which involves natural resource determinations, cultural resource assessment, and public engagement activities including a public meeting in October 2024. The project is anticipated to be completed as a Type II Categorical Exclusion.

Widen Seminole Expressway/SR 417, Turnpike Enterprise, Seminole County, Florida: DRMP is designing the widening of a six-mile section of SR 417 Seminole Expressway form Aloma Avenue (SR 426) to SR 4334. The widening project will increase the number of travel lanes from four to eight and includes new drainage ponds, bridge widening, and roadway safety enhancements. Kim is currently providing oversight of public engagement activities, including the creation of outreach materials intended to foster collaboration amongst the various state/local agencies and affected entities such as the Norfolk Elementary School and Hard Rock Casino.



JOSH NORMAN

Grant Specialist - Resilience & Sustainability

DRMP

VALUE ADDED TO PROJECT:

+Managed projects involving $1 billion in grants for infrastructure

+Directed teams in resilience strategies and disaster recovery management

Years of Experience

26 Total

<1 With DRMP

Education

Bachelor of Science in Emergency Administration and Planning, University of North Texas, 2015

Associate of Science in Fire Science, Collin County Community College, Fire Academy, 2015

Publications

"Influential Intermediaries," Public Works Magazine, December, 2009

"Navigating the Road to Recovery," Disaster Recovery Journal, 2009

Joshua Norman serves as the Disaster Resilience and Sustainability Practice Leader for DRMP. His responsibilities include overseeing DRMP's resilience and sustainability and grant administration projects as well as promoting our growth in these service areas throughout the southeast. Mr. Norman's experience is primarily within the field of emergency planning, response, mitigation, resilience, and disaster recovery. He has 19 years of experience in the areas of program and project management and inter-governmental relations. Mr. Norman has developed and administered more than $1 billion in grants, including new construction, repair, and retrofit for various infrastructure and government facilities. He served as recovery manager for the City of New Orleans during Hurricane Katrina recovery and since has served as Principal, Program Manager, and Subject Matter Expert for clients across the country in approximately 25 named disasters.

RELEVANT PROJECT EXPERIENCE

WORK PRIOR TO DRMP

Vice President of Climate Resilience and Sustainability, WSP USA: Led a multidisciplinary team across the US to implement resilience strategies through planning, studies, grant strategies and development, disaster recovery management, and hazard mitigation solutions, focusing on nature-based solutions, and resilient design. Provided support to WSP Federal Emergency Management District with Disaster Recovery projects and the prominent FEMA contracts: PA-TAC, HMTAP, and HIS.

Director of Homeland Security and Emergency Preparedness, GP Strategies: Managed teams specializing in federal policy, construction, grant writing, and technical expertise, executing disaster recovery, hazard mitigation, and emergency preparedness for multi-million-dollar programs across the US, including territories and states like Puerto Rico, Northern Mariana Islands, Florida, Texas, Massachusetts, Virginia, North Carolina, and South Carolina.

PROJECT HIGHLIGHTS

Pinellas County Grant Alignment and Strategy: Worked with Pinellas County to created grant matrix for Capital Improvement Program that aligned projects with annual grant programs. Alignment required listing all potential grants and ranking probability of win based on program requirements and project details. Included grant funding and schedule to identify potential grant applications for three-year period. Also, included analysis of post-disaster grant programs that may become available following declared disaster and aligned to existing projects.

City of New Orleans Sewage and Water Board Hazard Mitigation, New Orleans, Louisiana: Served as Hazard Mitigation Specialist for the New Orleans Sewage and Water Board's $100MM Water Hammer Mitigation Project that enhanced power capacity and reliability which in turn reduced power distributions and water hammer phenomenon causing system-wide breaks throughout the City. Developed vulnerability assessment for anticipated climate induced risks to facility and distribution systems along with the Benefit-Cost Analysis used to secure largest Hazard Mitigation award of its time.

Current Work and Remaining Labor Commitments

DRMP is working on various projects throughout the Southeast for municipalities and state Departments of Transportation, including FDOT. Although the DRMP Team is handling several projects and commitments currently, we have the resources available to complete any tasks assigned.

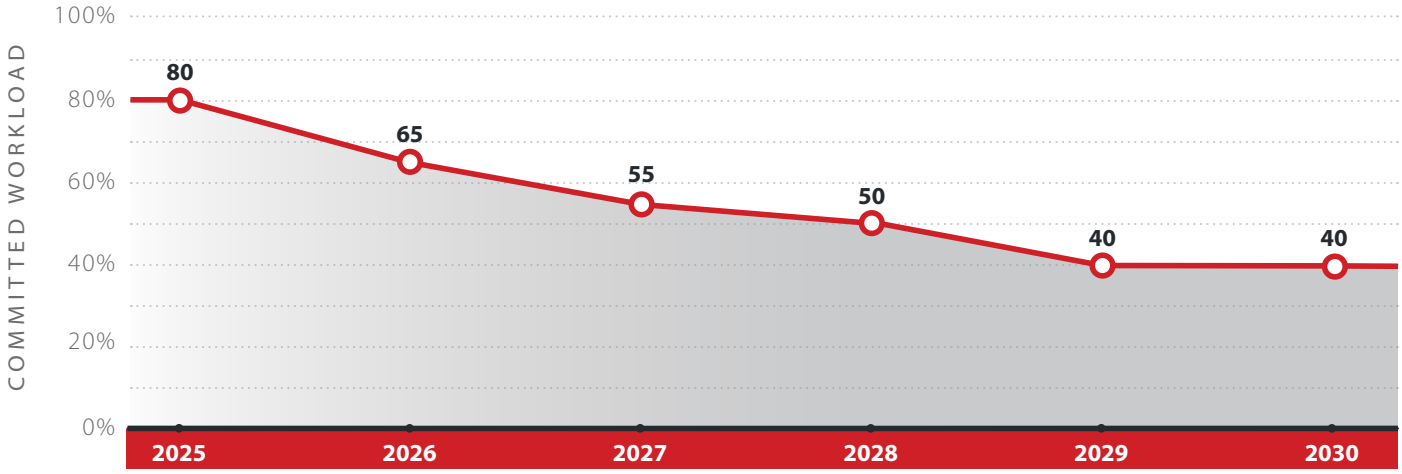
The staff demands of the anticipated contract will only be a portion of the available staff capacity of the DRMP Team. This ensures not only that we can commit to the projected manpower requirements, but that we will have a great deal of potential reserve availability to provide responsiveness for occasional peak staff demands. This allows great flexibility in meeting and improving on project schedules, as well as addressing any unforeseen circumstances that may require additional staff. This also assists with keeping projects on schedule and within budget.

Number of Projects Handled by Key Team At Any Given Time

The DRMP Team has sufficient resources to handle multiple projects at any given time.

TEAM MEMBER	AVAILABILITY	LOCATION
John Alaghemand, PE	75%	Panama City Beach, Florida
Ben Faust, PE	50%	Panama City Beach, Florida
Joce Pritchett, PE	60%	Tampa, Florida
Josh Norman	70%	Panama City Beach, Florida
Kim Bereis, AICP	65%	Charlotte, North Carolina
Tanya Thompson, AICP	65%	Raleigh, North Carolina
Joyce Barkley	65%	Orlando, Florida
Jennifer Gates	65%	Raleigh, North Carolina
Robyn Hartz, INCE	60%	Orlando, Florida
Brent Bass, PE, PSM	65%	Orlando, Florida
Jeffrey Lance, PSM	60%	Chipley, Florida
Mark Brown, GISP	60%	Orlando, Florida
George McLatchey, CEP, PWS	60%	Orlando, Florida
Rachel Schmidt, PWS	65%	Tampa, Florida
Cassie Solana	65%	Panama City Beach, Florida
Alexander Headley	65%	Panama City Beach, Florida
Maxwell Servick	65%	Panama City Beach, Florida
Theo Katsulos	65%	Tampa, Florida
Roxann Read, AICP, CFM, FRA-RA, CPM	70%	Orlando, Florida
Courtney Powell, AICP	60%	Arlington, Virginia
Tyler Tornese, AICP	60%	West Palm Beach, Florida
Arianna Hilliard	60%	West Palm Beach, Florida
Alia Awwad, PE	70%	Boca Raton, Florida
Stephanie Garcia	60%	West Palm Beach, Florida
David Wasserman, AICP	60%	Seattle, Washington
Matt Hayes	60%	Durham, North Carolina

Projected Workload



Identification of Subconsultants

We have included Alta and WGI on our proposed team as subconsultants. Each firm may be assigned more than 5% of the work.

TAB 4

Project Approach, demonstrated skill set, and innovative ideas that will be used to address the Scope of Work

DRMP

PROJECT APPROACH



John Alaghemand, PE
Project Manager

The Project Manager for this contract will be John Alaghemand, PE, who will oversee the timely and budget-conscious completion of all deliverables. The DRMP Team proposes to provide the City of Destin a comprehensive suite of professional planning and grant consulting services. Our team's approach ensures seamless coordination with City staff, aligning each project with the City's long-term development goals while complying with local, state, and federal regulations.

PROFESSIONAL PLANNING SERVICES

DEVELOPMENT ORDER REVIEW



Our team will begin the development order review process by thoroughly examining all submissions to ensure compliance with the City's Land Development Code (LDC). We will initiate the process with a kickoff meeting to familiarize key project staff with City processes, followed by daily project management and routine status meetings to ensure the smooth progression of the project. The consultant team will work closely with City staff to develop a detailed project management plan (PMP) that outlines deliverables, timelines, roles, and review milestones, ensuring that all tasks are performed to the highest standards. We will also coordinate with applicants, developers, and other relevant stakeholders to facilitate the timely review of applications, ensuring that all feedback is addressed promptly. As part of this, we will submit comments or staff reports as needed, tailoring our approach to fit the City's specific processes and requirements. If alternative designs are necessary, we will suggest viable options to enhance the development outcome. Our team will also represent the City at public hearings, providing expert support for any questions or concerns raised during the approval process. Finally, once an application or permit has been resubmitted, we will repeat necessary steps to move the project forward toward approval or public hearing, ensuring that all revisions are addressed efficiently. At the conclusion of the project, we will coordinate with City staff to ensure all final paperwork and documentation are delivered for project close-out.

LDC MAINTENANCE

In updating the City's LDC, our team will take a thorough and collaborative approach. Much like the process for development order reviews, the process will include an initiation meeting with City staff, to outline the scope and goals of the update and prepare a PMP that details the project's deliverables, timelines, roles, and responsibilities. Our team will conduct a detailed analysis of the current ordinance and its alignment with the City's comprehensive plan and Florida state law. This analysis will guide necessary revisions and improvements. Public engagement is a critical component of this process, and we will employ innovative and inclusive strategies to gather input from all community stakeholders, especially those who are traditionally underrepresented in land use decisions. Working in close coordination with the City's communications team, we will ensure that the public is educated on the implications of the code and the broader development process. A comprehensive summary report will be prepared, capturing the feedback, ideas, and next steps identified throughout the outreach process. Additionally, we will integrate input from City, county, and regional plans to ensure that the LDC amendments align with broader development goals. Once a draft ordinance has been developed, it will undergo several rounds of refinement, incorporating public feedback and recommendations as necessary. Our team will present the refined draft to City staff and stakeholders for review before submitting it for approval. Throughout the approval and adoption process, we will attend public hearings, providing the City with the support needed to address any questions and finalize the ordinance. After adoption, we will ensure that all final documentation is delivered, completing the project close-out.

COMPREHENSIVE PLAN SUPPORT

Updating the City's Comprehensive Plan is an important process that ensures the City's long-term vision is reflected in its regulatory framework. Our team will begin by conducting a thorough review of the existing plan, identifying its strengths and areas for improvement, while ensuring compliance with state law and alignment with the City's growth priorities. A kickoff meeting with City staff and key community stakeholders will set the

stage for this process, followed by the development of a detailed Project Management Plan outlining the key deliverables, timelines, and roles. As we move forward, we will prioritize public engagement by employing inclusive outreach strategies to gather input from all segments of the community, particularly those who have been underrepresented in previous planning efforts. We will work closely with the City's Communications team to educate the public on the planning process, ensuring stakeholders understand the terminology, implications, and potential impacts of the updates. A summary report will be prepared to document the participation, ideas, and priorities expressed during the engagement process, which will help guide the plan's update. Throughout the planning process, we will ensure that the updated plan is fully coordinated with City, county, and regional plans, ensuring that it reflects a cohesive and strategic approach to growth. We will focus on integrating the vision set forth by the City and ensuring that all changes comply with Florida's development strategies. After community feedback and research, we will develop the updated plan, incorporating public input and refining the draft as necessary. The draft plan will undergo a thorough review process, with multiple rounds of community feedback, and will be finalized based on this input. Our team will represent the City at public hearings, ensuring that any questions are answered and that the plan is successfully adopted. Once the plan has been approved, we will finalize all documentation, coordinating with City staff to ensure the project's successful close-out.

TRANSPORTATION PLANNING



As technology continues to evolve, it is reshaping the way people make transportation choices. The rise of Transportation Network Companies (TNCs) like Uber and Lyft, bike-share and car-share programs, real-time transit apps, and the increasing use of scooters and e-bikes are all expanding travel options for the public. The DRMP team can help the City of Destin navigate these technological changes by evaluating available options, their benefits, and their potential applications to achieve the city's mobility goals. Additionally, we will assist the City in making informed decisions about public-private partnerships and policy strategies that can maximize the role of technology in improving mobility.

The emergence of new micromobility options, such as dockless bike-share programs, e-bikes, and scooters, is increasing demand on public rights-of-way. The DRMP Team can address these challenges by developing frameworks, policies, and permitting structures that take into account safety, speed, infrastructure compatibility, environmental health, and public-private partnerships. Our services will extend to the design and implementation of mobility hubs that integrate land use, transportation, economic development, and smart city technology to enhance connectivity and promote sustainable travel choices.



As part of our commitment to promoting multimodal transportation, the DRMP Team will work closely with communities to encourage biking and walking for both recreation and daily commuting. With Alta's experience in developing plans for over 500 jurisdictions across the country, they have co-led the creation of several key guides, including the NACTO Urban Bikeway Design Guide and the FHWA Small Town and Rural Multimodal Networks Guide. The team's planning process is grounded in fieldwork, including bicycle and pedestrian audits, stakeholder engagement, and documentation of existing conditions. This baseline information will be used to create actionable short- and long-term recommendations for projects while integrating engineering expertise to ensure smooth transitions from planning to design and construction. Additionally, the DRMP Team will assist with securing funding and leveraging new development through land development codes to bring these projects to life.

The DRMP Team provides comprehensive planning and design services for pedestrian and bicycle infrastructure, including walkways, sidewalks, intersections, and promenades. Our team's work has helped cities and towns of all sizes to assess needs, build community support, prioritize improvements, and implement projects that enhance connectivity, meet ADA standards, and expand over time. The focus is on designing facilities that improve mobility, safety, and accessibility while addressing future growth and environmental concerns.

To improve traffic safety, we will incorporate accommodations for pedestrians, cyclists, and micromobility users into the transportation design process. We'll conduct thorough safety analyses using GIS mapping and other tools to identify gaps, assess crash trends, and recommend safety improvements. Our approach ensures compliance with ADA and Public Rights-of-Way Accessibility Guidelines.

DATA COLLECTION AND ANALYSIS

Data collection and analyses are central to understanding how transportation investments impact communities. The DRMP Team will use advanced network analysis techniques to estimate active transportation demand based on trip potential and built environment characteristics. Our subconsultant, Alta, has pioneered tools to quantify the benefits of human-scaled transportation, such as models predicting who is likely to walk or bike, and analyses measuring the access, health, and safety benefits of mobility projects. By integrating these analytical tools into the planning process, we can provide clients with the data needed to make informed decisions and communicate the value of multimodal investments to the public.

Using tools like Replica Places, the team will analyze origin-destination data to understand travel patterns and estimate the potential for active transportation in a study area. This analysis highlights trips that can be served by walking, biking, or electric micromobility, generating heat maps and interactive visualizations to help inform planning decisions. We will also conduct equity and social vulnerability analyses to ensure that transportation investments benefit socially vulnerable populations, such as low-income residents and communities of color, and to guide improvements in underserved areas.

We will employ economic analysis tools to help translate the benefits of multimodal transportation projects into tangible, quantifiable outcomes. By forecasting future use of infrastructure, we can estimate the health, environmental, and economic impacts of active transportation investments. This includes projecting reductions in vehicle emissions, increased tourism revenue, and changes in property values for trail and greenway projects. These analyses also support grant applications and project prioritization, helping to build support for multimodal initiatives among local leadership, residents, and funders.

Additionally, the DRMP Team supports the development and review of transportation-related fees, such as mobility or impact fees, to fund multimodal projects. We will assist the City in navigating the complexities of Florida's House Bill 479, which allows for the collection of multimodal fees for redevelopment projects. Our team's expertise extends to reviewing traffic studies submitted with site development applications, ensuring they align with both traditional traffic impact assessments and the multimodal goals of the City. By integrating multimodal infrastructure into traffic studies, the team fosters collaboration with the development community to advance sustainable, equitable transportation systems in the City of Destin.

GRANT CONSULTING SERVICES

GRANT MANAGEMENT APPROACH

The DRMP Team approaches competitive grants through a well-rounded process that combines thorough planning, proficient research, efficient technical writing, effective storytelling, and a focus on detailed quality assurance (QA) and quality control (QC). We leverage the expertise of local professionals familiar with community infrastructure, technical specialists with in-depth subject matter knowledge, and seasoned grant writers who understand the preferences of awarding agencies. This comprehensive approach ensures that we can successfully support clients in securing grants and funding.

1. IDENTIFICATION

- List of funding opportunities
- Funding needs analysis



2. DEVELOPMENT

- Application checklist
- Work plan/timeline for grant
- Outline and application components
- List of missing data, exhibits and forms
- Letters of support
- Draft grant proposals



3. SUBMITTAL

- Application checklist
- Work plan/timeline for grant
- Outline and application components
- List of missing data, exhibits and forms
- Letters of support
- Draft grant proposals



4. NON-AWARD/AWARD

Award

- Grant award letter
- Government board authorization/resolution
- Executed grant agreement

Non-Award

- Debrief meeting report
- Grant mark-up/notes

5. START-UP

- Programming forms
- Request for proposals (RFP)
- Sub-agreements



6. MONITORING

- Grantor certifications
- Grantor reports
- Invoices
- Amendments/ budget revisions
- Sub-recipient monitoring reports



7. CLOSE-OUT

- Sub-agreements closure notices
- Final report
- Final invoice
- Final deliverables and acceptance



Our grant management strategy is adaptable and can be applied across a variety of grant types, including competitive and non-competitive grants, as well as post-disaster grants like the FEMA Public Assistance program. We have developed a systematic process that ensures the successful and timely submission of grant applications, whether for small-scale or large post-disaster funding programs. This process includes the identification of appropriate funding sources, the development of grant proposals, and the eventual close-out of awarded grants. Our proven methods and expertise have consistently led to successful funding strategies and substantial grants for numerous clients.

By applying our seven-step approach, the team guarantees that clients develop competitive, compliant, and high-quality grant applications that meet the specific requirements of each funding program. Our process helps clients navigate the complexities of grant regulations, ensuring full compliance with the applicable rules, policies, and laws. This methodical, results-driven process has earned DRMP a reputation for successfully securing significant funding, as evidenced by several notable successful grant awards in various sectors.

PRE-APPLICATION PROCESS



We understand that early engagement with our clients enhances their success in securing grant funding. By working closely with clients during the planning stages, we ensure that projects align with available programs and that eligibility criteria and rating requirements are met. This collaboration also allows us to prioritize needs effectively and create a comprehensive list of projects that are synchronized with regional and local plans. Additionally, we perform impact analyses to assess how these projects might interact with those of adjacent jurisdictions, ensuring greater project efficacy and community benefit.

The team will begin the pre-application process by reviewing past grant applications submitted by our clients. Through an after-action report, we evaluate previous strategies, approaches, content, and participation to identify gaps and areas for improvement. This analysis helps streamline future grant development efforts. Additionally, we will conduct thorough research to identify suitable funding opportunities. We monitor and track grant programs, keeping clients informed of updates and new funding possibilities. This research includes analyzing grant eligibility, program requirements, and unique decision-making procedures, which helps clients avoid missed opportunities and ensures the development of competitive proposals.

Our grant research includes tracking funding opportunities across multiple domains, such as ecosystems, infrastructure, community development, and disaster management. Once we identify suitable funding programs, we provide clients with program fact sheets. These high-level summaries outline critical aspects of each grant, including deadlines, funding levels, eligibility criteria, scoring, and application content requirements. This tool ensures that clients are well-informed and can make prudent decisions on which programs to pursue.

GRANT APPLICATION PROCESS

Once the City decides to pursue a specific grant, our team will support the grant application process from start to finish. We begin by confirming eligibility and ensuring that all required authorizations, registrations, and certifications are in place. We will then work with City staff to prepare an application checklist, which ensures completeness and compliance with the funding program's requirements. A preliminary work schedule is also developed, outlining key milestones and deadlines to ensure timely submission of drafts and final applications.

> Our grant writing process follows a proven methodology that has successfully delivered millions of dollars in project funding.

First, we work with clients to clearly define the project, focusing on the essential elements such as project scope, environmental documentation, cost estimates, and timelines. A detailed data request is then issued to the client to gather the necessary information, which may include project goals, benefits, cost estimates, and other relevant data.

Once the project is clearly defined and the data is collected, we draft a compelling grant narrative that emphasizes how the project aligns with the funder's criteria. This narrative is backed by supporting data and visuals to effectively communicate the project's benefits. Additionally, we assist in obtaining letters of support from stakeholders and elected officials, ensuring that all necessary documentation is in place well before the grant submission deadline.

Throughout the entire process, we maintain rigorous internal quality control measures to ensure that each application meets the highest standards of excellence. This includes multiple rounds of review, both internally and with client stakeholders, to ensure completeness and competitiveness. Once finalized, the application package is submitted in its entirety, ensuring that all materials are organized and compliant with the funding agency's requirements.

GRANT REPORTING AND COMPLIANCE MONITORING

Once grants are awarded, our team will continue to support the City through the reporting and compliance monitoring phases. We utilize a customized software system to track grants from development to close-out, to help the City stay on top of project status, funding trends, and any documentation required for ongoing compliance. This system provides real-time updates and detailed reports, offering clients a clear view of their grant's progress.

During the implementation phase, we will ensure that all required reports are submitted on time. We will help the City prepare quarterly and monthly reports, summarizing grant activities, expenses, and progress. Additionally, we will support the City in preparing and submitting expense reports for reimbursement, ensuring that all costs align with the grant's budget and compliance requirements.

Should changes arise during the project, such as scope adjustments or cost modifications, our team will assist with grant amendments and budget revisions. Our expertise in grant administration ensures that clients can navigate these changes effectively, maintaining compliance and avoiding potential issues with funding agencies.

Throughout the lifecycle of the grant, the DRMP Team remains actively involved, providing ongoing technical and administrative support to ensure that every aspect of the grant process—from application to close-out—proceeds smoothly and in full compliance with program requirements.



TAB 5

References - Past Performance

DRMP



REFERENCES - PAST PERFORMANCE

EC

City of Callaway

Ed Cook, City Manager

Contact:

6601 E Highway 22
Callaway, FL 32404

P: 850.871.6000
E: citymanager@cityofcallaway.com

Walton County Regional Planning Council

Mac Carpenter, AICP, Director, Planning & Development Services

Contact:

76 N 6th Street
DeFuniak Springs, FL 32433

P: 850.267.1955
E: carmac@co.walton.fl.us

MC

TAB 6

Submittal of General Information and Procurement Forms and Documents

DRMP

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: DRMP, Inc.

Federal I.D. Number: 59-1791174

A Corporation of the State of: Florida

Area Code: 850 Telephone Number: 640.3904

Area Code: 407 Fax Number: 896.4836

Mailing Address: 2111 Thomas Drive, Suite 1

City/State/Zip: Panama City Beach, FL 32408

Vendor Mailing Date: 12/3/2024

Authorized Signature

Michael K. Albano, PE
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: DRMP, Inc.

DATE SUBMITTED: 12/5/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ No. 24-12-CD Professional Planning and Grant Consulting Services

2. This sworn statement is submitted by
DRMP, Inc.

whose business address is 2111 Thomas Drive, Suite 1, Panama City Beach, FL 32408
and (if applicable) Federal Employer Identification Number (FEIN) is
59-1791174 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
N/A

3. My name is Michael K. Albano, PE and my relationship to the entity named above is Chief Operating Officer

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 12/3/2024
(Signature) Date:

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of physical presence __✓__or online notarization __, this __3__ day of December, 20__24__,

By: Michael K. Albano
(Print name)

Personally known __✓__ OR Produced Identification _____

Victoria Haun Seal:
Notary Signature

VICTORIA HAUN
Notary Public - State of Florida
Commission # HH 605969
My Comm. Expires Oct 23, 2028
Bonded through National Notary Assn.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: DRMP, Inc.

ADDRESS: 2111 Thomas Drive, Suite 1

CITY: Panama City Beach STATE: FL ZIP CODE: 32408

TELEPHONE NUMBER: 850.640.3904

SIGNATURE: _____ DATE: 12/3/2024

NAME (TYPED OR PRINTED): Michael K. Albano, PE

TITLE: Chief Operating Officer

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO X_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO X_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:
N/A

FIRM NAME: DRMP, Inc.

BY (PRINTED): Michael K. Albano, PE

BY (SIGNATURE): _____

TITLE: Chief Operating Officer

ADDRESS 2111 Thomas Drive, Suite 1, Panama City Beach, FL 32408

PHONE NO. 850.640.3904

E-MAIL MAlbano@drmp.com

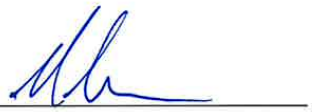
THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

DRMP, Inc. CONSULTANT's Company Name	 Authorized Signature – Manual
2111 Thomas Drive, Suite 1, Panama City Beach, FL 32408 Physical Address	Michael K. Albano, PE Authorized Signature – Typed
2111 Thomas Drive, Suite 1, Panama City Beach, FL 32408 Mailing Address	Chief Operating Officer Title
850.640.3904 Phone Number	407.896.4836 FAX Number
850.596.4368 Cellular Number	850.596.4368 After-Hours Number(s)
JAlaghemand@drmp.com Email address	12/3/2024 DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Michael K. Albano, PE — Chief Operating Officer
Name — Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task
Alta Planning & Design, Inc.	333 SE 2nd Avenue, Suite 2000, Miami, FL 33131	31108	Transportation Planning/Grant Specialists/Grant Consulting
WGI, Inc.	800 N Magnolia Avenue, Suite 1750, Orlando, FL 32803	33574	LDC, Compliance & Development Review Order

Signature _____ Date: 12/3/2024

Title/Company Chief Operating Officer/DRMP, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Michael K. Albano, PE (insert name) as Chief Operating Officer (insert title) on behalf of DRMP, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Michael K. Albano, PE
Title: Chief Operating Officer
Nongovernmental entity: DRMP, Inc.
Date: 12/3/2024

STATE OF Florida
COUNTY OF Orange

SWORN TO AND SUBSCRIBED before me ✓ in person or ____ remote notarization by Michael K. Albano as Chief Operating Officer on behalf of DRMP, who is personally known to me or who produced _____ as identification this 3 day of December, 2024.

Victoria Haun
Notary Public

(Notary Seal)

VICTORIA HAUN
Notary Public - State of Florida
Commission # HH 605969
My Comm. Expires Oct 23, 2028
Bonded through National Notary Assn.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/27/2024

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

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

PRODUCER Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@wtwco.com
INSURED DRMP, Inc. 941 Lake Baldwin Ln., Ste 100 Orlando, FL 32814	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Liberty Mutual Fire Insurance Company — 23035 INSURER B : Liberty Insurance Corporation — 42404 INSURER C : American Guarantee and Liability Insurance — 26247 INSURER D : Allied World Surplus Lines Insurance Compa — 24319 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** W34104723 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			TB2-641-446161-053	12/31/2023	12/31/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			AS7-641-446161-043	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 5,000,000 $ $ $
C	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			AUC 8344746-00	12/31/2023	12/31/2024	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: No (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC7-641-446161-063	12/31/2023	12/31/2024	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Professional Liab incl Pollution			0313-8987	07/01/2023	12/31/2024	Each Claim Limit Policy Aggregate	$5,000,000 $5,000,000

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

CERTIFICATE HOLDER

FOR PROPOSAL PURPOSES

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2016 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

SR ID: 26080304 BATCH: 3520279

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

Michael K. Albano, PE
Print Name


Signature

11/21/2024
Date

COPY

City of Destin

RFQ #24-12-CD Professional Planning & Grant Consulting Services



North Florida Professional Services, Inc.

Lake City • Jacksonville • Tallahassee • Panama City Beach

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

Table of Contents

Letter of Interest 2
Firm's Proposals 3
Proposed Project Team 22
Project Approach 30
References 34
Forms & Documents 36

©2024 North Florida Professional Services, Inc.

Letter of Interest

December 5, 2024

North Florida Professional Services, Inc., (NFPS) is excited to present our team of highly qualified professionals for consideration in response to your Request for Qualifications for Professional Planning & Grant Services to support the City of Destin. NFPS is a licensed corporation in good standing with the State of Florida and is registered as a Small Business Enterprise with the Florida Department of Transportation (FDOT). Our principals have been in partnership in North Florida since 1990, and our team is familiar with the unique needs of this area. The mission of our firm has been to provide exceptional, dedicated service to this region. NFPS has extensive, successful experience in assisting our continuing services clients with a variety of over 1500 projects in the last ten (10) years. Our staff is ready to start a close working relationship with the City Administrators and key staff to make future projects a success!

NFPS understands your intent to solicit a firm with the capabilities to provide various Professional Planning and Grant Consulting Services. NFPS can perform all tasks related to the City's Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies, and/or projects as assigned by the City Manager or Community Development Director.

Furthermore, NFPS realizes the City requires the services of a qualified firm to identify possible grant opportunities to support major capital projects identified in the City's comprehensive plan, the City's strategic plan, the City's 5-year capital improvement plans, and other major capital projects identified by council members as maintained by the City's Project Review Team. We will coordinate with City staff on the assimilation of data required to put forth concise, complete grant applications; prepare the grant applications; respond to questions/requests from the grant-making organization; and monitor the progression of the submitted application until such time the application is awarded or denied.

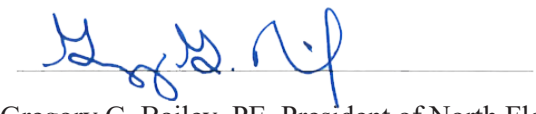
As a comprehensive firm focused on municipal engineering, NFPS brings a wealth of experience to tackle a variety of challenges. Our expertise enables local governments to enhance infrastructure and public facilities within their communities. Please find examples of our Planning & Grant Services projects on pages 11 through 22.

One of the most important services we provide to our clients is our grants and funding expertise. Since NFPS has an in-house Grants Team, we can provide creative funding solutions to make important projects a reality. We understand that communities sometimes face budget shortfalls, and we are committed to seeking the money to fund critical projects that benefit your citizens by creating funding applications and the required backup documentation to successfully secure grants for your projects. We are often able to combine multiple funding sources to accomplish 100% funding.

NFPS is equipped to respond quickly and provide a hands-on partnership to the City of Destin's needs for the duration of the contract. If selected, we will make ourselves available when you need us, regularly attend City Council meetings to address our agenda items directly to the council and stakeholders, and give advice as requested by your staff. The designated client manager and direct contact person for this contract will be Mr. Brandon Stubbs. He will have at least fifty-five percent (55%) of his time available to work on this contract. His contact information is as follows: bstubbs@nfps.net | c.386-965-2977 | PO Box 3823, Lake City FL 32056 (mailing); 12118 Panama City Beach Pkwy #16B, Panama City Beach FL 32407

The responsible office for this contract will be our Panama City Beach Office, approximately 40 miles from your offices. This gives us the ability to provide a face-to-face response promptly to meet your needs. The NFPS team respectfully requests that you select our firm to continue to help bring your vision for the City of Destin to life.

Sincerely,



Gregory G. Bailey, PE, President of North Florida Professional Services, Inc.

©2024 North Florida Professional Services, Inc.

Firm's Proposals

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:
Name: North Florida Professional Services, Inc.
Address: 12118 Panama City Beach Pkwy #16B
City, State, Zip: Panama City Beach FL 32407
Telephone No.: 877-335-1525
Email: mcarter@nfps.net

Check One	
Corporation	XXX
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   North Florida Professional Services, Inc.

   The address of the principal place of business is:
   P.O. Box 3823 Lake City, FL 32056

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: 02/08/2010
   b. State of Incorporation: Florida
   c. President's name: Gregory G. Bailey
   d. Vice President's name: _____
   e. Secretary's name: Megan Carter
   f. Treasurer's name: Megan Carter
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

©2024 North Florida Professional Services, Inc.

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   _____

   _____

   _____

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   _____

6. How many years has your organization been in business under its present business name?

   13 yrs

   Under what other former names has your organization operated?

   B&B Engineering

   Bailey, Bishop, & Lane, Inc.

   _____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   29011

   _____

   _____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No

   _____

   _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
Megan Carter- Senior Land Planner and Grant Administrator

Brandon Stubbs- Grant Administrator and Writer Land Development Regulation

Laurie Hodson- Plan Reviewer, Land Developmemt and Grant Writing

10. State the name of the individual who will have personal supervision of the work:
Gregory G. Bailey- Professsional Enginner

11. State the name and address of attorney, if any, for the business of the Respondent:
N/A

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
N/A

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
N/A

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	6
b.	Non-Governmental Related Work	5
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
First Federal Bank of Florida	707 SW Main Blvd Lake City, FL 32025	
First Federal Bank	70 23rd Street West Panama City, FL 32405	

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).
Weekly meetings with in-house staff
Montly meetings with Client

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):
Reviewed by all personnel involved on Project

18. What will be your turnaround time for written responses to City inquires?
24-72 hours

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.
N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.
N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Megan Carter

(Title) Megan Carter Secretary/Treasurer

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 5th day of December, 2024,

By:
Megan Carter
(Print name)

Personally known ✓ OR Produced Identification _____

Debbie A Motes
Notary Signature

Seal:

DEBBIE A. MOTES
Notary Public-State of Florida
Commission # HH 256698
My Commission Expires
May 19, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

NFPS is committed to providing quality professional engineering, surveying, planning and grant administration services. We provide an integrated team of professionals with the relevant expertise to best manage each project from the planning phase through engineering, and ultimately, construction inspection. NFPS employs staff members including professional engineers, surveyors, inspectors, planners, CAD designers, and grant administrators to serve our clients. NFPS is licensed and qualified to perform the requested services in the State of Florida. Included please find copies of applicable resumes, licenses, registrations, and certifications of the team and pertinent personnel who will participate in the project.



North Florida Professional Services, Inc.
HQ: 1450 SW State Road 47, Lake City FL 32025
4168 Southpoint Pkwy #202, Jacksonville FL 32216
12118 Panama City Beach Pkwy #16B, Panama City Beach FL 32407
2551 Blairstone Pines Drive, Tallahassee FL 32301
mailing: PO Box 3823, Lake City FL 32056
www.nfps.net | info@nfps.net | FL License #29011
386-752-4675 (office) | 386-752-4674 (fax)

At NFPS, our goal is to ensure every project is cost effective and successful. We are engineers, designers, planners, and grant managers, but above all – we are a team dedicated to delivering smart outcomes for our clients, the community, and future generations.

Our Qualifications

NFPS is a full-service engineering firm that provides a wide variety of professional services. We offer expert, innovative professional engineering services across a range of diverse service fields. We provide quality services on each project from conception to completion. Our firm is honored to hold continuing services contracts with many counties and municipalities throughout North Florida. We offer our full breadth of services to our continuing services clients that include structural engineering, utility engineering, transportation engineering, construction inspection engineering (CEI), site development, traffic engineering and studies, and more. All these services combined with our expertise, commitment, and partnership ensure we meet and exceed our clients' goals.

Our firm is local, and our employees and families personally use the projects we design, unlike other firms who come into this area to work but live elsewhere. We take pride in the projects we execute for our residents to enjoy. We understand the passion elected officials have in bringing the best to their residents. In turn, we believe we make a real difference to the success of our local public projects. Detailed planning and critical analysis, along with a continuous commitment to quality, are fundamental to our pursuits.

Our firm's mission is to build innovative and quality public infrastructure projects, to provide exemplary services with creativity, care, and value. The NFPS staff assigned to you will always be available to the City.

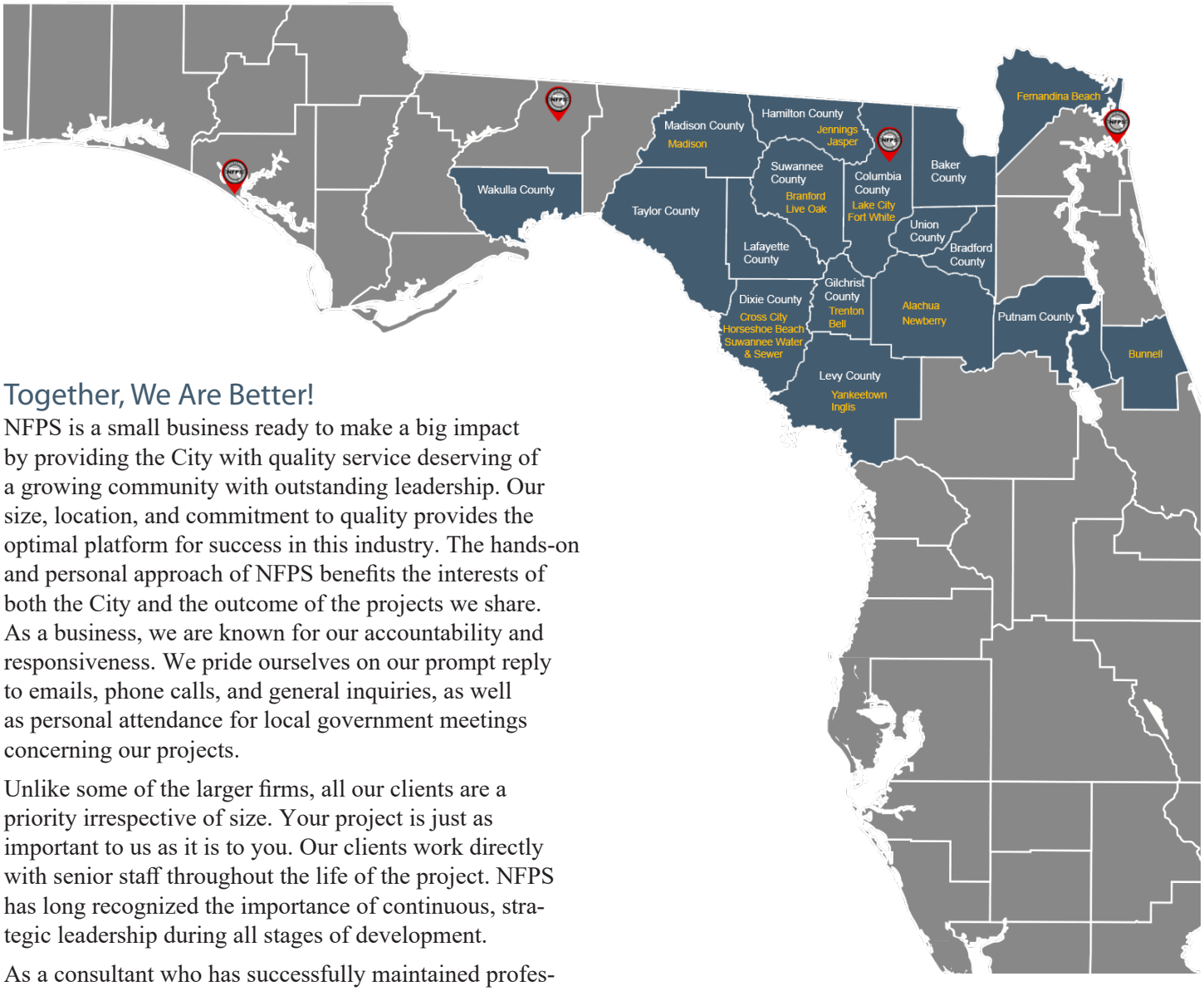
Our History

NFPS was founded in 1990 providing professional engineering services to the public and private sectors under the name of B&B Engineering. In 1995, we expanded the company to better assist client needs by providing surveying and mapping services when we acquired WC Hale & Associates, a local surveying firm. With this acquisition, B&B Engineering transitioned into the full-service engineering, surveying, and planning firm, Bailey, Bishop & Lane, Inc. In 2010, the principals expanded their array of professional services to include grant acquisition and administration, as well as water and sewer plant management services. At that time, the company changed its name to North Florida Professional Services, Inc.

©2024 North Florida Professional Services, Inc.

Start to Finish Engineering Solutions for Your Community

NFPS approaches each project individually, and manages the entire development process of a project from initial planning including zoning, surveying, and geotechnical testing, through the design process including permitting, and into construction with bidding assistance, contract administration, and CEI services. Our experienced staff has provided engineering, surveying, planning, and/or grant services to many municipalities, counties, special districts, and state agencies. NFPS currently represents the governmental entities shown in the image below.



Together, We Are Better!

NFPS is a small business ready to make a big impact by providing the City with quality service deserving of a growing community with outstanding leadership. Our size, location, and commitment to quality provides the optimal platform for success in this industry. The hands-on and personal approach of NFPS benefits the interests of both the City and the outcome of the projects we share. As a business, we are known for our accountability and responsiveness. We pride ourselves on our prompt reply to emails, phone calls, and general inquiries, as well as personal attendance for local government meetings concerning our projects.

Unlike some of the larger firms, all our clients are a priority irrespective of size. Your project is just as important to us as it is to you. Our clients work directly with senior staff throughout the life of the project. NFPS has long recognized the importance of continuous, strategic leadership during all stages of development.

As a consultant who has successfully maintained professional engineering services for clients throughout the North Florida region, we possess the depth of experience and understanding unrivaled by other consultants, and we ensure our knowledge and experience benefits every project. As engineering professionals, we embrace challenges and work with our clients and fellow professionals to provide solutions for all projects. Our staff listens carefully, and our project managers lead methodically. Our quality services allow us to remain within scope, budget and schedule on every project, every time.

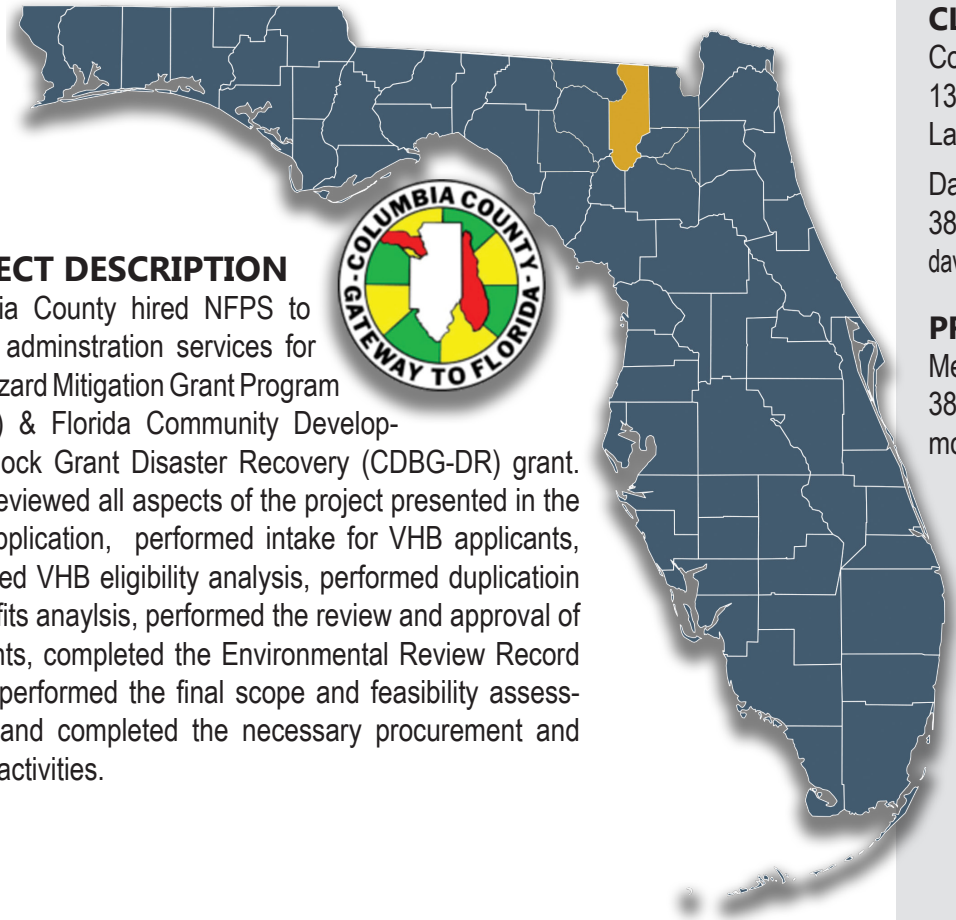
Our firm has completed hundreds of engineering projects including paving and resurfacing, safety improvements, trails/sidewalks, site planning, CEI, recreation and parks projects, water and wastewater utilities, stormwater mitigation, flood studies, environmental projects, and planning studies under continuing service contracts. This vast experience gives our clients an advantage when it comes to engineering projects with NFPS because we can make recommendations for the most cost-effective management of the client's project needs.

©2024 North Florida Professional Services, Inc.



HMGP & CDBG-DR GRANT FOR VOLUNTARY HOME BUYOUT

GRANT ADMINSTRATION



PROJECT DESCRIPTION

Columbia County hired NFPS to provide adminstration services for their Hazard Mitigation Grant Program (HMGP) & Florida Community Development Block Grant Disaster Recovery (CDBG-DR) grant. NFPS reviewed all aspects of the project presented in the grant application, performed intake for VHB applicants, performed VHB eligibility analysis, performed duplicatioin of benefits anaylsis, performed the review and approval of applicants, completed the Environmental Review Record (ERR), performed the final scope and feasibility assessments, and completed the necessary procurement and closing activities.

CLIENT REFERENCE

Columbia County BOCC
135 NE Hernando Ave, Ste 203
Lake City FL 32056

David Kraus, County Manager
386-758-1005
david_kraus@columbiacountyfla.com

PROJECT MANAGER

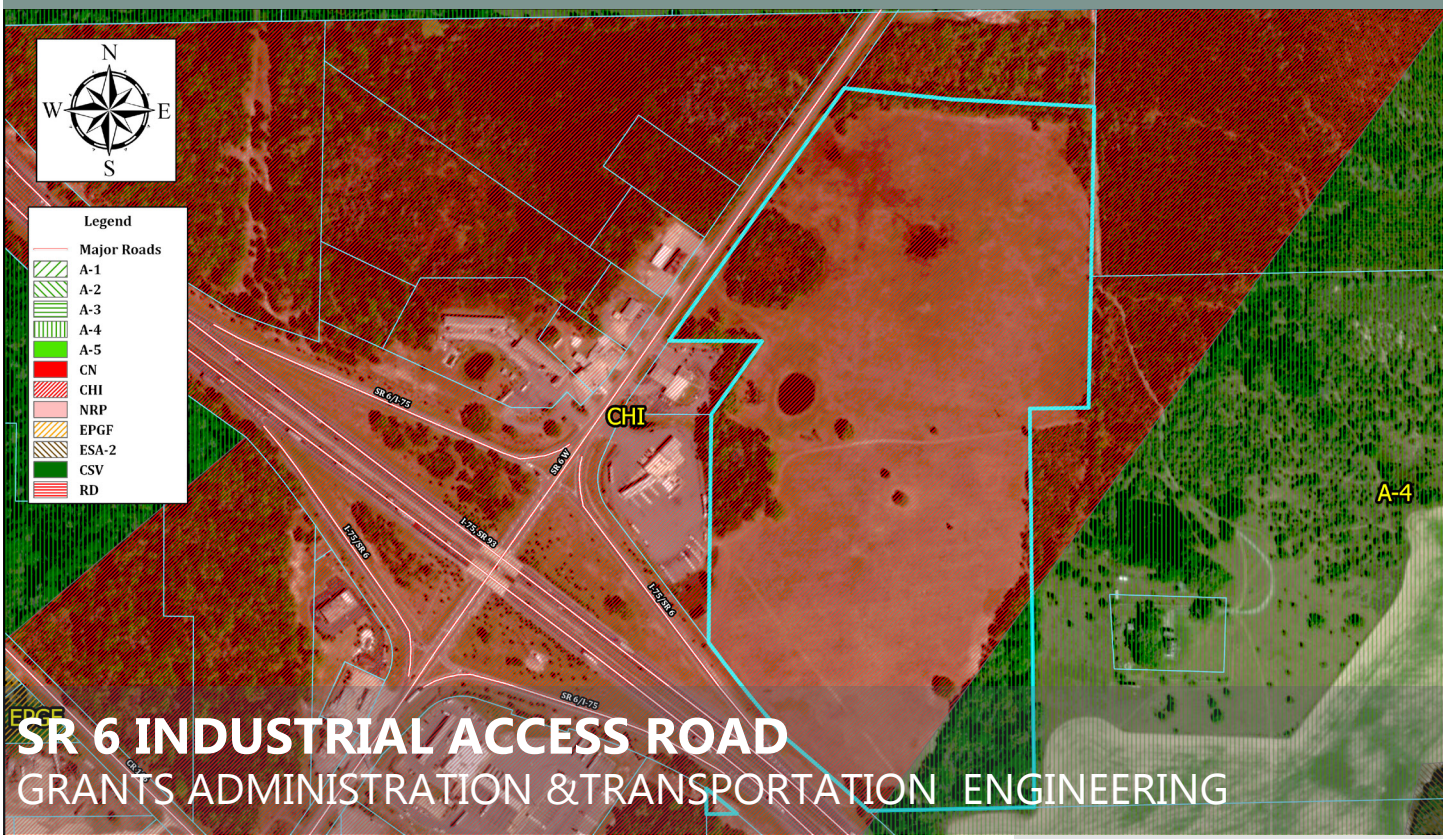
Megan M Carter
386-752-4675
mcarter@nfps.net

TOTAL CONTRACT FUNDING

(approximately)

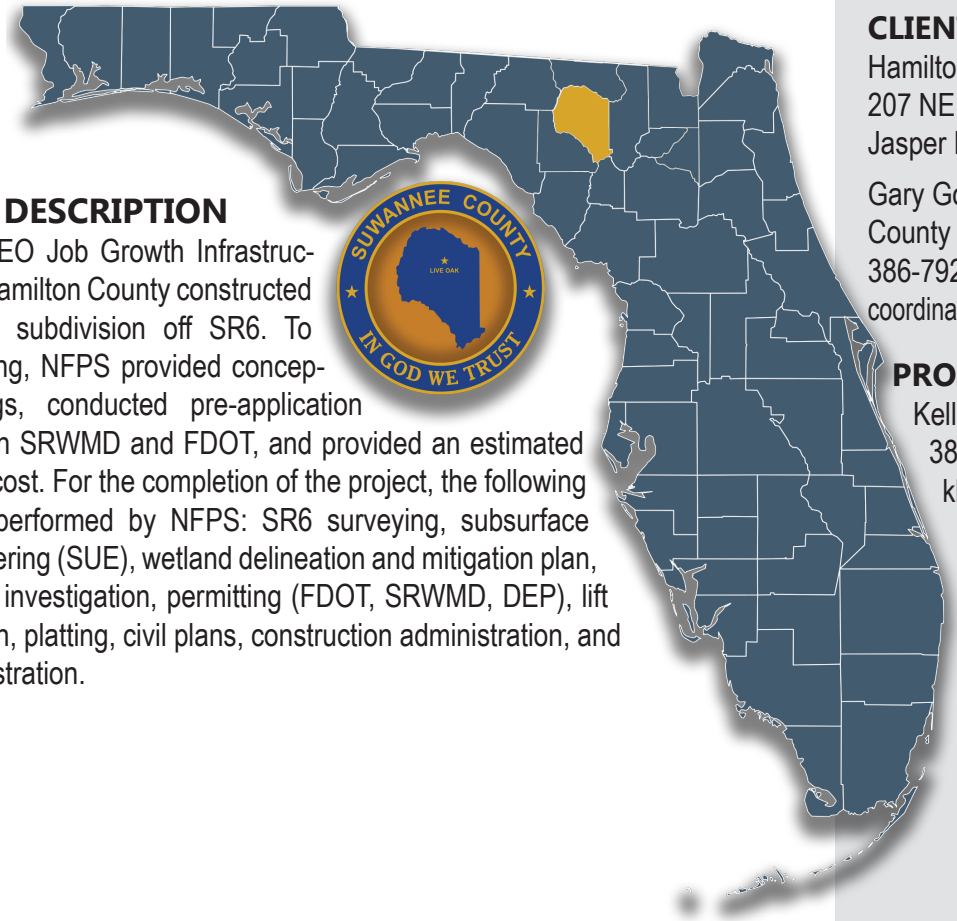
$1,411,980

©2024 North Florida Professional Services, Inc.



SR 6 INDUSTRIAL ACCESS ROAD

GRANTS ADMINISTRATION &TRANSPORTATION ENGINEERING



PROJECT DESCRIPTION

Utilizing a DEO Job Growth Infrastructure Grant, Hamilton County constructed an industrial subdivision off SR6. To secure funding, NFPS provided conceptual drawings, conducted pre-application meetings with SRWMD and FDOT, and provided an estimated total project cost. For the completion of the project, the following tasks were performed by NFPS: SR6 surveying, subsurface utility engineering (SUE), wetland delineation and mitigation plan, geotechnical investigation, permitting (FDOT, SRWMD, DEP), lift station design, platting, civil plans, construction administration, and grant administration.

CLIENT REFERENCE

Hamilton County BOCC
207 NE First Street
Jasper FL 32052

Gary Godwin
County Coordinator
386-792-6639
coordinator@hamiltoncountyfl.com

PROJECT MANAGER

Kellan Bailey, PE
386-752-4675
kbailey@nfps.net

TOTAL CONTRACT FUNDING

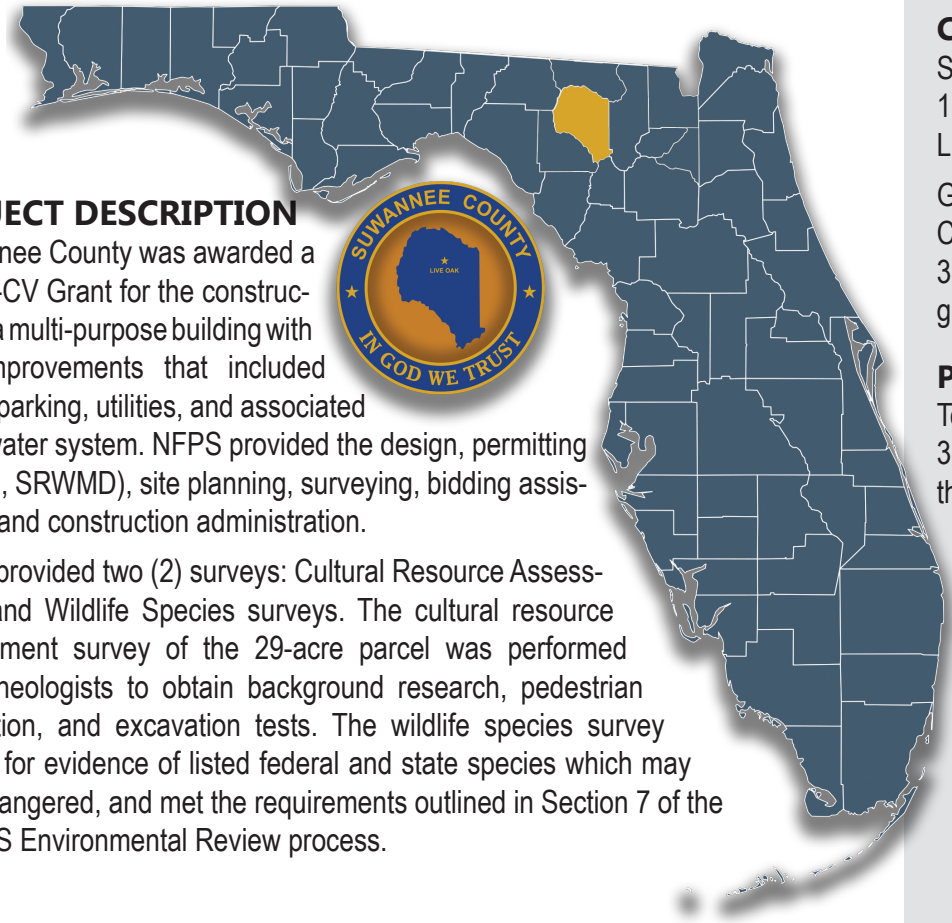
(approximately)

$5,457,290

©2024 North Florida Professional Services, Inc.



CDBG-CV SURVEYS PROJECT
GRANT ADMINISTRATION



PROJECT DESCRIPTION

Suwannee County was awarded a CDBG-CV Grant for the construction of a multi-purpose building with site improvements that included paved parking, utilities, and associated stormwater system. NFPS provided the design, permitting (FDOH, SRWMD), site planning, surveying, bidding assistance, and construction administration.

NFPS provided two (2) surveys: Cultural Resource Assessment and Wildlife Species surveys. The cultural resource assessment survey of the 29-acre parcel was performed by archeologists to obtain background research, pedestrian inspection, and excavation tests. The wildlife species survey looked for evidence of listed federal and state species which may be endangered, and met the requirements outlined in Section 7 of the USFWS Environmental Review process.

CLIENT REFERENCE

Suwannee County BOCC
13150 80th Terrace
Live Oak FL 32060

Greg Scott
County Administrator
386-364-3450
gregs@suwcountyfl.gov

PROJECT MANAGER

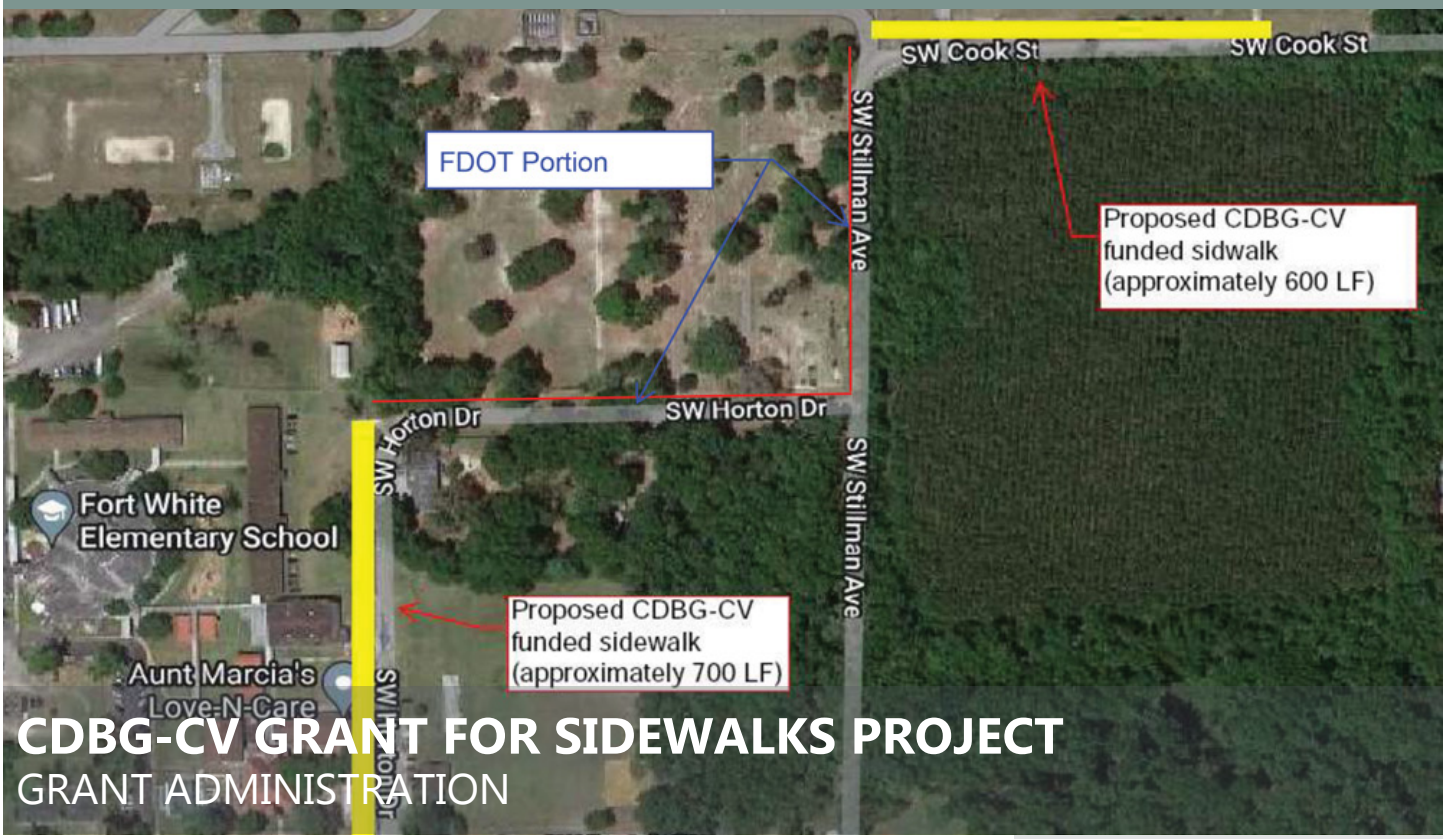
Tori Humphries
386-752-4675
thumphries@nfps.net

TOTAL CONTRACT FUNDING

The total for this project was approximately:

$5,000,000

©2024 North Florida Professional Services, Inc.



CDBG-CV GRANT FOR SIDEWALKS PROJECT

GRANT ADMINISTRATION



PROJECT DESCRIPTION

The Town of Fort White received a CDBG-CV grant and an FDOT Enhancement Grant to provide sidewalks near the city's schools. NFPS provided final engineering designs in conformance with normally acceptable standards and minimum requirements, field surveys, plans with cross-sections, periodic supervision of construction of the route, and work certification.

CLIENT REFERENCE

Town of Fort White
PO Box 129
Fort White FL 32038

Connie Brecheen
386-497-2321
Clerk@fortwhitefl.com

PROJECT MANAGER

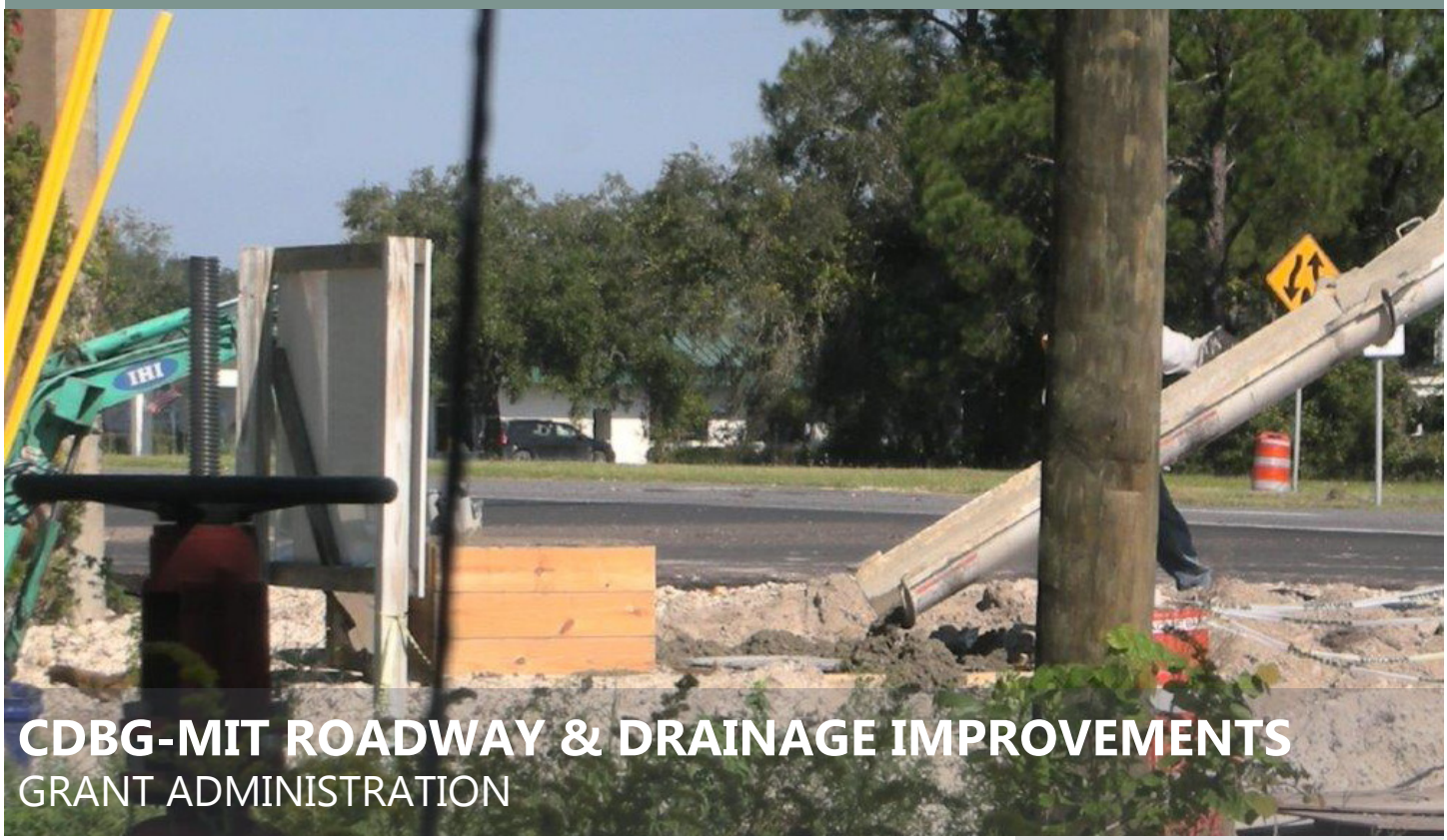
Kellan Bailey, PE
386-752-4675
kbailey@nfps.net

TOTAL CONTRACT FUNDING

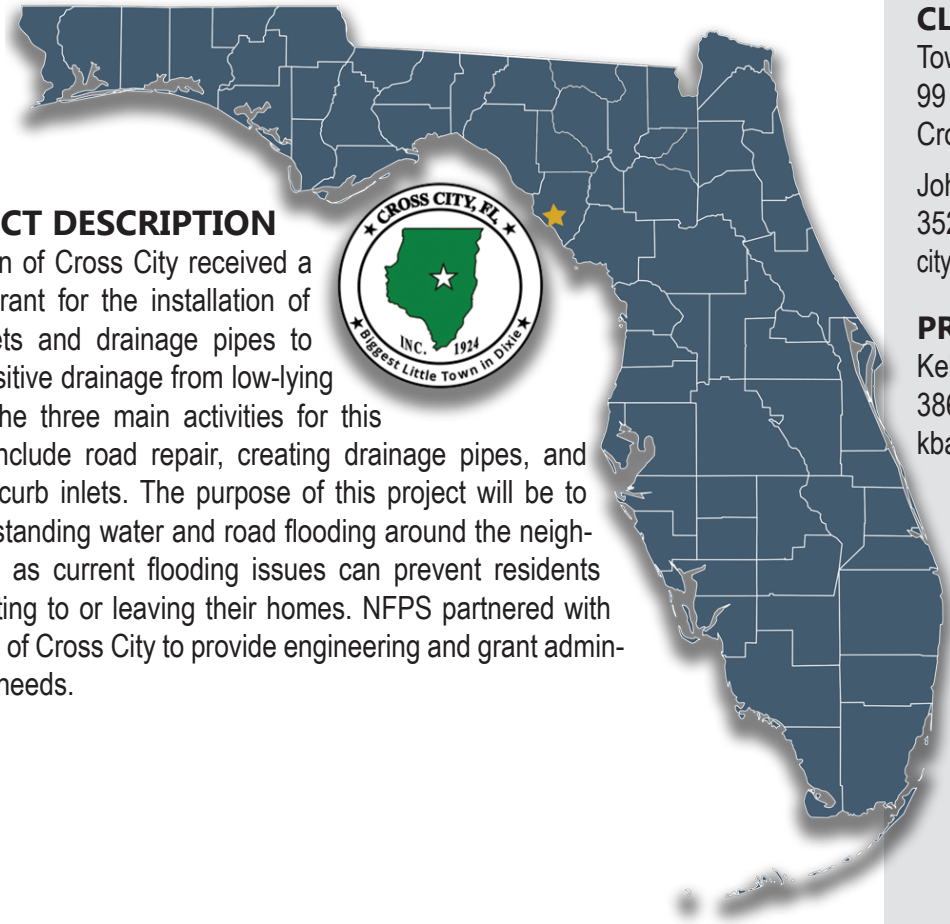
(approximately)

$520,000

©2024 North Florida Professional Services, Inc.



CDBG-MIT ROADWAY & DRAINAGE IMPROVEMENTS
GRANT ADMINISTRATION



PROJECT DESCRIPTION

The Town of Cross City received a CDBG grant for the installation of curb inlets and drainage pipes to allow positive drainage from low-lying areas. The three main activities for this project include road repair, creating drainage pipes, and building curb inlets. The purpose of this project will be to prevent standing water and road flooding around the neighborhood, as current flooding issues can prevent residents from getting to or leaving their homes. NFPS partnered with the Town of Cross City to provide engineering and grant administration needs.

CLIENT REFERENCE

Town of Cross City
99 NE 210 Avenue
Cross City FL 32628

John Driggers, City Manager
352-498-3079
citymanager@townofcrosscity.com

PROJECT MANAGER

Kellan Bailey, PE
386-752-4675
kbailey@nfps.net

TOTAL CONTRACT FUNDING

(approximately)

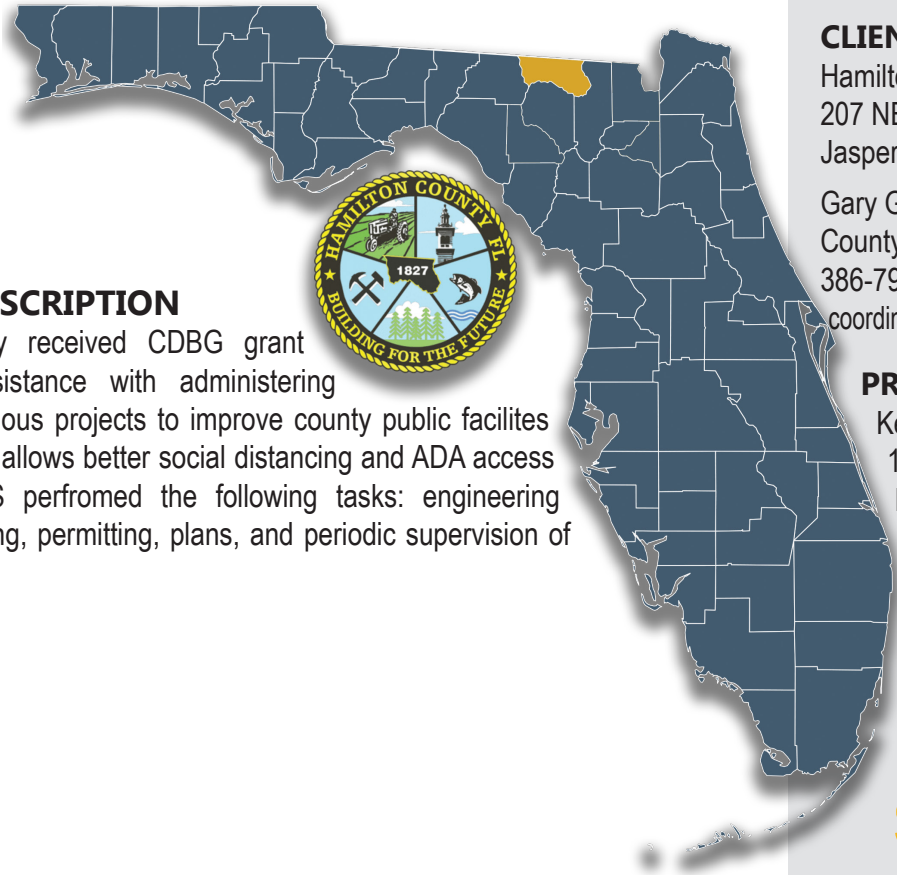
$994,620

©2024 North Florida Professional Services, Inc.



CDBG-CV COUNTY FACILITY IMPROVEMENTS

GRANT ADMINISTRATION



PROJECT DESCRIPTION

Hamilton County received CDBG grant funding for assistance with administering the grant for various projects to improve county public facilites post COVID that allows better social distancing and ADA access upgrades. NFPS perfromed the following tasks: engineering designs, surveying, permitting, plans, and periodic supervision of construction.

CLIENT REFERENCE

Hamilton County BOCC
207 NE First Street
Jasper FL 32052

Gary Godwin
County Coordinator
386-792-6639
coordinator@hamiltoncountyfl.com

PROJECT MANAGER

Kellan Bailey, PE
1450 SW State Road 47
Lake City FL 32025
386-752-4675
kbailey@nfps.net

TOTAL CONTRACT FUNDING

(approximately)

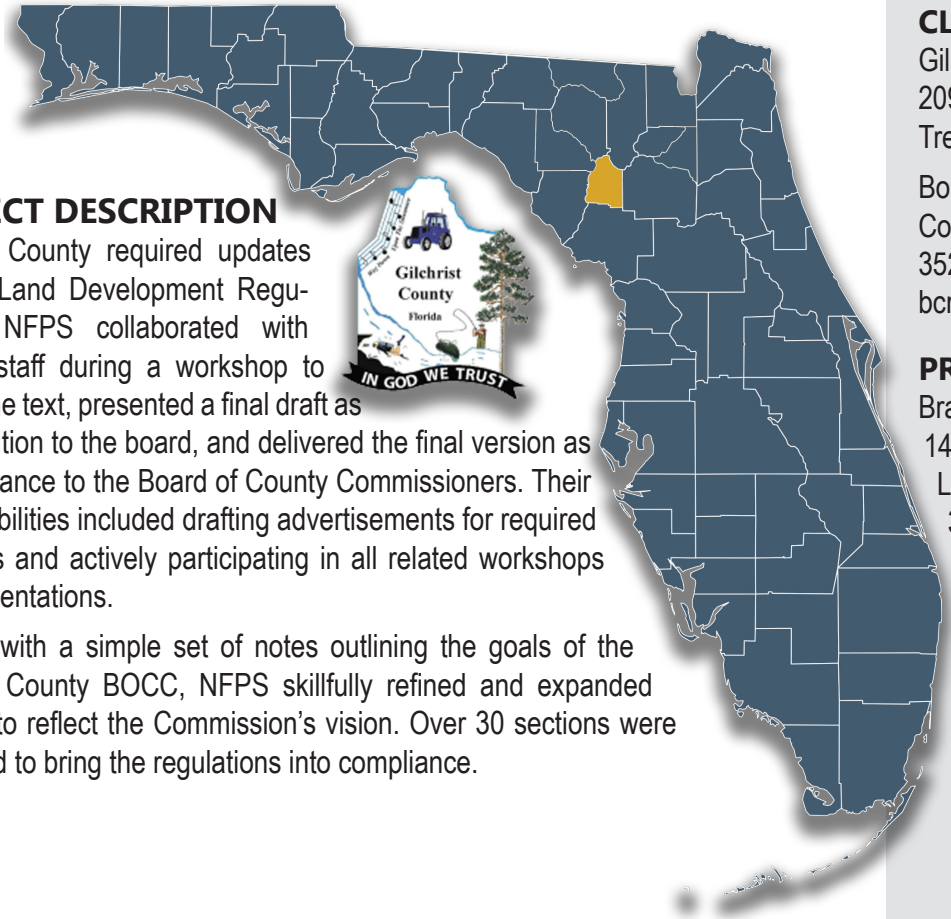
$696,000

©2024 North Florida Professional Services, Inc.



AMENDMENTS TO LAND DEVELOPMENT REGULATIONS

LAND USE PLANNING



PROJECT DESCRIPTION

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

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

CLIENT REFERENCE

Gilchrist County BOCC
209 SE First Street
Trenton FL 32693

Bobby Crosby
County Administrator
352-463-3198
bcrosby@gilchrist.fl.us

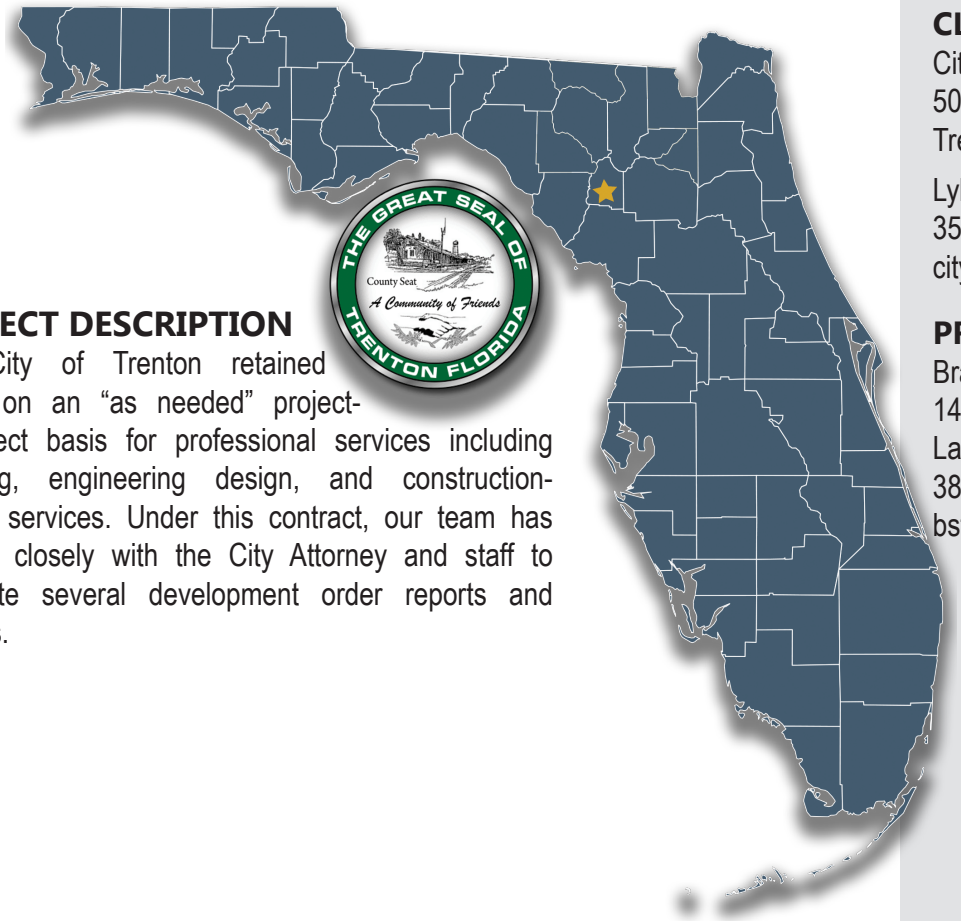
PROJECT MANAGER

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

©2024 North Florida Professional Services, Inc.



CONTINUING SERVICES CONTRACT
LAND USE PLANNING & ENGINEERING



PROJECT DESCRIPTION

The City of Trenton retained NFPS on an "as needed" project-by-project basis for professional services including planning, engineering design, and construction-related services. Under this contract, our team has worked closely with the City Attorney and staff to complete several development order reports and reviews.

CLIENT REFERENCE

City of Trenton
500 N Main Street
Trenton FL 32693

Lyle Wilkerson, City Manager
352-463-4000
citymanager@trentonflorida.org

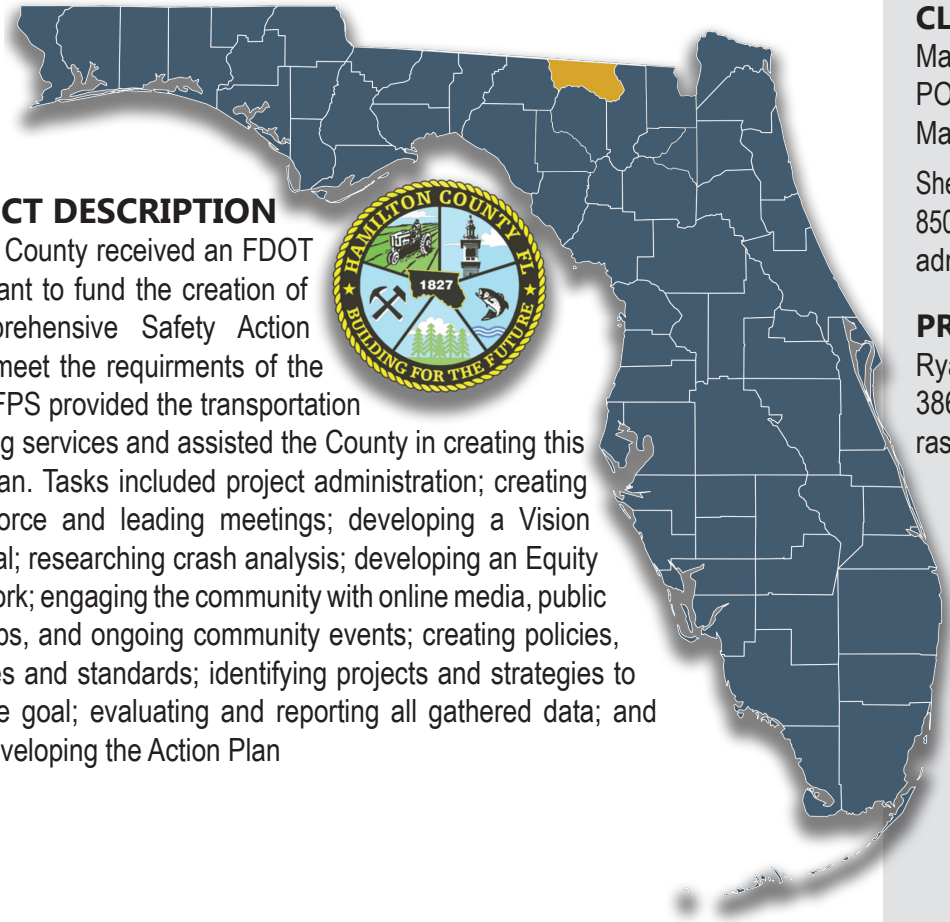
PROJECT MANAGER

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

©2024 North Florida Professional Services, Inc.



FDOT SAFE STREETS FOR ALL
GRANT ADMINISTRATION



PROJECT DESCRIPTION

Madison County received an FDOT SS4A grant to fund the creation of a Comprehensive Safety Action Plan to meet the requirments of the grant. NFPS provided the transportation consulting services and assisted the County in creating this action plan. Tasks included project administration; creating a task force and leading meetings; developing a Vision Zero Goal; researching crash analysis; developing an Equity Framework; engaging the community with online media, public workshops, and ongoing community events; creating policies, guidelines and standards; identifying projects and strategies to reach the goal; evaluating and reporting all gathered data; and finally developing the Action Plan

CLIENT REFERENCE

Madison County BOCC
PO Box 539
Madison FL 32341

Sherilyn Pickels, County Manager
850-973-3179
admin@madisoncountyfl.com

PROJECT MANAGER

Ryan Asmus, PE
386-752-4675
rasmus@nfps.net

TOTAL CONTRACT FUNDING

(approximately)

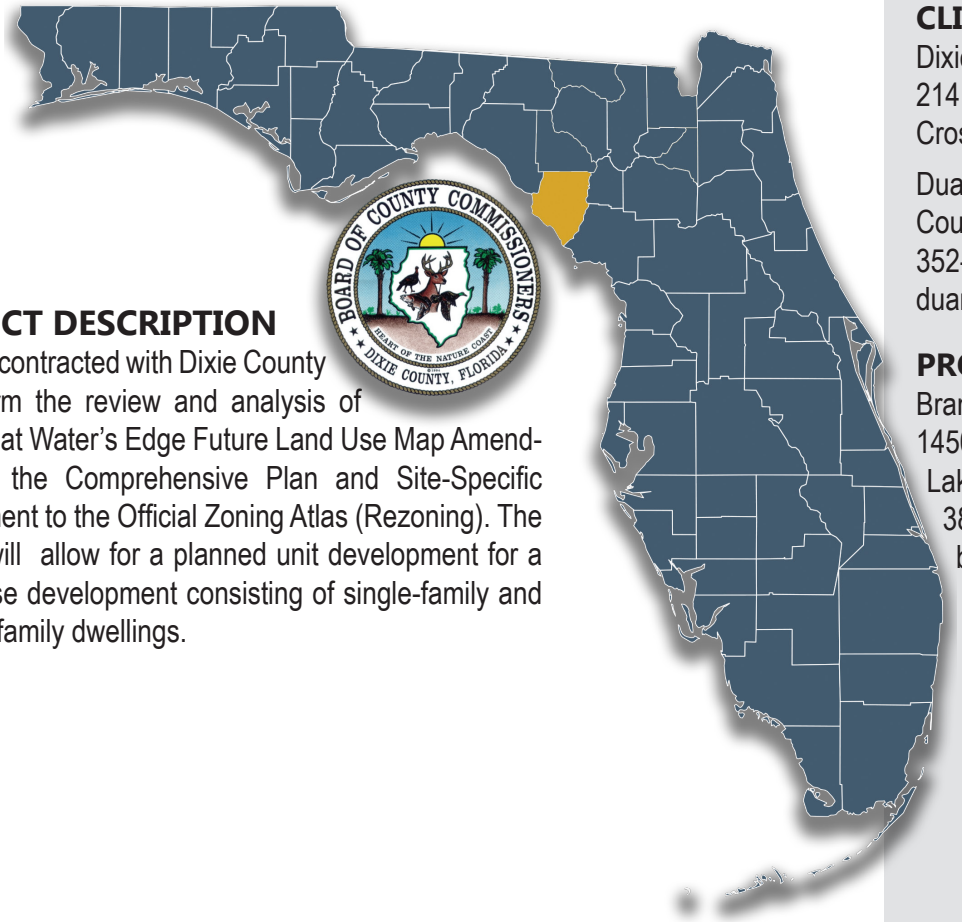
$6,256,678

©2024 North Florida Professional Services, Inc.



ISLES AT RIVER'S EDGE ZONING AMENDMENT

LAND USE PLANNING & ZONING



PROJECT DESCRIPTION

NFPS is contracted with Dixie County to perform the review and analysis of the Isles at Water's Edge Future Land Use Map Amendment to the Comprehensive Plan and Site-Specific Amendment to the Official Zoning Atlas (Rezoning). The project will allow for a planned unit development for a mixed-use development consisting of single-family and multiple-family dwellings.

CLIENT REFERENCE

Dixie County BOCC
214 NE Hwy 351
Cross City FL 32628

Duane Cannon
County Manager
352-498-1426
duane.cannon@dixie.fl.gov

PROJECT MANAGER

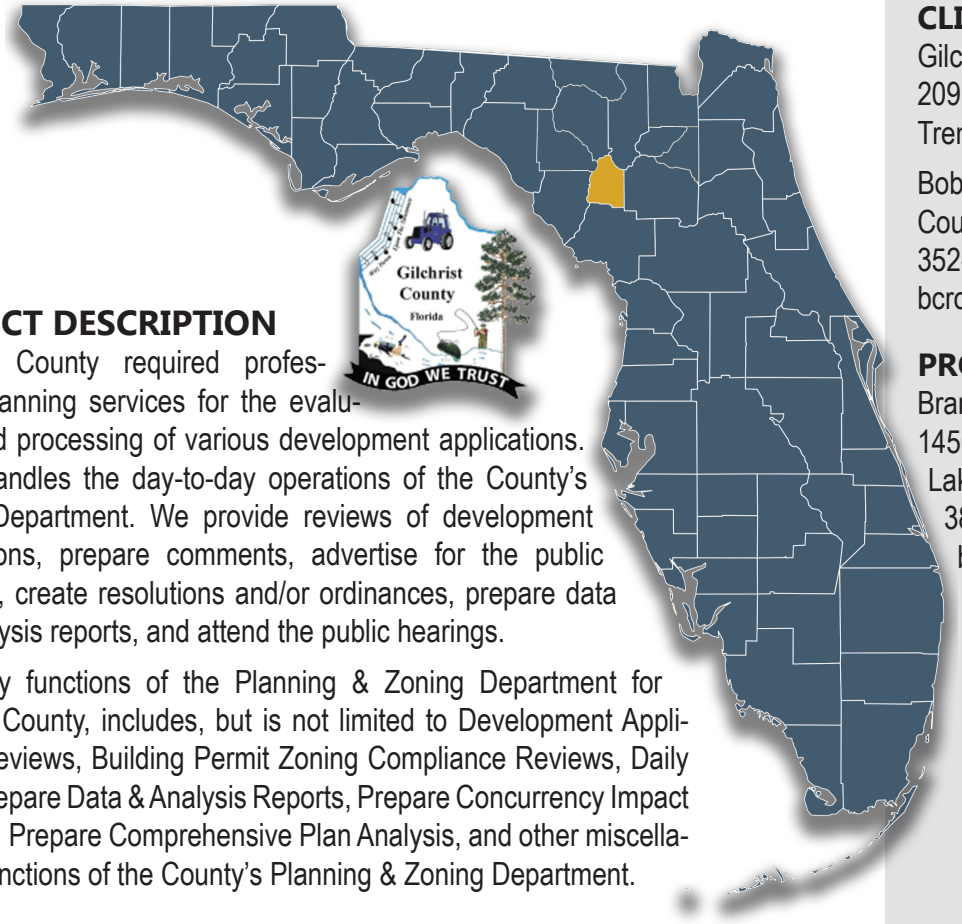
Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

©2024 North Florida Professional Services, Inc.



PLANNING & ZONING DEPARTMENT SERVICES

LAND USE PLANNING & ZONING



PROJECT DESCRIPTION

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

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

CLIENT REFERENCE

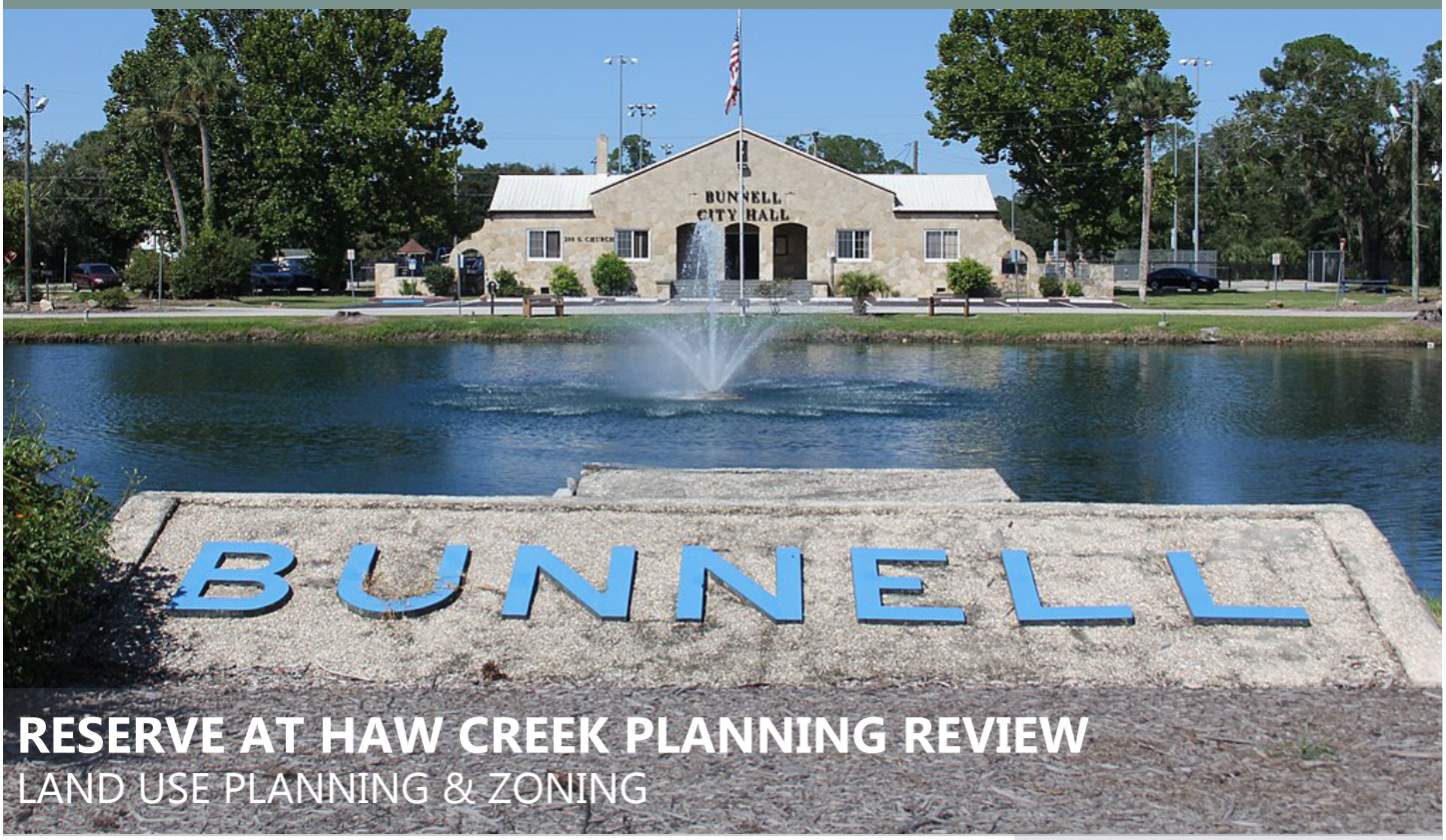
Gilchrist County BOCC
209 SE First Street
Trenton FL 32693

Bobby Crosby
County Administrator
352-463-3198
bcrosby@gilchrist.fl.us

PROJECT MANAGER

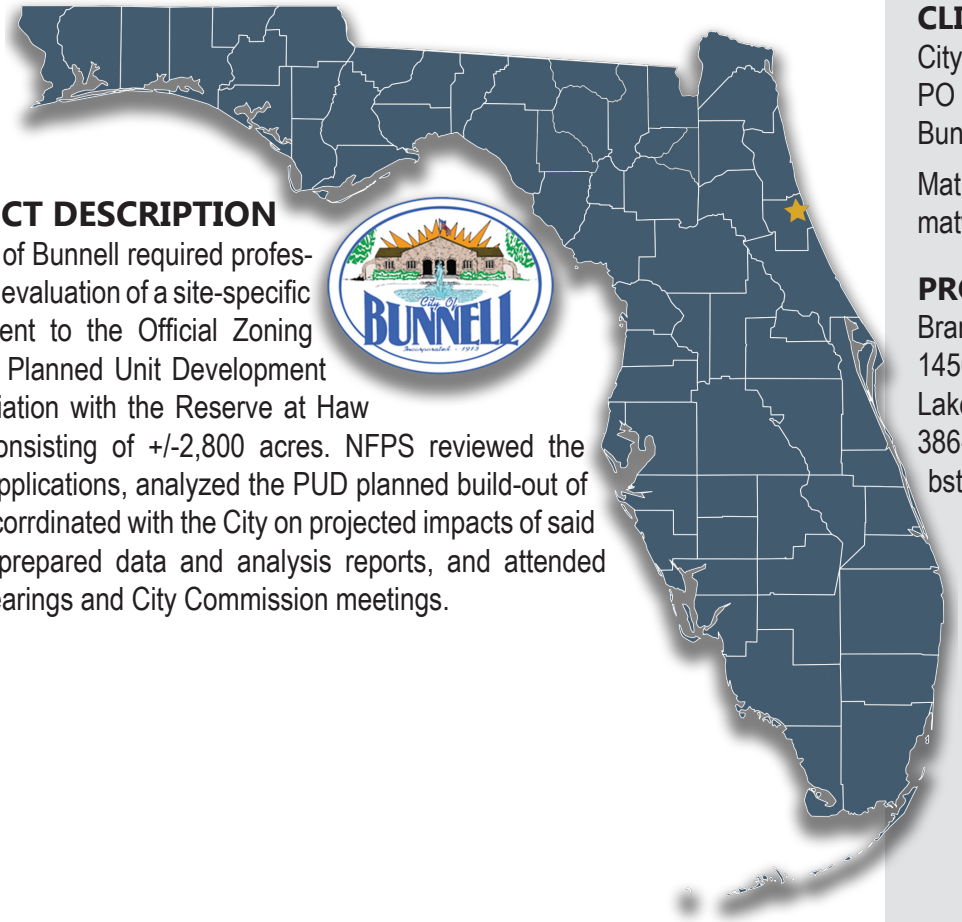
Brandon Stubbs
1450 SW State Road 47
Lake City FL 32025
386-752-4675
bstubbs@nfps.net

©2024 North Florida Professional Services, Inc.



RESERVE AT HAW CREEK PLANNING REVIEW

LAND USE PLANNING & ZONING



PROJECT DESCRIPTION

The City of Bunnell required profes- planning evaluation of a site-specific amendment to the Official Zoning Atlas for Planned Unit Development in association with the Reserve at Haw Creek consisting of +/-2,800 acres. NFPS reviewed the zoning applications, analyzed the PUD planned build-out of utilities, corrdinated with the City on projected impacts of said utilities, prepared data and analysis reports, and attended public hearings and City Commission meetings.

CLIENT REFERENCE

City of Bunnell
PO Box 756
Bunnell FL 32110

Mat Wood
matwood@bunnellcity.us

PROJECT MANAGER

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

©2024 North Florida Professional Services, Inc.

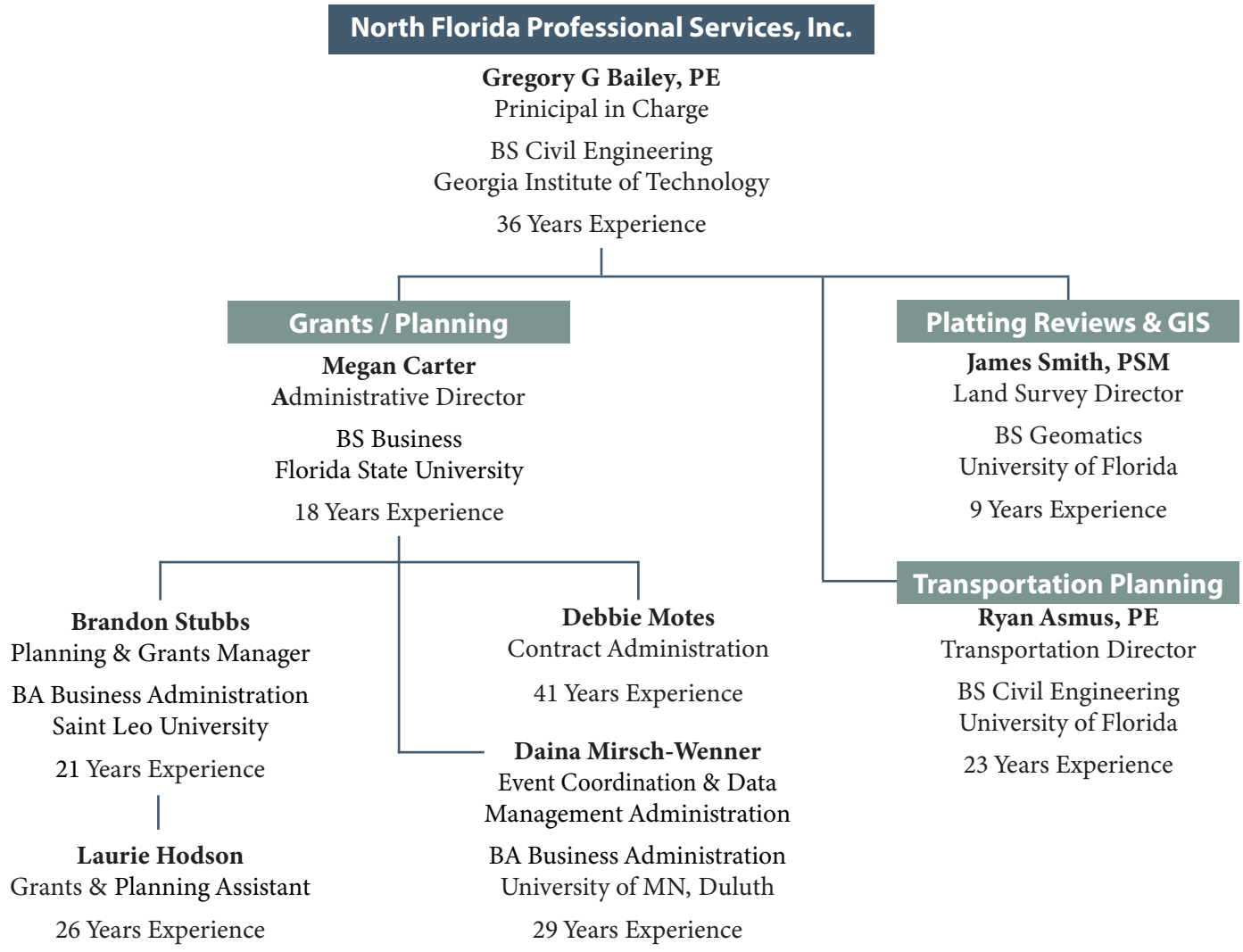
Proposed Project Team

Consulting Team

Please see the organizational chart on this page for the team we have chosen for this project. Our staff includes skilled planners, grant writers, engineers, surveyors, and support staff committed to delivering exceptional service to our clients. We are here to assist the City in making all your projects a success.

NFPS has experienced staff who provide hands-on project management for all our clients with pleasure. We proudly employ forty-two (42) full-time, local employees. In addition to our planners and grants teams, we employ nine (9) Professional Engineers, three (3) Engineer Interns, eight (8) project managers, three (3) planners, three (3) CEI inspectors, six (6) designers/CAD technicians, two (2) Professional Survey & Mappers, and one (1) Certified Building Official.

Our headquarters are in Lake City, Florida, with branch offices in Tallahassee, Panama City Beach, and Jacksonville. We are pleased to have the opportunity to work on projects that improve the quality of life in North Florida. Our staff is particularly familiar with the area and has a unique knowledge of the engineering projects that are undertaken here. Having our locations in North Florida allows us to be in-person at meetings on a moment's notice, and through such meetings we maintain great relationships with key staff. Our Panama City Beach office will be responsible for all work to be done on this contract.



©2024 North Florida Professional Services, Inc.

Availability

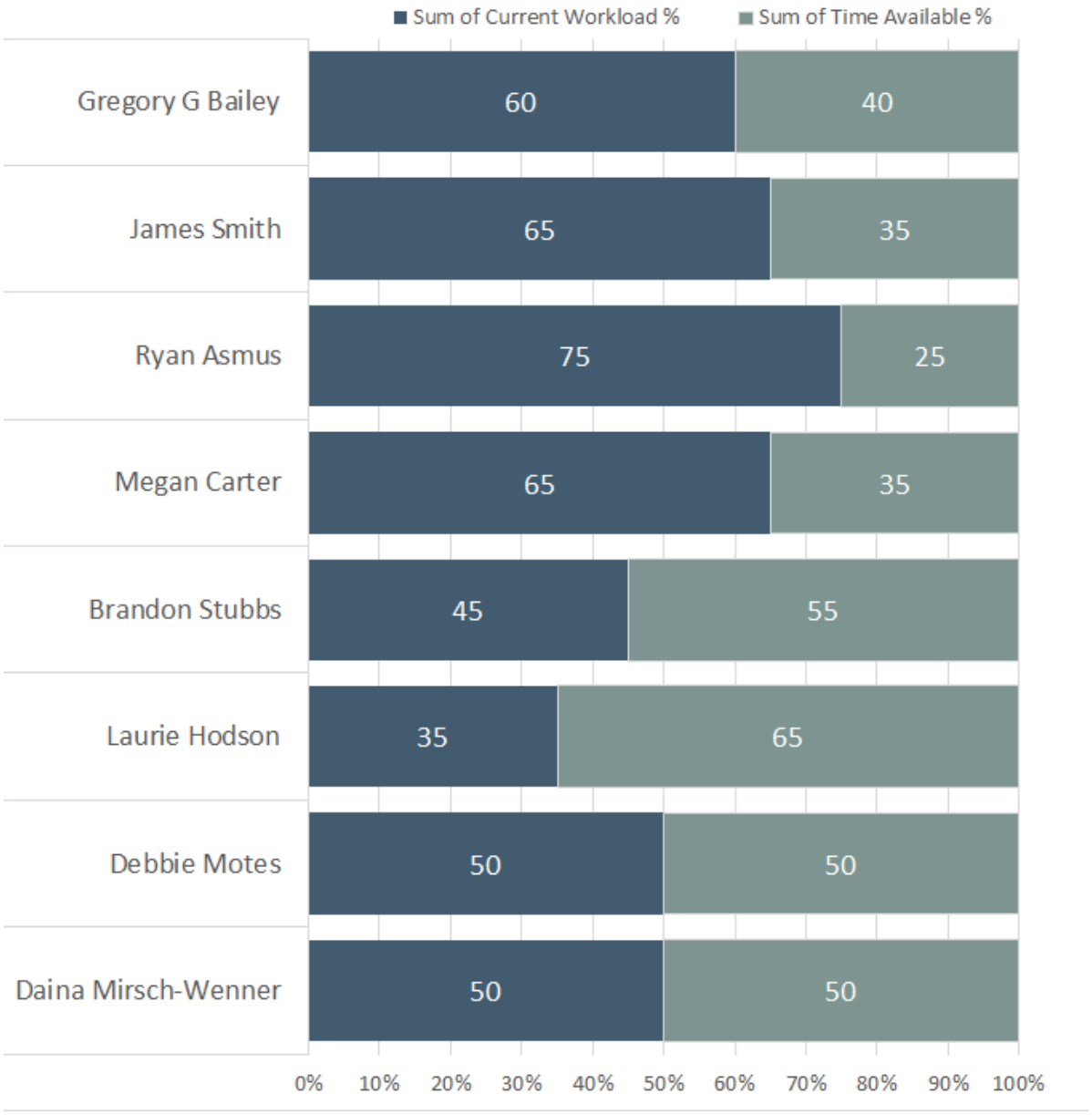
At NFPS, our team has adequate resources and time available to complete your projects on time and within budget. We have ample staff to perform work without adversely affecting our current projects. Our current workload primarily consists of county- and city-related projects. We have experience serving numerous counties and local governments concurrently and multiple TWOs simultaneously.

NFPS has the staff and availability to provide required services to the City of Destin with the assurance that we will consistently deliver quality products. Please see the graph below for the availability of the NFPS team assigned to this contract.

Workload

Our experienced and highly professional staff is accustomed to the responsibility entailed by being awarded grant-funded projects. Our current workload consists of privately funded projects, and many publicly funded projects, which are incurred through continuing services contracts with various cities and counties in north Florida.

NFPS holds continuing service contracts with multiple counties and municipalities, so our future workload fluctuates as projects are assigned to us. We have been fortunate to expand our staff as our responsibilities increase. We will always have the time and resources for you! We look forward to adding this contract to our future workload list.



©2024 North Florida Professional Services, Inc.

Brandon Stubbs

PLANNING & GRANTS MANAGER



Education

BA in Business Administration Management, Saint Leo University

Areas of Expertise

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

Years of Experience

- 21 years

Professional Experience

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

Related Experience

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

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

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

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

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

©2024 North Florida Professional Services, Inc.

Megan Carter

LAND USE ADMINISTRATOR / GRANT COORDINATOR



Education

BS, Florida State University

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

Licenses/Certifications

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

Areas of Expertise

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

Professional Affiliations

- Hamilton County Economic Development Authority Board (Governor Appointed)

Years of Experience

- 18 years

Professional Experience

Mrs. Carter specializes in the fields of planning and grant consulting. She has worked for North Florida Professional Services, Inc., since graduation from FSU in 2006. She has been very successful in maximizing the grants and other funding opportunities of the small counties and municipalities she has worked with. Megan is able to provide grant acquisition and administration services for the Small Cities Community Development Block Grant (CDBG), Florida Department of Environmental Protection (FDEP), Florida Recreational Development Assistance Program (FRDAP), United States Department of Agriculture Rural Development (USDA/RD), United States Department of Agriculture Natural Resources Conservation Services (USDA/NRCS), Florida Department of Transportation, and Florida Wildlife Conservation (FWC) Florida Boating Improvement Program (FBIP) grant and other programs.

Related Experience

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

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

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

SALT CREEK BYPASS, DIXIE COUNTY FL – Mrs. Carter contacted the USDA/NRCS office seeking emergency funding to repair the Salt Creek canal adjacent to CR 349 near the Town of Suwannee. A meeting was set up with the County staff and engineer; Megan and the NRCS staff; the project was determined viable and NRCS instructed the County to apply for funds under the Emergency Watershed Protection Program (EWP Program). Subsequently, she assisted the County in the application process. Dixie County was awarded $1.1 million to construct a seawall and repair the roadway.

©2024 North Florida Professional Services, Inc.

Laurie Hodson
GRANT ADMINISTRATOR



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

Years of Experience
- 25+

Professional Experience
Mrs. Hodson has experience in local government Building, Zoning and Code Enforcement Departments, including 23 years of operations management experience as the Building & Zoning Department Administrative Supervisor for Columbia County, Florida. Serving twice as Interim County Planner and Floodplain Manager. Laurie specializes in local government permitting, planning, land development regulations, zoning, site and development planning, floodplain management and local government grants.

Related Experience
COMMUNITY DEVELOPMENT BLOCK GRANT ENVIRONMENTAL REVIEW REPORT, DIXIE COUNTY FL – Mrs. Hodson received approval of the Environmental Assessment portion and serves as the administrator of this $750,000 federal CDBG award. The property was in a floodplain and wetland area; and was in proximity to contaminated and toxic sites. These factors initiated an (ERR) Environmental Review Record. The ERR included these separate reports, the floodplain 8-Step decision making process, an ASTM Phase 1 Environmental Assessment including a Tier 1 Vapor Encroachment Screening.

DIVISION OF HISTORICAL RESOURCES – SPECIAL CATEGORY GRANT, HAMILTON COUNTY FL – The Old Jail in Hamilton County is listed as a Historical site on the Historical Registry. Mrs. Hodson applied for $850,000 from the Department of State for the facility repairs and the addition of an elevator and restrooms. This facility is in dire need of repairs to again open this facility to the public. A leaking roof caused damage requiring repairs including interior repairs of the ceiling, walls and floors are necessary.

WATER & WASTE DISPOSAL LOAN & GRANT PROGRAM, COLUMBIA COUNTY FL – Columbia County needs funds to expand its existing wastewater treatment plant that is at 70% capacity and add to the 227,000 GPD water treatment plant. Mrs. Hodson is conducting the environmental review and fulfilling the application process for this 45-million-dollar project. The loan application is through the U.S. Department of Agriculture – Rural Development (USDA-RD) – Water & Waste Disposal Loan & Grant Program in Florida. This program provides funding for clean and reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal, and storm water drainage to households and businesses.

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM, LAFAYETTE COUNTY FL – Lafayette County is seeking funds for the construction of a Splash Pad added to an existing park. Mrs. Hodson applied for $153,000 from the Department of Environmental Protection's FRDAP Program. This user-oriented facility promotes active and healthy recreation providing citizens with heat relief, accessibility, safety, physical activity, social interaction, cognitive development, sensory play and community building.

GULF CONSORTIUM RESTORE ACT FUNDING, DIXIE COUNTY FL – Dixie County received RESTORE Act federal funds for much-needed county wide projects. Mrs. Hodson composed the SEP Addendum report for their four chosen projects totaling $8.2 million dollars. These funds are part of the Spill Impact Component within the State of Florida's State Expenditure Plan.

©2024 North Florida Professional Services, Inc.

James Smith, PSM

SURVEY DIRECTOR



Education

BS Geomatics
University of Florida

Licenses/Certifications

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

Areas of Expertise

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

Years of Experience

- 9 years

Professional Experience

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

Related Experience

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

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

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

©2024 North Florida Professional Services, Inc.

Licenses & Certifications

NFPS is committed to providing quality professional engineering, planning and grant administration services. We provide an integrated team of professionals with the relevant expertise to best manage each project from the planning phase through engineering, and ultimately, construction inspection. NFPS employs talented full-time staff members including professional engineers, inspectors, planners, CAD designers and grant administrators to serve our clients. NFPS is licensed and qualified to perform the requested services in the State of Florida. Below please find copies of applicable licenses, registrations, and certifications of the team and pertinent personnel who will participate in the project.

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

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

11:36:43 AM 4/16/2024

Licensee Information

Name:	NORTH FLORIDA PROFESSIONAL SERVICES, INC. (Primary Name)
Main Address:	POST OFFICE BOX 3823 LAKE CITY Florida 32056
County:	COLUMBIA
License Mailing:	PO BOX 3823 LAKE CITY FL 32056
County:	COLUMBIA

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	29011
Status:	Current
Licensure Date:	03/05/2010
Expires:	

Special Qualifications	Qualification Effective

Alternate Names

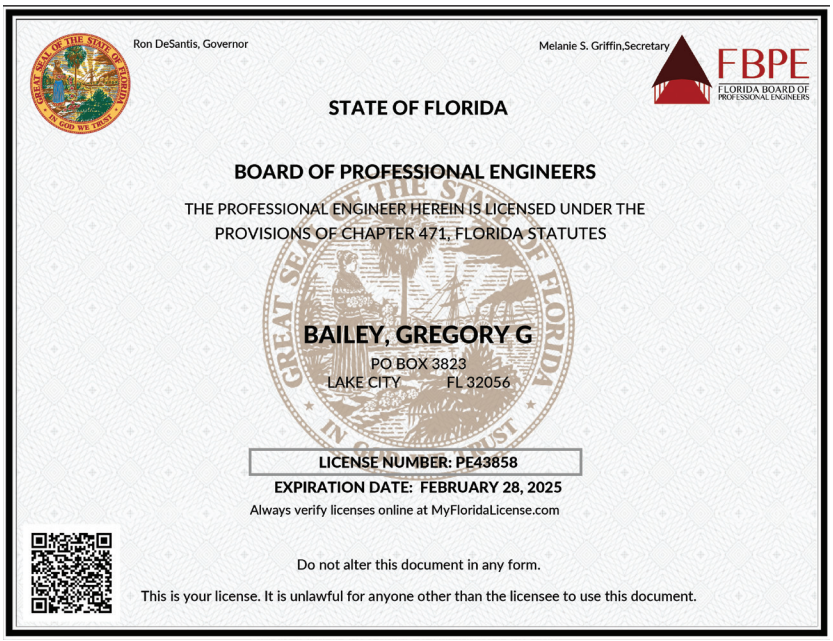
View Related License Information

View License Complaint

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: Customer Contact Center :: Customer Contact Center: 850.487.1395

The State of Florida is an AA/EEO employer. Copyright ©2023 Department of Business and Professional Regulation - State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our Chapter 455 page to determine if you are affected by this change.



Ron DeSantis, Governor

Melanie S. Griffin,Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

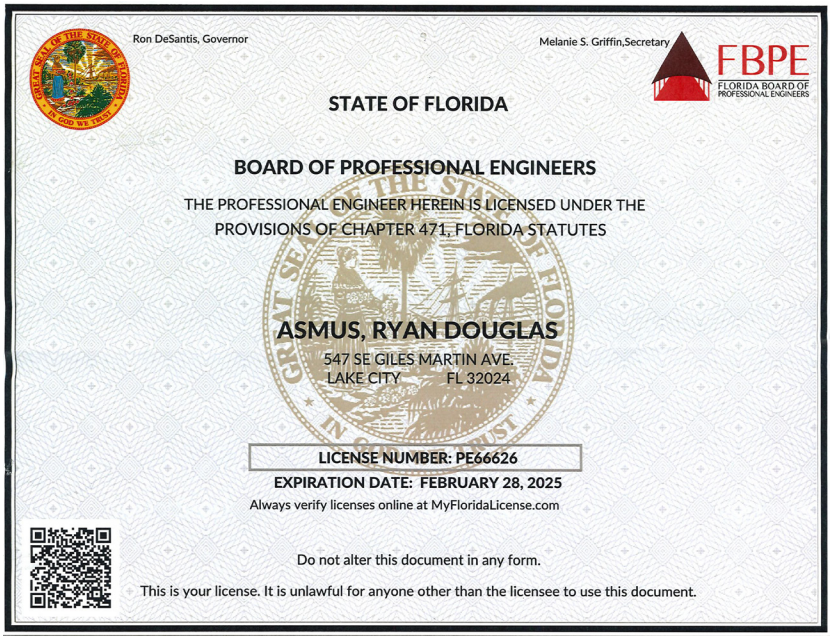
BAILEY, GREGORY G

PO BOX 3823
LAKE CITY FL 32056

LICENSE NUMBER: PE43858
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor

Melanie S. Griffin,Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

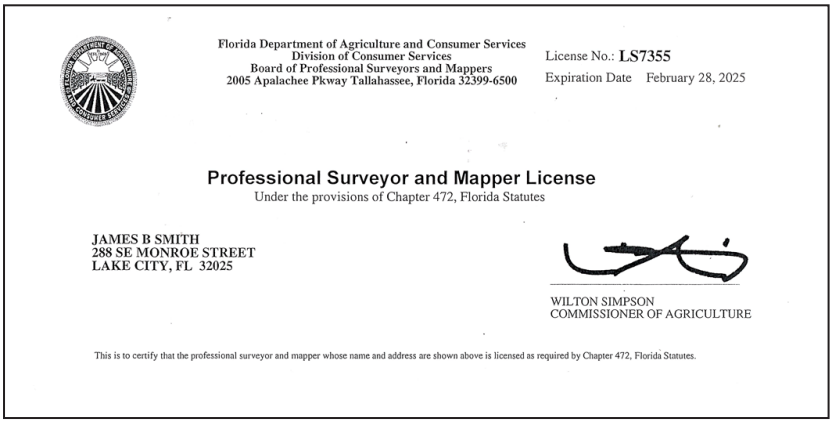
ASMUS, RYAN DOUGLAS

547 SE GILES MARTIN AVE
LAKE CITY FL 32024

LICENSE NUMBER: PE66626
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LS7355
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JAMES B SMITH
288 SE MONROE STREET
LAKE CITY, FL 32025

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Project Approach

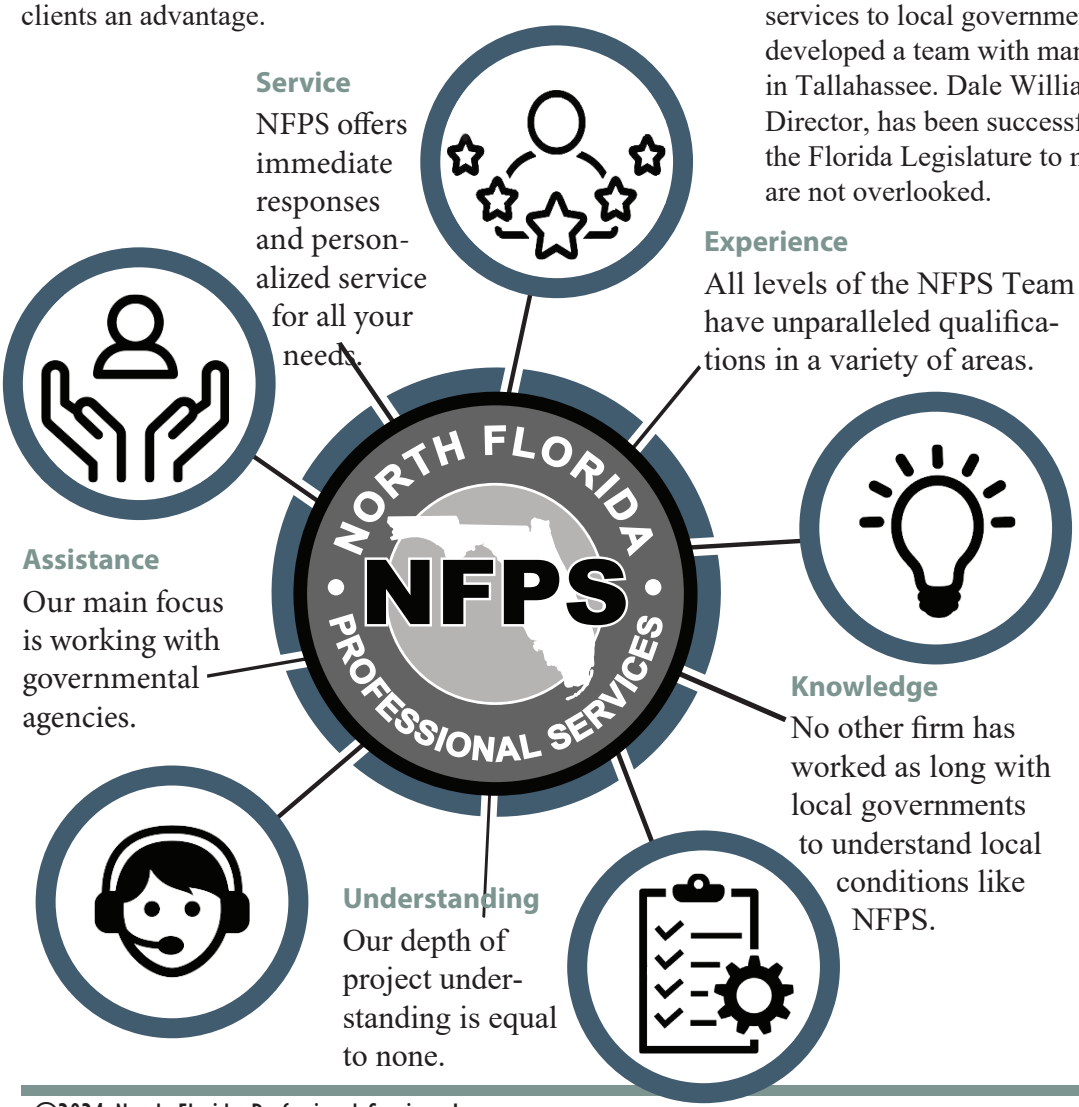
NFPS is uniquely qualified because we are a full-service firm providing planning, engineering, surveying, and grants services to local governments. These integrated disciplines, all in one firm, allow us to better serve our clients by providing many efficiencies such as communication.

Additionally, many of our staff have worked in the planning and grants arena for so long that we have formed a unique network of connections with state and local governmental agencies. Brandon Stubbs has over 20 years of service; Laurie Hodson has over 25 years of service; and Megan Carter has over 18 years of service. The knowledge of the history and evolution of Florida's Growth Management Laws gives our team an excellent understanding of the current Florida Administrative Code and Florida State Statutes. NFPS already has great relationships with many funding agency staff, which offers our clients an advantage.

As a full-service firm, our team can rely on expertise from in-house colleagues to provide the best scope of services and a comprehensive budget for successful funding applications. Our strengths include:

- Demonstrating resourcefulness, creative thinking, and innovation to generate high-quality plans for program and proposal development;
- Reviewing the budget of a project or program for which funding is sought and making recommendations to present it to grant-making organizations better;
- Compiling, writing, and editing grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling; and
- Designing graphs, charts, and visuals that illustrate and explain key processes, programmatic concepts, and cycles of work/timelines.

Because we have specialized in providing professional services to local governments for many years, we have developed a team with many connections and relationships in Tallahassee. Dale Williams, our Business Development Director, has been successful in leveraging his contacts in the Florida Legislature to make sure our clients' projects are not overlooked.



©2024 North Florida Professional Services, Inc.

Planning Approach

As your full-service Professional Planning partner, NFPS will work closely with the local organizations and your staff to ensure the successful completion of your goals. This provides a cohesive partnership between our firm and the City as we provide services for you.

NFPS's proposed project approach includes, but is not limited to the following Planning Services Tasks while consulting with the City staff:

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

Our Team exceeds the qualifications specified as listed on page 5 within the RFQ.

State & Federal Grant Services Approach

As your full-service Grant Administrator, NFPS will work closely with the state and federal funding institutions and your staff to ensure the successful completion of your goals. This provides a cohesive partnership between our firm and the City as we provide services for your grant needs.

NFPS's proposed project approach includes, but is not limited to the following Grant Administration Tasks:

- Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, corporations, and organizations that support the City's funding needs and priorities.
- Provide grant writing that includes the completion of grant applications on behalf of the City, including preparation of funding abstracts, production, and submittal of applications to funding sources. In addition, assist with ongoing technical reviews of grant applications prepared and submitted by staff when requested are to be provided. NFPS will meet all the required grant conditions as listed on page 6 of the RFQ.
- Provide project support services that include promoting and establishing relationships with community stakeholders and partners, potential funders, governmental agencies, and the public that will help support the project and advance its development and eventual completion.

NFPS understands the requirements set forth for these funding services and can meet these needs and exceed the expectations of the City by providing these services. We have a motivated Grants Team that is eager to take on new challenges, develop projects, and assist the City in fulfilling your funding goals. Our team will be dedicated to fulfilling the needs of the City.

We also provide general civil engineering services related to the improvement or maintenance of water, sewers, stormwater, roads/streets, sidewalks, and other types of public infrastructure, and such public facilities as parks and buildings.

©2024 North Florida Professional Services, Inc.

We employ experienced and motivated principals, project engineers, and support personnel who will promptly attend to your projects with top priority. The main benefits we provide are cost effectiveness, timeliness, quality, communication, dedication, and our ability to serve as an extension of your staff.

Finally, we are committed to being a proactive, hands-on partner for you. If selected, we will make ourselves available, attend council meetings, and proactively research innovative solutions while monitoring trends and grant opportunities that could benefit the City of Destin.

Grant Writing & Administration

NFPS is committed to providing quality professional grant acquisition and administration services. We employ a result-oriented staff with expertise to develop a scope and budget to be successful in grant-realted projects. Our full-service Grants Team endeavors to fully understand the needs of our clients for each project to achieve desired goals.

NFPS has been highly successful in maximizing the grants and other funding opportunities of the counties and municipalities with whom we work. The Grants Team is responsible for researching all funding sources and grant programs available to our clients. We also prepare grant applications and act as a grant administrator for all open grants on behalf of our client.

Our Grants Team can provide grant acquisition and administration services for Small Cities Community Development Block Grant (CDBG), Florida Department of Environmental Protection (FDEP), Florida Recreational Development Assistance Program (FRDAP), United States Department of Agriculture Rural Development (USDA/RD), Florida Department of Transportation (FDOT), and Florida Wildlife Conservation (FWC) Florida Boating Improvement Program (FBIP) grant programs, and many others.

In addition to traditional grant programs, our team has been successful in seeking supplemental funding for various projects over the years. We understand how the funding agencies budget. With our close working relationships, we can approach these agencies and appeal for additional funds to complete important projects. For example, we recently assisted Suwannee County with a funding shortfall.

Because NFPS understands the needs of counties and municipalities, we have adopted the following policies to ensure timeliness and quality of projects, open communication, dedication, and cost effectiveness for our clients.

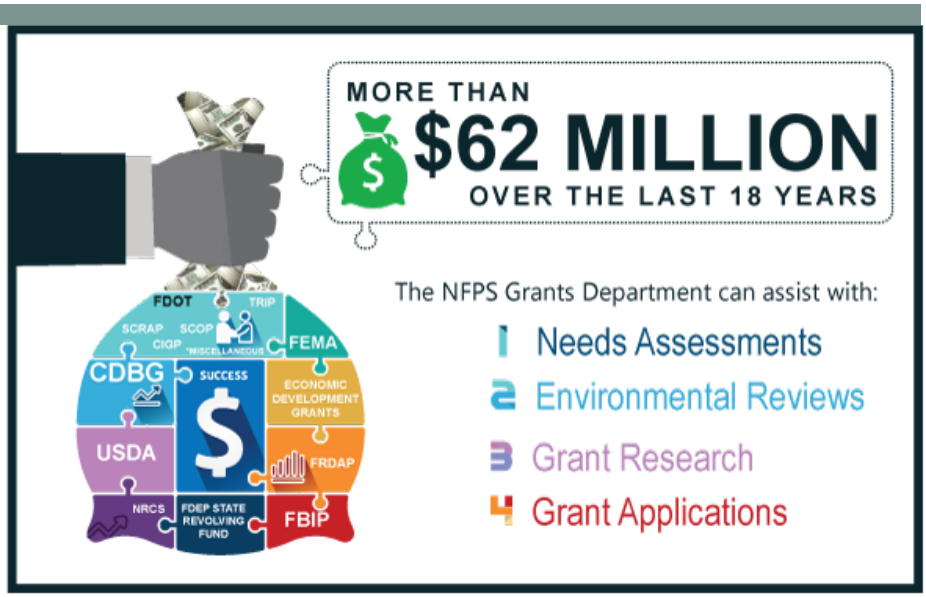
- **Timelines**: At the start of each new project, NFPS will create a timeline for each step of the project from planning to design, through permitting, construction, and final closeout. We have been successful with one of our recent county government clients in taking over engineering services from another engineer that was behind schedule and at risk of losing grant funding. We completed the engineering work within a two-month period that had been delayed for almost nine (9) months.
- **Quality**: Our staff is experienced, and we employ quality-control methods to ensure that our plans are accurate and complete.
- **Communication & Dedication**: NFPS utilizes multiple lines of communication to ensure clients get the information they need in a timely manner. Additionally, we have created a client relations department to have dedicated client service professionals on staff to handle any concerns and ensure quality communication. We make an effort to have a company representative at monthly meetings to answer questions and will make regular visits with your staff as needed to ensure goals are being met and projects run smoothly.
- **Cost Effectiveness**: NFPS understands the needs and challenges of local governments in Florida. Our grant administration helps our public-sector clients find and secure needed funding for projects. We also try to find alternative solutions to problems that result in cost-effective completion of projects. Additionally, we have been able to perform our services at lower costs to our clients, helping them come under budget when they were over budget with different engineering consultants.

©2024 North Florida Professional Services, Inc.

Available Grants Services

In conjunction with your City staff and other consultants, NFPS services include:

- Conducting pre-construction conference;
- Supervising all payment authorizations to ensure proper documentation and appropriate payments;
- Maintaining required files (following funding agency requirements);
- Representing you during monitoring visits and responding to monitoring reports;
- Providing responses to questions and/or complaints from citizens; and
- Performing all closeout activities, including completing and submitting as-built documents and closeout reports.



Our Team has pursued and been awarded millions of dollars in funding for communities over the last five (5) years and concentrates on collaborating with smaller communities with limited budgets. We have been exceedingly successful in helping them identify untapped sources and maximizing their grants and other funding resources. By providing quality professional services, our team has helped facilitate much needed projects in these rural areas. Grants won recently and currently being administered by our Grants Team include:

DEO Community Development Block Grants (CDBG)

- Town of Cross City $994,600
- Dixie County Street Repaving..... $750,000
- Town of Fort White Sidewalks $700,000
- Columbia County HMGP Grant..... $281,900

DEO Community Planning Technical Assistance (CPTA)

- City of Cedar Key..... $70,000
- Suwannee County..... $75,000

DOS Historical

- Hamilton County Historical Society and Heritage Center..... $300,000
- Union County Courthouse Renovation $500,000

FDEP

- Dixie County Seawall Improvement $3,384,077
- Hamilton County Playground..... $50,000
- Hamilton County Recreational Fields $200,000
- Hamilton County Swift Creek Bridge $2,197,607
- Suwannee County Airport Road..... $963,396
- Suwannee County Catalyst Site $1,150,000
- Suwannee County..... $1.4 Million (100% Forgiveness)
- Town of Fort White Regional Wastewater Facility Feasibility Study..... $9,875,276

FHWA Safe Streets and Roads for All (SS4A)

- City of Trenton $150,000
- Madison County $400,000
- Levy County..... $120,000

FWC FBIP: Florida Boating Improvement Program

- Columbia County River Rise Boat Ramp $77,775
- Gilchrist County Santa Fe River Restrooms $199,000
- Hamilton County Gibson Park $238,700
- Hamilton County Five Hole Springs $113,100

Gulf Consortium Restore Program

- Dixie County Horseshoe Beach $2,929,642
- Dixie County Shired Island Park..... $2,002,054
- Dixie County Horseshoe Cove..... $1,056,107
- Dixie County Coastal Public Access..... $1,491,243
- Dixie County Coastal Septic to Sewer $4,800,000

Suwannee River Water Management District Grant

- Columbia County Rum Island..... $212,900

©2024 North Florida Professional Services, Inc.

References

CITY OF TRENTON

500 North Main Street
Trenton, Florida 32693

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

July 11, 2024

To Whom It May Concern:

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

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

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

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

Sincerely,

Lyle Wilkerson
City Manager
352-463-4000

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

©2024 North Florida Professional Services, Inc.



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

District I	District II	District III	District IV	District V
Sharon A. Langford	Bill Martin	Darrell Smith	Tommy Langford	Kenrick Thomas

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

Bobby Crosby
County Administrator
352-463-3198

Todd Newton
Clerk of Court
325-463-3170

July 12, 2024

To Whom It May Concern

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

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

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

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

Sincerely,

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

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

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

©2024 North Florida Professional Services, Inc.

Forms & Documents

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: North Florida Professional Services, Inc.

Federal I.D. Number: 27-186423

A Corporation of the State of: Florida

Area Code: 877 Telephone Number: 335-1525

Area Code: 386 Fax Number: 386-752-4674

Mailing Address: 12118 Panama City Beach Pkwy #16B

City/State/Zip: Panama City Beach FL 32407

Vendor Mailing Date: 12/5/24

Authorized Signature

Megan Carter
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

©2024 North Florida Professional Services, Inc.

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: North Florida Professional Services, Inc.

DATE SUBMITTED: 12/5/24

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE

[X] NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: North Florida Professional Services, Inc.

ADDRESS: 12118 Panama City Beach Pkwy #16B

CITY: Panama City Beach STATE: Florida ZIP CODE: 32407

TELEPHONE NUMBER: 877-335-1525

SIGNATURE: Megan Carter DATE: 12/5/24

NAME (TYPED OR PRINTED): Megan Carter

TITLE: Secretary/Treasurer

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
None				

Signature Megan Cat Date: 12/5/24

Title/Company Megan Carter, Secretary'/Treasurer North Florida Professional Services, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

NORTFLO-26 CCANTRELL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/1/2024

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

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

PRODUCER DSI - Lake City 383 Baya Drive, Suite 101 Lake City, FL 32025	CONTACT NAME: Crystal Cantrell PHONE (A/C, No, Ext): (386) 752-0006 74102 FAX (A/C, No): (386) 752-9806 E-MAIL ADDRESS: CCANTRELL@DARRSCHACKOWINSURANCE.COM	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Nationwide General Insurance	23760
INSURED North Florida Professional Services P.O. BOX 3823 Lake City, FL 32056	INSURER B : Nationwide Mutual Insurance Company	23787
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		ACPCG015904388204	3/22/2024	3/22/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			ACPCG015904388204	03/22/2024	03/22/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			ACPCU015944388204	3/22/2024	3/22/2025	EACH OCCURRENCE	$ 3,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 3,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			ACPWC015944388204	3/22/2024	3/22/2025	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Crystal Cantrell

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/1/2024

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

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

PRODUCER
AssuredPartners Design Professionals Insurance Services, LLC
19689 7th Ave NE, Ste 183, PMB #369
Poulsbo WA 98370
License#: 6003745

CONTACT NAME: Rachel Sheridan
PHONE (A/C, No, Ext): 360-930-6094 **FAX (A/C, No):** 360-930-6094
E-MAIL ADDRESS: rachel.sheridan@assuredpartners.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hudson Insurance Company	25054
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
North Florida Professional Services Inc
PO Box 3823
Lake City FL 32056
18876

COVERAGES **CERTIFICATE NUMBER:** 526109893 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? ☐ (Mandatory In NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liab;Claims Made			PRB0619118556	3/15/2024	3/15/2025	$2,000,000 Per Claim $4,000,000 Aggregate	

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

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
John Cairoppo

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO XXX

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO XXX

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO XXX

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: North Florida Professional Services, Inc.

BY (PRINTED): Megan Carter

BY (SIGNATURE): Megan Carter

TITLE: Secretary/Treasurer

ADDRESS 12118 Panama City Beach Pkwy #16B

Panama City Beach FL 32407

PHONE NO. 877-335-1525

E-MAIL mcarter@nfps.net

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ No. 24-12-CD

2. This sworn statement is submitted by
North Florida Professional Services, Inc.

whose business address is 12118 Panama City Beach Pkwy #16B Panama City, FL 32407
and (if applicable) Federal Employer Identification Number (FEIN) is
27-186423 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Megan Carter and my relationship to the entity named above is Secretary/Treasurer

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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)

XXX 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Megan Carter 12/5/24
(Signature) Date:

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 5th day of December, 2024,

By: Megan Carter
(Print name)

Personally known ✓ OR Produced Identification_____

Debbie A Motes Seal:
Notary Signature

DEBBIE A. MOTES
Notary Public-State of Florida
Commission # HH 256698
My Commission Expires
May 19, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

North Florida Professional Services, Inc.	MeganCarter
CONSULTANT's Company Name	Authorized Signature – Manual
12118 Panama City Beach Pkwy #16B	Megan Carter
Physical Address	Authorized Signature – Typed
P.O. Box 3823 Lake City, FL 32056	Secretary/Treasurer
Mailing Address	Title
877-335-1525	386-752-4674
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
mcarter@nfps.net	12/5/24
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Megan Carter  Secretary/Treasurer

Name Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

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

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

FURTHER AFFIANT SAYETH NAUGHT.

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

STATE OF Florida
COUNTY OF Columbia

SWORN TO AND SUBSCRIBED before me ✓ in person or _____ remote notarization by _____ as Secretary/Treasurer on behalf of North Florida Prof. Srvcs., who is personally known to me or who produced _____ as identification this 5th day of December, 2024.

Notary Public

(Notary Seal)

DEBBIE A. MOTES
Notary Public-State of Florida
Commission # HH 256698
My Commission Expires
May 19, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

PUBLIC ENTITY CRIME STATEMENT

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to City of Destin
(print name of public entity)

by Megan Carter Secretary/Treasurer
(print individual's name and title)

for North Florida Professional Services, Inc.
(print name of entity submitting sworn statement)

whose business address is: P.O. Box 3823

Lake City, Florida 32056

And (if applicable) its Federal Employer Identification Number (FEIN) is 27-1868423

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in paragraph 287.133 (1)(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 of the United States, including, but not limited to, any bid or contract of goods or services to be provided to any public entity or an 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.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (a) (b), **Florida Statutes**, means a 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 record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

   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 management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

__X__ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order.)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Mega Cot
(Signature)

Sworn to and subscribed before me this 5th day of December, 2024

Personally known ✓

OR Produced identification _____

_____
(Type of identification)

Debbie A Motes
Notary Public – State of Florida

My commission expires 05-19-2026

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

DEBBIE A. MOTES
Notary Public-State of Florida
Commission # HH 256698
My Commission Expires
May 19, 2026

Form PUR 7068 (Rev. 06/18/92)
PUBLIC.ENT



RFQ 24-12-CD
PLANNING AND GRANT CONSULTING SERVICES

DECEMBER 5, 2024 • 1 PM (2 PM CT)

THE CORRADINO GROUP

TABLE OF CONTENTS

TAB 1 LETTER OF INTEREST 1

TAB 2 FIRM'S PROPOSALS 2

TAB 3 PROPOSALS OF PROJECT TEAM, (KEY PROJECT MEMBERS) AND AVAILABILITY OF SPECIALTY RESOURCES 13

TAB 4 PROJECT APPROACH, DEMONSTRATED SKILL SET, AND INNOVATIVE IDEAS THAT WILL BE USED TO ADDRESS THE SCOPE OF WORK 20

TAB 5 REFERENCES - PAST PERFORMANCE 26

TAB 6 SUBMITTAL OF GENERAL INFORMATION AND PROCUREMENT FORMS AND DOCUMENTS 27



TAB 1
LETTER OF INTEREST



RFQ 24-12-CD PLANNING AND GRANT CONSULTING SERVICES

THE CORRADINO GROUP

THE CORRADINO GROUP
130 Richard Jackson Boulevard, Panama City Beach, Florida 32407 • 305.594.0735 • www.corradino.com

December 5, 2024

City Clerk's Office
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

RE: Planning and Grant Consulting Services – RFQ 24-12-CD

Dear Selection Committee:

The Corradino Group, Inc. (Corradino) proudly submits this proposal to provide Planning and Grant Consulting Services to the City of Destin. After review, you will find that the accomplishments of the firm, project managers, and staff are well-suited to the city. Corradino has provided planning services to the government since the early 1970s and has been the planning consultant for many Florida cities. Our team, led by Edward Ng, AICP, Client Service Manager, and Mark Alvarez, Project Manager, is fully prepared to respond promptly and effectively to your requests for assistance.

The staff assigned to this project are barrier island and coastal community regulation experts. Our work throughout Florida includes vibrant island communities, including Miami Beach, Key Biscayne, Islamorada, Sunny Isles Beach, Bal Harbour, Palm Beach, Key West, Treasure Island, and Fort Myers Beach. We understand the need to balance interests in these diverse communities and preserve local quality of life while preparing for the inevitable changes presented by the need to account for climate change and resiliency. Supporting our team are planning and grant experts from Megrath Consulting. With over 13 years of grant consulting services and 30 years of community planning experience, Allison Megrath, AICP, CNU-A, brings a wealth of knowledge and over $45 million of grant successes.

Destin, like other cities in the region, must prioritize transportation planning, economic development, resiliency, and affordable housing. With nearly 20 years of experience, Corradino's team is well-equipped to meet these challenges. Our staff has expertise in various planning areas, including land use reviews, zoning, development applications, comprehensive plans, and water supply elements.

We recognize the importance of developing comprehensive project objectives and scopes, and we propose engaging city staff in a collaborative workshop setting to ensure all aspects of the project are aligned. We can establish a project management work plan that integrates key elements such as scope, schedule, budget, and staffing requirements by working together.

The Corradino Team has extensive experience in general planning services, assisting numerous municipalities, including newly incorporated towns and established communities. We specialize in several planning areas, such as land use, economic development, and zoning, which enables us to support the city in developing practical, long-term solutions. Our proven track record in project scheduling and workload management makes us a valuable extension of your staff. We have successfully aided various city projects by providing in-person and virtual services. Additionally, our experience serving on Development Review Committees and Technical Review Committees in multiple locations equips us to address any challenge that arises effectively.

Corradino is well-prepared and enthusiastic about the opportunity to assist the City of Destin with this critical assignment. Our extensive experience and current workload allow us to dedicate time, energy, and resources to support the Destin team. We are committed to and eager about the possibility of collaborating on this vital project and passionate about working together to advance the city's goals and objectives. Thank you for considering our team for your upcoming projects. We look forward to discussing how best to support the City of Destin.

Sincerely,

Edward Ng, AICP
Technical Vice-President - Planning - The Corradino Group, Inc.

TAB 2
FIRM'S PROPOSALS



RFQ 24-12-CD PLANNING AND GRANT CONSULTING SERVICES

THE CORRADINO GROUP

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:		Check One
Name: The Corradino Group, Inc.	Corporation	X
Address: 4055 NW 97th Avenue, Suite 200	Partnership	
City, State, Zip: Miami, FL 33178	Individual	
Telephone No.: 305-594-0735	Other	
Email: Planning@corradino.com		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   The Corradino Group, Inc.

   The address of the principal place of business is:
   4055 NW 97th Avenue, Suite 200
   Miami, FL 33178

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: 12/29/1970
   b. State of Incorporation: Kentucky (Incorporated in Florida 1/13/1997)
   c. President's name: Joseph M. Corradino, AICP
   d. Vice President's name: N/A
   e. Secretary's name: N/A
   f. Treasurer's name: Frederick C. P'Pool
   g. Name and address of Resident Agent: N/A

N/A 3. If Respondent is an individual or a partnership, answer the following:

a. Date of organization: _____

b. Name, address and ownership units of all partners:

_____

_____

_____

c. State whether general or limited partnership: _____

N/A 4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

_____

_____

_____

N/A 5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

_____

6. How many years has your organization been in business under its present business name?

53

Under what other former names has your organization operated?

Carr, Smith, Corradino

_____

_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

PE License No. 7665

Sunbiz No. F97000000207

_____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No.

_____

_____

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
Please refer to Tab 3 resumes.

10. State the name of the individual who will have personal supervision of the work:
Edward Ng, AICP

11. State the name and address of attorney, if any, for the business of the Respondent:
Burt J. Deutsch, Esq.
8605 Shelbyville Road
Louisville, KY 40222-0000

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
Joseph C. Corradino, PE - 4055 NW 97th Avenue, Miami, FL 33178 - 64.91%
Frederick C. P'Pool - 4055 NW 97th Avenue, Miami, FL 33178 - 13.10%
Joseph M. Corradino, AICP - 4055 NW 97th Avenue, Miami, FL 33178 - 6.55%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
The Corradino Group, Inc.
4055 NW 97th Avenue, Suite 200
Miami, FL 33178

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	10
b.	Non-Governmental Related Work	N/A
	Total Work (a +b):	10

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

15. Bank References:

Bank	Address	Telephone
Aon Risk Services, Inc. of Florida	1001 Brickell Bay Drive, Suite 1100, Miami, FL 33131	305-961-6177

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).
See attached write-up.

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):
See attached write-up.

18. What will be your turnaround time for written responses to City inquires?
Acknowledgement and initial questions within 24 hours, further questions, depending on depth of info, within 48 to 72 hours.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.
N/A.

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.
See attached Statement of Litigation.

Respondent's Qualification Statement – insert sheet

16. *Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule*

Effective administration and clear communication are essential for advancing any process. The Corradino team values project scheduling as a critical tool for successful management, aligning resources with tasks over time. Good scheduling helps prevent production bottlenecks and ensures timely material procurement, leading to prompt project completion. Conversely, poor scheduling can cause waste, leaving laborers and equipment waiting for resources or to complete prior tasks.

Our project management team ensures timely and budget-compliant completion of technical tasks while meeting contract requirements. Led by a Client Service Manager, the project team is organized into functional disciplines. Weekly meetings will review deliverable statuses and discuss any issues, promoting communication and proactive problem-solving. Updates will be shared with Corradino's Client Service Manager and the City of Destin Project Manager.

During scheduled meetings, Corradino will submit a monthly report to the City of Destin's Project Manager, with weekly meetings for ongoing issue resolution and communication. Monthly invoices and a project status report detailing task completion percentages will be provided, supported by individual timesheets. The Client Service Manager will ensure compliance with contract terms. All team members and sub-consultants must follow Corradino's quality control plan to complete projects on time and within budget while minimizing community disruptions. Project files will be accessible on a shared drive for key staff and City of Destin personnel.

Corradino commits to staff availability for this project, including in-person meetings. Our team also has access to diverse staff across the various firms. Corradino's staff comprises over 200 professionals who can provide services to the City of Destin. The Client Service Manager will maintain oversight, responsibility, and authority over the final products to ensure timely deliverables.

17. *Provide descriptions of quality assurance/quality control management methods*

Our QA/QC processes are built into our schedules and budgets to ensure the tasks are internally done. Each project has a designated QA/QC officer separate from the Principal-in-Charge, the Client Service Manager, and the work order Project Manager. Throughout the process, records related to specific tasks will be reviewed on several levels at set intervals. These reviews include but are not limited to, the quality of the overall document – including visual presentation, clarity of communication, technical accuracy of data and analysis, and adherence to answering the needs posed by visioning and specific project questions and goals.

Corradino takes great pride in quality control and ensures that all deliverables undergo its rigorous quality control procedure. This procedure is also distributed to all sub-consultants, who must employ the same method when developing all deliverables before submission to Corradino for final review before submission to the City of Destin. The firm's core philosophy is to provide practical solutions to the most complex transportation problems on time, within budget, and at the highest quality. Corradino understands the demands of today's government, and our approach has been to ensure that we comprehend our client's goals and provide options on how to achieve them efficiently and effectively.

Corradino maintains an excellent track record of satisfied clients, staff utilization goals, and projects completed on time and within budget. At the start of every month, the project manager receives an "effort detail sheet" showing the percentage of work, budget, and time completed. The project manager reviews this with the firm's accounting department as a second level of quality control.

City of Destin, Florida
Professional Planning and Grant Consulting Services
(RFQ No. 24-12-CD)

RESPONDENT'S QUALIFICATION STATEMENT

20. *List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.*

Any questions on claims, arbitrations, administrative hearings and lawsuits brought by or against Corradino during the past five (5) years or other legal matters should be referred to Corradino's in-house General Counsel, Burt J. Deutsch, Esq. (800.880.8241; 502.587.7221; bdeutsch@corradino.com).

PENDING LITIGATION:

- Janine Mamazza-Holmes and Ryan Holmes, Plaintiffs, v. The Corradino Group, Inc., et al. (20 in all) Defendants; Case #2023-CA-000094; in the 19th Judicial Circuit, Martin County, FL; Third Amended Complaint and Demand for Jury Trial, e-filed 09/12/2024, copy delivered to Corradino's Miami office 09/19/2024; Count XXIII against Corradino for general negligence in failing to design and implement resurfacing and roadside improvement plans and to inspect the roadways resulting in injury accident on 06/08/2020; Count XXIV against Corradino for loss of consortium. Project: CEI Services, State Road 91 (Florida Turnpike) between mileposts 117 and 138, Martin County, FL. Corradino's ONLY role on this project was to provide CEI Services as a subconsultant to another defendant, Creative Engineering Group, Inc. Corradino is challenging the claim.

PREVIOUS LITIGATION:

- Diane M. Lybarger, as Personal Representative for the Estate of the decedent, Marissa Lybarger, Plaintiff, v. The Corradino Group, Inc., et al. (27 in all), Defendants; Case #2019-CA-010699-0; in the Ninth Judicial Circuit, Orange County, FL; Second Amended Complaint deemed filed on 04/21/20; copy left at Corradino's office 05/18/20; Counts XLV and XLVI against Corradino for negligence in maintaining highway in a safe condition resulting in the death of Marissa Lybarger. Project: CEI services, "I-4 Ultimate" reconstruction and widening, Orlando, FL. Corradino challenged the claim, filing an Answer and Affirmative Defenses on 06/12/20 and a Motion for Summary Judgment on 09/15/2021; Motion for Summary Judgment granted as to Corradino, 05/02/2024.

- Jennifer Curell, Plaintiff, v. The Corradino Group, Inc., et al. (seven in all), Defendants; Case #2022-CA-001297; in the 19th Judicial Circuit, Saint Lucie County, FL; Complaint for Damages and Demand for Jury Trial, e-filed 07/19/2022, copy delivered to Corradino's Miami office 07/26/2022; Count VI against Corradino for general negligence in not operating a roadway in a safe condition resulting in injury accident on 09/04/18. Project: CR712 (West Midway Rd.) at or near intersection with Magnolia Ave., Port St. Lucie County, FL. Corradino was never a consultant on this project.

Corradino challenged the claim; voluntary dismissal without prejudice as to Corradino, 07/20/2023.

- Monica Butts, Plaintiff, v. The Corradino Group, Inc., et al. (four in all), Defendants; Case #49D13-2105-CT-017995; in the Marion Superior Court, Civil Division, Marion County, IN; Second Amended Complaint for Damages, adding The Corradino Group to the Complaint; filed 08/04/2021, copy delivered to Corradino's Indianapolis office 08/06/2021; Count IV against Corradino for negligence in supervision of roadway construction markings, warning signage, and lighting resulting in injury accident on 06/01/2019. Project: CEI services, Binford Blvd. Resurface & Signal Modernization, Indianapolis. Corradino challenged the claim; dismissed without prejudice as to Corradino, 01/17/2023.

- Cathy Sciagata, individually, and as Personal Representative of the Estate of Carey Lynn Reimer, Plaintiff, v. The Corradino Group, Inc., et al. (seven in all), Defendants; Case #2021-CA-010984-O; in the Ninth Judicial Circuit, Orange County, FL; Complaint and Demand for Jury Trial, e-filed 11/15/2021; Count V against Corradino for negligence in maintaining traffic in compliance with all applicable state, county, and municipal codes resulting in the death of Carey Lynn Reimer on 09/25/2020. Project: CEI Services, "I-4 Ultimate" reconstruction and widening, Orlando, FL. Corradino challenged the claim; confidential settlement and release, 05/19/22; voluntary dismissal with prejudice filed in Court, 06/20/22.

- Jeffrey Loos and Wendy Loos, Individually and as Husband and Wife, and Megan Loos, Individually, Plaintiffs v. The Corradino Group, Inc., et al. (seven in all), Defendants; Cause #33C02-2109-CT-000055; in the Henry Circuit Court, Henry County, IN; Complaint for Damages and Underinsured Motorist Benefits, or, Alternatively, Request and Notice of Arbitration; filed 09/14/21, received by Corradino's Miami office 9/28/21; Counts I and II against Corradino for negligence in failing to place adequate signage in construction zone resulting in injury accident on 09/15/19. Project: Road construction, EB I-70, New Castle, IN. Case dismissed without prejudice as to Corradino, 11/08/21. Corradino was never a consultant on the project in the first place.

- Jorge Garcia, Plaintiff, v. The Corradino Group, Inc., et al. (four in all), Defendants; Case #2017-020265-CA-01; in the 11th Judicial Circuit, Miami-Dade, FL; Second Amended Complaint, adding The Corradino Group to the Complaint, deemed filed 11/20/20, copy delivered to Corradino's office 12/03/20; Count IV against Corradino for negligence in roadway design [in 2004] causing water to pool in roadway and resulting in injury accident in October 2016. Project: Design services, SR 826 NB, 100 LF south of SW 8th St., Miami, FL. A confidential settlement agreement and release as to Corradino and others was signed on June 22, 2021; case dismissed with prejudice on 07/29/2021.

- Fishel Company, Plaintiff, v. The Corradino Group, Inc., et al. (two in all), Defendants; Case #CACE-18-028093; in the 17th Judicial Circuit, Broward County, FL; filed 12/05/2018; difference of opinion between contractor, Fishel, and consultant, Corradino, working on a project as to responsibility for damage to work materials. Project: CEI services, SR 80, Broward County, FL. Client not involved. On 01/05/2021, the Court ordered Fishel's complaint dismissed with prejudice.

- Twelve related cases filed against Corradino and others, all relate to claims filed by representatives of six deceased and at least 11 injured people resulting from Florida International

University's (FIU) Pedestrian Bridge collapse (03/15/18), against numerous defendants (25) involved on the job which were consolidated for the purpose of global mediation into Case #2018-008144-CA-03, filed 03/19/18 in the 11th Judicial Circuit, Miami-Dade County, FL. Corradino's role on the FIU pedestrian bridge project was very limited, to one person of hundreds on the job. Despite the lack of liability and strong defenses to the lawsuits, Corradino, on advice of counsel and with backing/financial support of its insurers, made a decision to participate in global settlement discussions between the Plaintiffs and Defendants, which resulted in a confidential settlement and dismissal of all claims on 01/24/20.

There are no other claims, arbitrations, administrative hearings and lawsuits brought by or against Corradino during the past five (5) years

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A.

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No.

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Joseph M. Corradino, AICP

(Title) President

STATE OF Florida
COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of physical presence X or online notarization __, this 20th day of November, 20 24,

By: Joseph M. Corradino, AICP - President
(Print name)

Personally known X OR Produced Identification

Notary Signature

Seal:

Maria Elena Shepherd
Comm.: HH 605589
Expires: Oct. 23, 2028
Notary Public - State of Florida

Licensee

Name:	**THE CORRADINO GROUP, INC.**	License Number:	**7665**
Rank:	**Registry**	License Expiration Date:	
Primary Status:	**Current**	Original License Date:	**03/07/1997**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
36146	Current, Active	PEREZ DE MORALES, EDUARDO	Registry		Professional Engineer	02/28/2025

State of Florida
Department of State

I certify from the records of this office that THE CORRADINO GROUP, INC. is a Kentucky corporation authorized to transact business in the State of Florida, qualified on January 13, 1997.

The document number of this corporation is F97000000207.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 11, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Eleventh day of January, 2024

Secretary of State

Tracking Number: 2448250456CC

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

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

Statement of Proposals for Performing the Requested Consulting Services

THE CORRADINO GROUP

Corradino staff assigned to this project will be primarily responsible for all planning functions, including code revisions, area plans, long-range and comprehensive planning, urban design studies, transportation, economic development planning, and site plan/development reviews. As needed, we will lead on transportation grants related to FDOT. Corradino staff will also support Megrath Consulting as secondary staff in preparing grant items. We appreciate the effort that goes into consensus building because each of the projects above had to go through high levels of public vetting and comments before adoption. Our experience with general services planning contracts means we are exposed to amending and interpreting codes regularly, sometimes daily.

Staff on this project have served as in-house planners and directors for Homestead, Cutler Bay, Palmetto Bay, North Miami Beach, West Park, Islamorada, Key Biscayne, Hallandale Beach, and others in South Florida. Our principal-in-charge for this project, Edward Ng, AICP, has had great success in helping our clients obtain grants, ranging from a FHWA TOD grant for the City of Aventura to a Transportation Alternatives grant for $1 million for sidewalks as part of a Safe Routes to School program for Key Biscayne that accounted for 40% of the grants awarded that year.

Our experience with comprehensive planning will also aid this project in identifying specific aspects that must be codified within the code due to state statutes, ranging from water flow in the water supply plan to other needs. We have completed evaluation and appraisal reports for cities on a varied basis, some looking for just the basic requirements of state laws and others looking for a comprehensive review of each element and the city's direction. Our staff's background allows us to tailor the City of Destin's needs to your desired approach.

megrath consulting

Megrath Consulting, Inc. (Megrath), Corradino's sub-consultant, will provide Grant Consulting Services to the City of Destin, leveraging over 13 years of experience and securing over $45 million in grant funding. Megrath's approach focuses on understanding the city's needs and priorities, outlined in its Comprehensive Plan, Strategic Plan, and 5-year Capital Improvement Plan. Allison is a planner and may serve as a secondary reviewer for planning if the City of Destin needs that.



Key steps in our initial engagement include:

1. A kickoff meeting with the city to discuss major capital projects and funding gaps.
2. Review planning documents and past grant applications to align with funding opportunities.
3. Collaborating with city staff to outline funding needs for major projects.

Megrath will proactively identify suitable grant opportunities using its extensive resources and create a customized grant tracker for the city. This will detail application deadlines, eligibility, and funding criteria, with regular updates provided as preferred.

Megrath's application process includes:

- Collaborative data collection and organization.
- Comprehensive application preparation, including compelling narratives and project budgets.
- An internal review to ensure accuracy and compliance with funder guidelines.
- Submission of draft proposals for city staff review two weeks before deadlines.

Post-submission, Megrath will promptly respond to funder inquiries and inform the city of application progress. Megrath strives to align its efforts with city workflows, providing training and advocating for strategic goals to maximize public resources.

Office Location

Corradino's corporate office is in Miami, but this work will be done from our Panama City office, located at:

130 Richard Jackson Boulevard, Suite 104-C
Panama City Beach, FL 32407

TAB 3

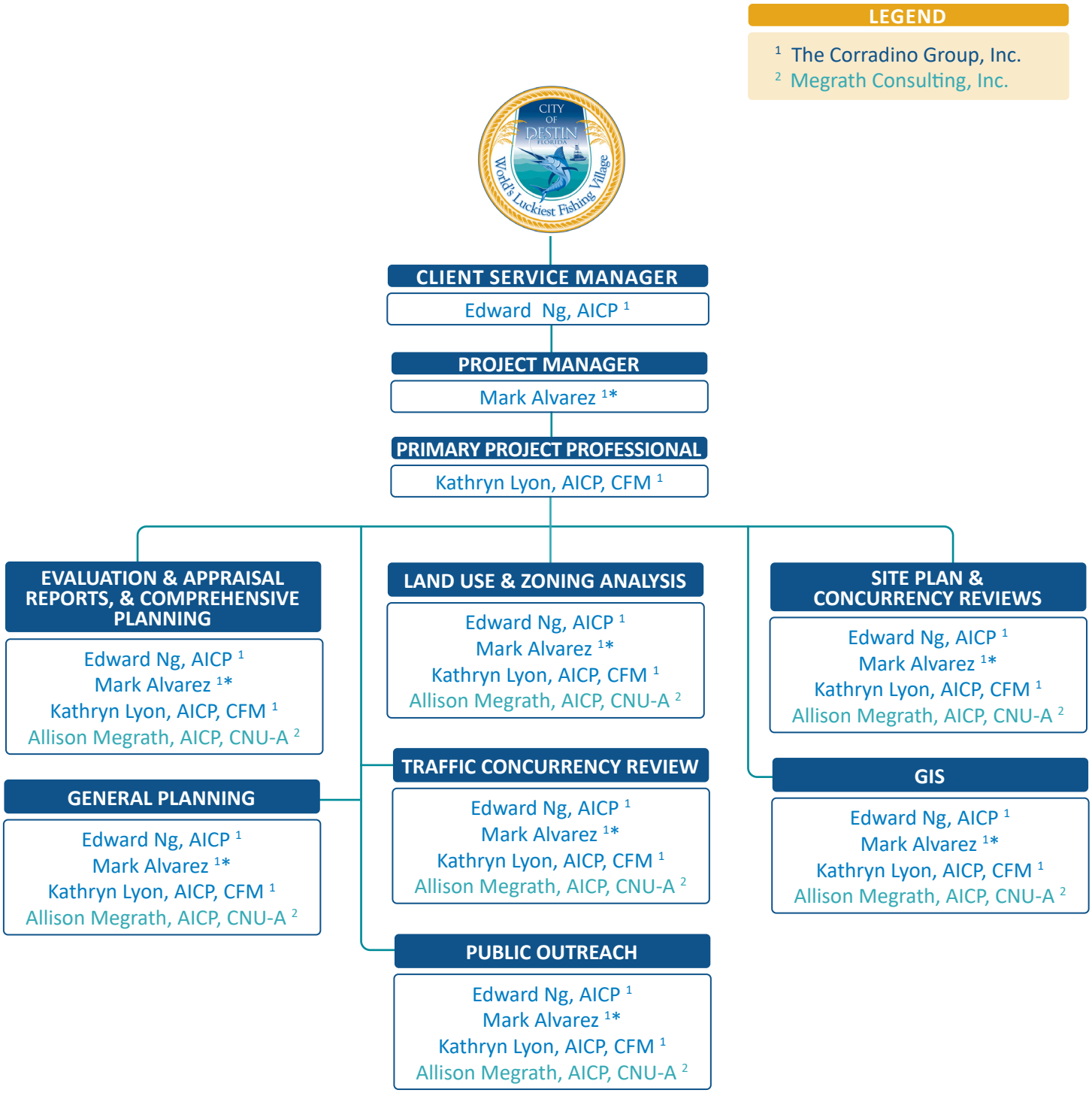
PROPOSALS OF PROJECT TEAM, (KEY PROJECT MEMBERS) AND AVAILABILITY OF SPECIALTY RESOURCES



RFQ 24-12-CD PLANNING AND GRANT CONSULTING SERVICES

THE CORRADINO GROUP

Organizational Chart



* Mark Alvarez, our Project Manager for this effort, is located within 100 miles of the City of Destin.



EDWARD NG, AICP
Principal-In-Charge/Client Service Manager

Mr. Ng is the Technical Vice President for Corradino's Planning Department, with experience in transportation, economic development, transit-oriented development, corridor development, and land use planning. An award-winning planner, his work includes demographic analyses, preparation of and updates to comprehensive plans, grant writing, land use code revisions, geospatial planning analyses, GIS mapping, public outreach, and analyses of traffic facilities and operational data. He specializes in interdisciplinary aspects of planning, including placemaking, transit-oriented development, and complete streets. A planner with national experience, Eddie has worked on projects from California to Michigan to Tennessee and Florida, most recently serving as the Interim Community Development Director for the City of North Miami Beach. Eddie is the Vice-President for Conference Services, American Planning Association Florida Chapter, and was previously the Chair of the American Planning Association, Gold Coast Section.

YEARS OF EXPERIENCE 13

EDUCATION
- Master of Public Policy, University of Southern California, 2012
- Master of Planning, University of Southern California, 2012
- BA, Planning and Public Policy, Rutgers University, 2008

PROFESSIONAL REGISTRATIONS
- American Institute of Certified Planners No. 28927
- APA No. 248674
- APA Florida President Elect - Present
- APA Florida Executive Committee Member – 2017– Present
- APA Gold Coast Section – Chair (Current); Vice-Chair, Professional Development Officer, Young Planners Group Ambassador (Previous)

GRADUATE CERTIFICATES
- Homeland Security and Public Policy,
- USC, 2012
- Public Management, USC, 2012
- Real Estate Development, Rutgers, 2011
- Housing and Community Development, Rutgers, 2008

AWARDS
- Outstanding Graduate Student Leader Award, 2012
- Performance in the MPP Practicum, 2011
- SPPD Academic Capstone Achievement Award, 2011
- LGBT Service Award, 2011

EXPERIENCE

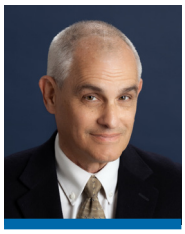
- **Town of Palm Beach, Land Development Regulations Update, Palm Beach, FL | *Senior Planner*** - Currently working with the town to update its land development regulations in its first complete overhaul since the 1970s. Revised standards will include updates to address climate change considerations and urban design, including lot coverage, building heights and freeboard regulations, seawall regulations, and landscaping and drainage, among others.

- **City of Fort Lauderdale, Evaluation and Appraisal Report (EAR) Update, Ft. Lauderdale, FL | *Project Manager/Lead Planner*** - Lead planner for review of major issues as part of EAR update. Conducted analysis of economic conditions and development, transportation, land use, and urban design. Provided support in the provision of all statutorily required maps for the EAR. Current project manager for the updates to the Data and Analysis (Volume II) of the report.

- **Town of Fort Myers Beach, Comprehensive Plan and LDR Update, Fort Myers Beach, FL | *Project Manager*** - This project will update the comprehensive plan and land development regulations with new requirements post Hurricane Ian. Conducted analysis of economic conditions and development, transportation, land use, and urban design.

- **City of Gainesville, 2045 Long–Range Transportation Plan, Gainesville, FL | *Project Manager*** - Update to the Gainesville Metropolitan Transportation Planning Organization's 2045 Long-Range Transportation Plan. This plan will take a Complete Network/Complete Streets approach, with modeling and financial analysis to provide a prioritized list of transportation infrastructure projects for Gainesville.

- **City of Miami Beach, NoBe Ocean Terrace Neighborhood Urban Design Plan, Miami Beach, FL | *Project Manager*** - This study built upon the city's prior visioning for the North Beach area of Miami Beach. Specifically, this plan focused on an urban design plan for the Ocean Terrace neighborhood, which is located adjacent to the North Beach Town Center neighborhood as envisioned in the City's NoBe Master Plan.



MARK ALVAREZ
Project Manager

Mark develops holistic and long-term solutions by integrating land development controls, transportation planning, and infrastructure programming. He brings experience in land use policy planning, rewriting zoning codes, neighborhood and environmental impacts, first-last mile planning, transit policy and operational analysis, alternative-fuel vehicles, and capital improvement programming.

YEARS OF EXPERIENCE 34

EDUCATION
- Commercial Real Estate Analysis, Massachusetts Institute of Technology School of Architecture & Planning, 2020
- Dispute Resolution Program, Florida State University, 1993
- MS, Civil Engineering, Ohio State University, 1992
- Master of City & Regional Planning, Ohio State University, 1992
- BS, Operations Management, The Ohio State University, 1988

CERTIFICATIONS
- Professionalism & Ethics for Lobbyists, Florida International University, 2018
- Pedestrian & ADA Safety Program, Florida Department of Transportation, 1992

BOARD APPOINTMENTS
- Southeast Florida Clean Cities Coalition, 2014–2017
- City of Miami Selection Committee, Miami Midtown Trolley Plan, 2004
- Miami Upper East Side Development Council, Boulevard Oversight Committee, 2004

EXPERIENCE

- **City of Panama City Beach CRA Parking and Mobility Study, Panama Beach, FL | *Project Manager* -** Collected data and developed parking location, capacity, and transit circulation recommendations for the City to fund, partner and construct intermodal parking facilities with transit circulator operations to alleviate tourist traffic congestion and support economic development objectives.

- **Town of Palm Beach Parking Study, Palm Beach, FL | *Senior Planner* -** Collected data and analyzed parking and valet issues, provided peer review analysis, and recommended policies and plans to mitigate parking impacts on traffic circulation, business and residents' quality-of-life. The focus was to manage capacity parking toward preserving the quality of life of residents.

- **St. Lucie County Sustainable Mobility Infrastructure Plan, St. Lucie, FL | *Project Manager* -** Developing a countywide mobility infrastructure plan which incorporates land use planning, storm-event and sea level rise projections, and transportation forecasting towards revising the County's right-of-way protection map to plan for development, growth and reduce vulnerability to climate change to the horizon Year 2100 using projections in a scenario analysis based approach.

- **City of South Miami Downtown and Commercial District Code Rewrite, South Miami, FL | *Project Manager* -** Worked with community, developers, elected officials and administration, rewriting all commercial zoning districts as mixed-use with transitions to residential areas. Implementation included working with City to develop a Land Use Plan Amendment and subsequent zoning amendments.

- **Village of Palmetto Bay, Palmetto Bay, FL | *Interim Planning and Zoning Director* -** Negotiated through from pre-submittal meetings to final approval of all development projects, rezonings, variances and other permits. Performed two large-scale land use plan amendments, rewrote the Downtown zoning code and amended both business district codes with updated uses, heights and cured inconsistencies.

- **Miami-Dade TPO First-Mile/Last-Mile Mobility Study, Miami, FL | *Senior Planner* -** This study evaluated the state of First Mile/Last Mile (FLM) mobility strategies and infrastructure nationwide. Beyond reviewing best practices for transference to the Miami-Dade area, the study explored basic urban travel demand assumptions, infrastructure characteristics and mobility delivery models to develop a basis for a ground-up understanding of how and when to implement different FLM strategies based on development contexts and primary corridor transit characteristics.



KATHRYN LYON, AICP, CFM

Senior Planner/Primary Project Professional

With 23 years of zoning, land-use, and development planning experience in Miami-Dade and Broward Counties, in both the private and public sectors, Kathryn provides invaluable expertise to navigate the land development process, from site evaluation and due diligence through project completion. As a Planner, GIS Analyst, Zoning Coordinator, Certified Floodplain Manager, Project Manager, and Realtor, Kathryn offers government, commercial, and residential property owners and developers a full range of services at all construction phases, from planning to completion. She also currently serves as an adjunct faculty member at Florida International University.

YEARS OF EXPERIENCE 23

EDUCATION

- MBA, Environmental Management, Florida Atlantic University, 2004
- BA, Geography, University of Florida, 2000

PROFESSIONAL REGISTRATIONS

- American Institute of Certified Planners No. 026921
- Certified Floodplain Manager
- Florida Licensed Real Estate Agent License No. SL3265451
- American Planning Association Member
- Florida Planning and Zoning Association Member

AWARDS

- NACO Achievement Award: GIS in Transportation Planning
- FHWA Environmental Excellence
- 2018 FPZA Sustainability Award: Green Master Plan

EXPERIENCE

- **Village of Palmetto Bay, FL | *Senior Planner* -** Serve as in-house planner for Building Department performing land use and zoning services including site plan reviews, staff reports and memos. Review applications and prepare variance reports for various land use requests and development scenarios.

- **Town of Cutler Bay, Community Development Department, Planning and Zoning Division, Cutler Bay, FL | *Planning & Zoning Director* -** Oversaw complex technical work and created the Comprehensive Growth Management Plan, Land Use Regulations, and other codes related to land use. Supervised department staff and managed professional planning consultants.

- **Islamorada Village of Islands, Evaluation and Appraisal Report, Islamorada, FL | *Senior Planner* -** Evaluation and Appraisal Report, periodic analysis of goals, objectives and policies of municipality comprehensive plan required by state law.

- **Village of Key Biscayne, Evaluation and Appraisal Report (EAR), Key Biscayne, FL | *Senior Planner* -** Evaluation and Appraisal Report, periodic analysis of goals, objectives and policies of municipality comprehensive plan required by state law.

- **Town of Cutler Bay, Evaluation and Appraisal Report & EAR Based Amendments, Cutler Bay, FL | *Project Manager* -** Evaluation and Appraisal Report, periodic analysis of goals, objectives and policies of municipality comprehensive plan required by state law.

- **Town of Cutler Bay, Transportation Master Plan Update, Cutler Bay, FL | *Project Manager* -** Evaluated the city's 2012 Transportation Master Plan, with updates to local LOS determinations, intersection analyses, truck routing, and planning for transit, pedestrian, and bicycle facilities. The analysis included reviewing the city's impact fees and a finalized project list incorporated into the city's Capital Improvements Program.

- **Town of Miami Lakes Mobility Fee, Miami Lakes, FL | *Senior Planner* -** Assisted in the development of the Miami Lakes Mobility Fee to support level of service standards. Perform demographic analysis, changes in growth rates, trip generation rates, and land use changes.

Allison Megrath, AICP, CNU-A

Megrath Consulting, Inc.



Contact

2026 SW 77th Terrace
Gainesville, FL 32607
352-672-4124
allison@megrathconsulting.com
www.megrathconsulting.com

Education

University of Toronto
Bachelor of Arts, Urban Studies

Professional Registration

Certified Planner (#098695), American Institute of Certified Planners, 2005

Accredited, Congress for New Urbanism, 2020

Affiliations & Honors

Member, American Institute of Certified Planners

Member, American Planning Association

Member, Congress for New Urbanism

Member, Grant Professionals Association

Former VP of Professional Development/Ethics Officer, APA Florida

Former Legislative Policy Committee Member, APA Florida

Lands Section, APA Florida

Areas of Expertise

Grant Services, Land Use/Comprehensive Planning Consultation, Zoning/Land Development Regulations Consultation, Policy Analyses, Economic Development Strategies, Community Visioning, Facilitation.

Relevant Experience

Allison Megrath is an accomplished grant writer with a track record of securing millions of dollars in funding for her clients over the past few years. With over 30 years of experience in community planning, Allison brings a unique perspective to crafting compelling narratives that enhance grant applications. Since beginning her planning career in 1993, she has developed exceptional leadership skills, which now lends itself to guiding project teams through the entire grant application process, from initial go/no-go decisions to final submission, while ensuring compliance with Notices of Funding Opportunities (NOFOs).

Allison excels at identifying and researching diverse funding sources, including government agencies, private foundations, and corporate entities, to match projects with suitable opportunities. Her ability to find funding aligns with her deep understanding of community needs and project goals. Her strategic approach helps organizations maximize funding potential and achieve their objectives.

Allison has prepared grant applications across all scales and funding amounts, ranging from $50,000 Community Planning Technical Assistance Grants to $21 million Safe Streets and Roads for All Grants. Her work spans throughout the United States and the U.S. Virgin Islands, providing life-changing opportunities for communities upon project implementation.

As a member of the Grant Professionals Association, Allison leverages her network of fellow grant writers and Federal lobbyists to deliver exceptional results and make projects known in Washington, D.C. Her dedication and expertise make her a valuable asset to any organization seeking to secure funding for impactful projects.

Sub-consultant firm and key personnel

MEGRATH CONSULTING

Led by Allison Megrath, AICP, CNU-A, Megrath Consulting, Inc. is a State-certified woman-owned consulting firm specializing in grant consulting and community planning services to support local governments in achieving their development goals. With expertise in securing funding for major capital projects and planning initiatives, we help clients leverage public funds to create vibrant, sustainable communities. Our comprehensive services include identifying grant opportunities, crafting compelling applications, and offering strategic planning and land use solutions that align with our clients' comprehensive/strategic plans, capital improvement goals, and community vision. We collaborate closely with our clients to ensure projects are well-supported from conception to completion, resulting in impactful improvements.

Community Planning: We specialize in comprehensive planning, land development code updates, and zoning. Our solutions help communities grow while balancing economic, environmental, and social needs.

Grant Writing: Our firm excels in securing funding through local, state, and federal grants. From research to proposal development, we have a proven track record of successful applications across various sectors, including infrastructure, historic preservation, fair housing, and more.

Economic Development: We assist local governments in creating strategic plans that drive economic growth, including business incentives, site development, and public-private partnerships that improve community infrastructure and promote long-term prosperity.

Megrath Consulting brings a unique combination of expertise in grant writing, strategic planning, and community development to every project. We are committed to:

- **Tailored Services:** Our team customizes services to meet the specific needs of our clients, ensuring each grant or community planning project proposal reflects the project priorities and objectives.
- **Resourcefulness & Creativity:** We think strategically and creatively to develop innovative solutions for funding and project execution.
- **Timely Execution:** We adhere strictly to timelines and deadlines to ensure that all applications are submitted on time and comply with all requirements.
- **Results-oriented:** Our firm has a strong track record of successful community planning projects and securing funding for capital projects, ensuring that projects are completed on schedule and within budget.



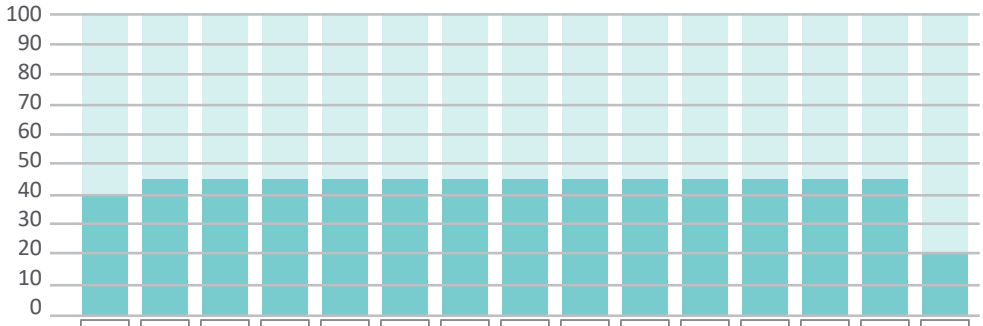
▶ Current project work listing and remaining labor commitments.

- Town of Cutler Bay
- Town of Palm Beach
- Town of Medley
- City of Homestead
- City of Sunny Isles Beach
- Village of Palmetto Bay
- City of North Miami Beach
- Village of El Portal
- City of Hallandale Beach
- City of South Miami
- Miami-Dade County

▶ Typical number of projects project managers handle at any given time.

Corradino project managers typically handle no more than 3 – 4 projects simultaneously.

▶ Projected workload of project management activities as defined in the scope of services.



	E. Ng	K. Lyon	M. Alvarez	S. Hammons	M. Duron	M. Lopez	J. Ross	M. Yurubi	D. Fergerson	K. Barua	E. Czerniejewski	D. White	V. Spatafora	C. Gonzalez	A. Megrath
AVAILABILITY	60	55	55	55	55	55	55	55	55	55	55	55	55	55	60
WORKLOAD	40	45	45	45	45	45	45	45	45	45	45	45	45	45	20

** Mark Alvarez is located within 100 miles of the City Destin.*

▶ Identify subs assigned more than five (5%) of the work.

Allison Megrath of Megrath Consulting, Inc. will be 20-25% available for this project.

TAB 4

PROJECT APPROACH, DEMONSTRATED SKILL SET, AND INNOVATIVE IDEAS THAT WILL BE USED TO ADDRESS THE SCOPE OF WORK



RFQ 24-12-CD PLANNING AND GRANT CONSULTING SERVICES

THE CORRADINO GROUP



GENERAL APPROACH TO PROVIDING SERVICES

The team, led by Edward Ng, AICP, and Mark Alvarez, is prepared to respond immediately to the city's requests. It is assumed the agency will contact Mr. Ng and Mr. Alvarez with a work assignment. Mr. Ng and Mr. Alvarez will lead key staff in developing a scope of services, a timeline, and a cost estimate to complete the designated work assignment, with a general approach that includes the following:

Project Objectives and Scoping

The Corradino Team will assign specialists to develop project objectives and the complementary scope of work with city staff in a meeting or workshop setting. The meeting will include the preliminary development of the project management work plan to functionally integrate the project elements, such as scope, schedule, budget, staffing, standards, project-specific protocols, and other elements developed during our meetings with city staff.

Project Scheduling and Workload Management

The Corradino Team will develop and maintain project schedules that meet the city's objectives and reflect activities and critical interim milestones. As part of your ongoing contract, the city can expect our team to function as an extension of its staff. We have successfully provided support in person and virtually for site plan reviews. Additionally, we have served as the Development Review Committee and Technical Review Committee staff for clients in Tennessee and other states, with our planners based in Florida. The team will work with the city to understand and forecast staffing needs and to have the appropriate staff available when assigned a project. Our current workload will be shared at the time of approach so the city can rely on us to complete assigned tasks while meeting objectives. Detailed team information will be provided to the city's project manager, who will be informed of the status of all assigned work. Work will begin upon receipt of a written notice to proceed and will be completed on time and within budget. As individual work assignments progress, each of these will have senior and technical project managers assigned to them as the point of contact, and they will handle the day-to-day operations of the assignment, working closely with the city's project manager to ensure the assignment is being conducted in the most efficient, accurate and responsive manner.

Project Budgeting and Funding Tracking

The Corradino Team will develop and provide a budget for all supported projects. The monthly invoice will summarize the status of the project budget, commitments against the budget, changes to the commitments, and the estimated project cost at completion.

Quality Assurance and Control

QA/QC processes are built into our schedules and budgets to ensure the tasks are done internally. Each project has a designated QA/QC officer separate from the project manager. Documents related to specific tasks throughout the process are reviewed on several levels at set intervals. These reviews include but are not limited to the quality of the overall document, visual presentation, clarity

of communication, and technical accuracy of data and analysis, with adherence to the comprehensive plan and land development code. All sub-consultants are required to employ the same procedures when developing deliverables. Corradino will complete a final review of sub-consultant reports, data, and deliverables before the city receives them.

General Planning Services

The firm has provided land use and growth management planning studies for numerous municipalities, including creating the first growth management plan and land development regulations for newly incorporated municipalities such as the Town of Cutler Bay, and revisions for older, established communities such as Palm Beach, Key Biscayne, North Miami Beach, and others. Our skilled team can assist the city with geographical information systems, mapping, and graphics. As planning directors and serving as general planning staff, the Corradino Team knows exactly how to operate as an extension to your Planning and Zoning Department, providing the expertise and technical skills necessary to maintain compliance with city standards and codes. While your RFP notes planning studies, planning is a diverse field, ranging from land use to economic development and even parking studies to prevent neighborhood intrusion by Spring Breakers, something we had to assist with in nearby Panama City Beach. The following provides a sample listing of subareas of planning in which we can help the city in creating lasting solutions.

- Land Use/Growth Management Planning Studies
- Site Plan and Development Reviews
- Capital Improvements Planning
- Financial/Fiscal Analysis
- Comprehensive Small Area Studies
- Urban Design Studies
- Facilities/Service Studies
- Economic Development
- Comprehensive Plan Amendments
- Plan Amendment Evaluations
- Intergovernmental Agreements
- Joint Planning Agreements
- Socio-Economic Data Estimates and Projections
- Land Development Code Regulations
- Ordinances
- GIS/Mapping/Graphic Art
- Preparation of Design Guidelines/Standards
- Review for Compliance to Design Standards/Code
- Parks, conservation, and recreation planning
- Redevelopment
- Site Plan Review



- Subdivision and Platting
- Public Safety Studies
- "Green" Planning and Design Studies
- Water Supply Planning

PLANNING APPROACH & METHODOLOGY

The core tenets of our planning practice involve implementation and sustainability, achieved through consideration of each plan from a comprehensive viewpoint. Plans must emphasize physical and emotional connectivity and accessibility and consider the human scale when addressing future public space, housing, and other growth needs. Corradino will be able to draw upon our experience with comprehensive master plans to guide the development of new policies for the city if needed and update the plans as mandated by Florida State Statutes. Corradino has written comprehensive plans, elements, and amendments, and we consistently get approval for comprehensive plan amendments and evaluation and appraisal reports without Department of Commerce comments.

Our planning practice takes a holistic approach, recognizing that quality-of-life improvements result from considering all aspects, including infrastructure and critical needs such as housing. Land Use and Transportation are inextricably linked, but we often need to re-steer the discussion to create new transportation options, as many plans call for viable options in the eyes of the community. This is particularly important as technology continues to evolve, providing us with opportunities and community desires in the form of electric vehicles, autonomous vehicles, bikeshare and scooters, options for transit and microtransit, and other micromobility options to achieve first and last-mile connectivity.

Staff assigned to this project are barrier island and coastal community regulation experts. Our work throughout Florida includes vibrant island communities, including Miami Beach, Key Biscayne, Islamorada, Sunny Isles Beach, Bal Harbour, Fort Myers Beach, Palm Beach, Key West, Treasure Island, and Fort Myers Beach. We recognize the need to balance interests in diverse communities while maintaining local quality of life. This is crucial as we prepare for the unavoidable changes brought about by climate change and the necessity for resilience. Our efforts in strategic and long-range planning have evolved over the years. As sea level rise has increasingly become a top priority for many of our clients, we have conducted resiliency and sustainability planning through updated climate change and sustainability elements and vulnerability assessments, which evaluate flooding risk for critical infrastructure and city facilities. Staff assigned to this contract are proud to have crafted some of the first comprehensive urban design elements plans for Florida communities, such as Fort Lauderdale.

Our approach to complex planning issues underpins Corradino's history of successful project delivery. In our planning processes, we first listen and then utilize our expertise to translate these issues into understandable terms for the public and elected officials, enabling them to understand opportunities and make the best decision possible. We endeavor to work with all stakeholders, including citizens, homeowner's associations, businesses, chambers of commerce, activists, and religious leaders, on an individual basis. This is typically done through multiple interaction methods, including personal meetings, workshops, and social media. We have developed online platforms using project websites and public participatory GIS tools to allow the public to provide feedback conveniently. This has been implemented for projects in Key Biscayne, Florida; Fort Lauderdale, Florida; Novi, Michigan; and other communities. In our planning work with Doral and Hallandale Beach, we used Facebook Live to reach more members of the public who couldn't be physically present. We have also employed similar techniques in our charrette exercises for the City of Fort Lauderdale, where we recently used drone footage to create virtual tours to guide conceptual planning processes.

Development Review/Current Planning Functions

Our team is adept at efficiently completing development reviews while focusing on the following: writing staff reports, developing and delivering staff presentations to boards, completing all of the administrative work, compiling applications, coordinating advertising and posting at properties, and completing a full planning and zoning board or commission executive summary package within the city's standard deadlines. We can promptly review all the city's applications and communicate with the applicants on an immediate basis, guaranteeing that all emails and telephone calls are returned on the same business day. We can process 100% of the city's variance applications. We will review applications for completeness, review per land development regulation criteria, provide comments to the applicants, work collaboratively to address them, prepare draft headers for noticing, prepare staff reports per criteria, and verbally (virtually) present applications to the Development Review Committee and the Planning Board, as well as City Commission. We finalize all code amendments, most immediately, to expand the administrative variance procedures. We can process all easement applications, review them for completeness, correspond with applicants, prepare staff reports, and prepare associated documents.



Corradino has provided similar review services for Islamorada, Homestead, Sunny Isles Beach, Cutler Bay, Palmetto Bay, South Miami, Miami, Miami Beach, Key Biscayne, Doral, Hialeah, North Miami Beach, Hallandale Beach, West Park, and Fort Lauderdale. Once given access to the traffic system, we receive applications remotely and conduct reviews. Many people have adapted to working and conducting meetings virtually during the pandemic and prefer virtual meetings over in-person ones. However, when in-person meetings are necessary, we schedule office hours to accommodate this request.

Long-Range Planning/Policy Functions

Corradino has written brand-new comprehensive plans and zoning codes, reviewed and revised older ones, and made periodic amendments as needed. The firm has also extensively developed evaluation and appraisal reports (EARs) and ear-based amendments. We have completed this work previously for the City of Key West. Amendments have included work on affordable housing, transportation, density, floor area ratio, and signage. We take pride in delivering these services thoroughly and thoughtfully, ensuring no objections will be raised in the Department of Economic Opportunity's Objections, Recommendations, and Comments (ORC) report. Our exceptional track record in this area is due to our ability to work with diverse stakeholder groups, understand each issue from their perspective, and create an amendment that considers all viewpoints while achieving the city's overall objective.

We understand that many city codes were created in different eras. Instead of being reviewed periodically and overhauled, they have been added to and amended piecemeal, often creating confusing and antiquated procedures. Corradino is familiar with dissecting administrative processes and procedures related to streamlining the review and approval processes. We understand that to the applicant, time is money. Expensive, lengthy approval processes can be frustrating and generate bulk complaints directed at planning and building departments. We aim to minimize inconveniences while offering the city a comprehensive review and approval process for planning and building codes. These codes are essential for achieving the city's desired character and quality of life and ensuring its citizens' health, safety, welfare, and building occupants.

Transportation Planning & Traffic Engineering

Corradino has also worked for local, county, and state government agencies on continuing engineering and planning services contracts for over 50 years, including transportation planning and traffic engineering services. Our transportation planning and traffic engineering practice is data-driven and bridges the connection between land use and transportation. In this rapidly evolving field, transportation planning has developed a better understanding of complete streets, complete networks, first and last-mile planning, Vision Zero, rideshare, bikeshare, and micromobility. If we harken back 10 to 15 years, many of these now-prevalent ideas were virtually unheard of in Florida.



Staff assigned to this contract have a tradition of firsts. We wrote the first complete plan and manual for any city in Miami-Dade County for South Miami. We wrote the Miami-Dade MPO's Vision Zero Plan. Our mobility fee for Miami Lakes was the first in its region and has generated millions for the city to implement sidewalks and bicycle lanes. Corradino has achieved these milestones consistently over the past decade. We closely monitor and assess emerging technologies, providing planning to integrate these new options into viable travel choices for the general public. Recently, our planners provided plans for micromobility for St. Lucie County. In other cities, we have created technology plans that evaluate everything from implementing adaptive signalization to transit technology infrastructure our clients want.

Corradino understands that many of our client communities desire to ensure a future that includes a balanced, multimodal transportation system. You can rely on us to draw upon our award-winning experience to provide options with mobility and traffic analyses, adaptive signalization and intelligent transportation systems (ITS), understanding and capabilities, transit planning for local circulator implementation, bicycle and pedestrian master planning, concurrency and impact/mobility fee analyses and policy writing, parking studies, active transportation, and complete streets.

Our studies look to improve safety, increase active transportation infrastructure and options, including for commuters, and consider education and encouragement campaigns alongside traditional engineering solutions. The key to our success in implementation is that we are a full-service firm that can carry projects from idea to inception through PD&E, design, and CEI implementation. Our familiarity with permitting procedures and a focus on providing vetting for implementation, including a deep understanding of implementation costs and grant opportunities, has led to a smoother transition as projects move from master planning to urban design to constructible engineering plans.

Our traffic engineers and transportation planners work hand in hand to create viable solutions and have been critical in our successes in ensuring day-to-day transportation planning with our clients. In Homestead, Miami Gardens, West Park, and other cities, our traffic engineers work seamlessly to ensure that traffic studies provided by applicants are carefully reviewed and considered as part of the development review process. Our engineers have collaborated with residents and business owners in Key Biscayne, Doral, Miami Beach, and other areas to assess traffic calming needs and offer alternative solutions. Continuing service contracts for rapidly growing cities must include traffic engineering. We can help the city by conducting traffic studies or serving as a traffic reviewer for development assessments. Corradino's approach to these processes starts with a defined methodology and procedure for preparing the necessary traffic analysis requirements for new developments and redevelopments in the city. Before beginning a development approval application study, the applicant must meet with city and consultant staff to determine the required type of studies and related methodology for the proposed project. Through the review process, we assist our clients with traffic management and ensure that multimodal systems are funded concurrently with the city's development.

PROJECT APPROACH FOR GRANT CONSULTING SERVICES

Megrath Consulting brings a proven track record of securing grant funding for municipal clients. With over 13 years of grant consulting services and 30 years of community planning experience, our President, Allison Megrath, AICP, CNU-A, brings knowledge and over $45 million worth of grant successes. Combining thorough research, meticulous application development, and unwavering commitment to client success, we are well-equipped to help the City of Destin achieve its funding goals and realize its vision for impactful capital projects. Our approach to grant consulting services follows.

Understanding the City's Needs and Priorities

Megrath Consulting, Inc. is committed to thoroughly understanding the City of Destin's vision, priorities, and specific needs as outlined in its Comprehensive Plan, Strategic Plan, and 5-Year Capital Improvement Plan. Our initial engagement will involve three key steps:

1. We will begin with a detailed kickoff meeting with the city's project review team and relevant stakeholders to discuss major capital projects, city council member priorities, and any identified funding gaps.



2. A thorough document review will supplement this. This will include analyzing the city's planning documents, budgets, and past grant applications to identify alignment with potential funding opportunities.
3. This initiation with the city will conclude with Megrath Consulting collaborating with city staff to map out immediate and long-term funding needs for major projects.

Grant Research and Identification

Megrath Consulting employs a structured and proactive approach to identifying the most suitable grant opportunities. We have access to several databases and networks that we will use for Destin. By leveraging our extensive grant databases, federal and state funding portals, and professional networks, we will work to identify opportunities that align with the City of Destin's projects and objectives.

We will develop and maintain a customized grant tracker for the city, outlining application deadlines, eligibility criteria, funding amounts, and other pertinent submission requirements. We refer to this spreadsheet as a funding alignment strategy that will provide a roadmap for the city for when to apply for what funding. Depending on the city's preference, we will provide regular updates on emerging funding opportunities through weekly or biweekly reports.

Grant Application Development and Submission

Our grant application process ensures compliance with all funder requirements while maximizing the competitiveness of each submission. Our standard practice includes the following steps:

- Collaborative Data Collection: Working closely with city staff, we will collect and organize project-specific information, ensuring all necessary data is accurate and current.
- Comprehensive Application Preparation: We will begin gathering and drafting grant applications, including:
  - Writing compelling narratives and funding abstracts.
  - Developing project budgets and financial documentation.
  - Completing all required standard forms and other application materials.
  - Incorporating maps, diagrams, or other visual aids as required.
  - Application branding, if appropriate.
- **Internal Review Process:** We will conduct technical reviews of every application component to ensure accuracy and alignment with funder guidelines.
- **City Approval:** As the RFQ indicates, we will commit to submitting draft proposals for city staff review two weeks before the funder deadline, incorporating feedback to produce a polished final submission. This assumes that the city has provided us with the necessary information in an agreed-upon timely manner.
- **Final Submission:** Finally, we will upload the finalized grant package to the funding agency, meeting all deadlines. The city is responsible for signing and submitting any application.

Post-Submission Support

Megrath Consulting's commitment extends beyond application submission. We will stand ready to respond promptly to funder inquiries and requests for additional information. We will work swiftly with the city and its other consultants, as required, to provide additional documentation as requested by the funding agency. We will inform the city about the progress of submitted applications and maintain contact with funders until awards are announced.

Our success depends on fostering a collaborative partnership with the city. We aim to serve as an extension of the city's team, aligning our efforts with staff workflows and priorities. We will provide capacity-building support to city staff, offering training sessions on grant research and management when requested. We will advocate for the city's strategic goals, identifying creative funding solutions that maximize public resources and advance community development.



TAB 5
REFERENCES - PAST PERFORMANCE



RFQ 24-12-CD PLANNING AND GRANT CONSULTING SERVICES

THE CORRADINO GROUP

Governmental agency references for similar Professional Services contracts for which the Respondent has completed or are in progress within the past three (3) years

Reference 1

1. **Name of agency:** City of Hallandale Beach
2. **Address:** 400 South Federal Highway, Hallandale Beach, FL 33009
3. **Contact name and telephone number:** Steven Williams, Assistant Director • 954.457.2220 Ext. 4102

Reference 2

1. **Name of agency:** City of Sunny Isles Beach
2. **Address:** 18070 Collins Avenue, Sunny Isles Beach, FL 33160
3. **Contact name and telephone number:** Amy Canales, AICP, Planning & Zoning Director • 305.792.1757

TAB 6
SUBMITTAL OF GENERAL INFORMATION AND PROCUREMENT FORMS AND DOCUMENTS



RFQ 24-12-CD PLANNING AND GRANT CONSULTING SERVICES

THE CORRADINO GROUP

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: The Corradino Group, Inc.

Federal I.D. Number: 61-0713040

A Corporation of the State of: Kentucky and Florida

Area Code: 305 Telephone Number: 594-0735

Area Code: 305 Fax Number: 594-0755

Mailing Address: 4055 NW 97th Avenue, Suite 200

City/State/Zip: Miami, FL 33178

Vendor Mailing Date: 11/27/2024

Authorized Signature

Joseph M. Corradino, AICP
Name Typed

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: The Corradino Group, Inc.

DATE SUBMITTED: 12/5/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

Joseph M. Corradino, AICP - President
Print Name



Signature

11/21/2024
Date

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: The Corradino Group, Inc.

ADDRESS: 4055 NW 97th Avenue, Suite 200

CITY: Miami STATE: FL ZIP CODE: 33178

TELEPHONE NUMBER: 305-594-0735

SIGNATURE: _____ DATE: 11/20/2024

NAME (TYPED OR PRINTED): Joseph M. Corradino, AICP

TITLE: President

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
Megrath Consulting, Inc.	2026 SW 77th Terrace Gainesville, FL 32607	AICP No. 098695	Grant Writing/Planning	

Signature Joseph M. Corradino, AICP Date: 11/20/2024

Title/Company President/The Corradino Group, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 11/25/2024

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

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

PRODUCER
Aon Risk Services, Inc of Florida
701 Brickell Avenue
Suite 3200
Miami FL 33131 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 **FAX (A/C. No.):** (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	National Fire Ins. Co. of Hartford	20478
INSURER B:	The Continental Insurance Company	35289
INSURER C:	Starr Surplus Lines Insurance Company	13604
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
The Corradino Group, Inc.
4055 NW 97th Avenue
Suite 200
Miami FL 33178 USA

COVERAGES **CERTIFICATE NUMBER:** 570109542319 **REVISION NUMBER:**

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

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Deductible $0 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			7091954803	05/01/2024	05/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $100,000 $15,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			7091954798	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp/Coll Deductible	$1,000,000 $1,000
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION						EACH OCCURRENCE AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		7091954820	05/01/2024	05/01/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
c	E&O - Professional Liability - Primary			1000600229241 Claims Made	07/11/2024	07/11/2025	Per Claim Deductible Aggregate	$2,000,000 $200,000 $4,000,000

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

RE: RFQ: Professional Planning and Grant Consulting Services, RFQ No. 24-12-CD, RFQ Due Date: December 5, 2024, 2:00 P.M.CST, 4200 Indian Bayou Trail Destin, FL 32541. City of Destin, Florida is included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. A Waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the Workers' Compensation policy.

CERTIFICATE HOLDER
City of Destin, Florida
Attn: Lance Johnson, City Manager
4200 Indian Bayou Trail
Destin FL 32541 USA

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

AUTHORIZED REPRESENTATIVE
Aon Risk Services Inc. of Florida

Holder Identifier :
Certificate No : 570109542319

©1988-2015 ACORD CORPORATION. All rights reserved
ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

SUPPLEMENTAL INFORMATION

▶ The Corradino Group Awards

Corradino has received numerous awards on groundbreaking efforts. The following provides a sample of our awards:

- 2023 - Doral Legacy Award
- 2022 - Excellence Award as the Number One Family-Owned Businesses of 2022, - ChamberSOUTH and the Mayor of Miami-Dade County
- 2022 - Award of Excellence - Best Plan, Report or Study for West Grove Affordable Housing Blueprint (APA FL, Florida Chapter Gold Coast)
- 2022 - Excellence Award as the Number One Family-Owned Business from Chamber SOUTH and Miami-Dade County
- 2020 - Environmental Social & Government Performance of the Year. Winner: Windsor Detroit Bridge Authority and the Gordie Howe Int. Bridge
- 2020 - Best Operational Transport Project. Winner: 1-595 Corridor Improvements Project, USA
- 2020 - Best Road Project. Finalist: I-95 Express Lanes Extension, USA
- 2019 - ACEC-FL | FDOT Outstanding Project Award, Design-Build Project I-75 Express Lanes
- 2014 - Outstanding Design Award of Excellence North Miami Downtown Concept Plan (APA Gold Coast Section)
- 2012 - INDOT's Business Practices Major Engineering Awards, I-69 Table Kitchen Meetings
- 2011 - Construction tech 2011 Vision Awards Engineering Silver Awarded to The Corradino Group
- 2009 - American Association of State Highway and Transportation Officials (AASHTO)'s People Choice Award for I-95 Express Lanes
- 2009 - Outstanding Smart Growth Project Award of Excellence for the City of Hialeah Automated Concurrency Management System (APA, Gold Coast Section)
- 2009 - Outstanding Transportation Study Award of Excellence Palmetto Bay Bicycle and Pedestrian Master Plan (APA Gold Coast Section)
- 2009 - TEAMFL Chairman's Award (most innovative and creative transportation project in the state of Florida) for I-95 Express Lanes Project
- 2006 - Florida Transportation Monthly (magazine), "Top 20 Consulting Firms in Florida". Corradino ranked 3rd in PD&E Contracts, and 1st in CEI Contracts
- 2004 - Florida's Best in Construction Bridge Project, Krome Avenue and Tamiami Trail in Miami-Dade County
- 2004 - Roy Kenzie Award Management Programs & Creative Partnerships Hialeah Concurrency Management Plan (Florida Redevelopment Association)
- 2004 - Outstanding Transportation Study First Place Village of Palmetto Bay (APA Gold Coast Section)
- 2002 - Phoenix Award, Recognition of Excellence in Brownfield Development, A Riverfront Reclaimed
- 2001 - Award for Outstanding Mobility Planning Project, Alton Road Traffic Calming Study for the City of Miami Beach (APA Gold Coast Section)
- 2001 - Planning Award for Outstanding Strategic Planning Project for the Miami Beach, Transportation Concurrency Management Areas to the City of Miami Beach (APA, Gold Coast Section)
- 2000 - Award of Excellence for Clearwater, "One City One Future" (APA, Florida Chapter)
- 2000 - Award of Excellence for Miami Beach, Municipal Mobility Plan to City of Miami Beach (APA, Florida Chapter)







CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 Professional Planning and Grant Consulting Services - RFQ No. 24-12-CD

2. This sworn statement is submitted by The Corradino Group, Inc.

whose business address is 4055 NW 97th Avenue, Suite 200, Miami, FL 33178 and (if applicable) Federal Employer Identification Number (FEIN) is 61-0713040 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Joseph M. Corradino, AICP and my relationship to the entity named above is President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 11/20/2024
(Signature) Date:

STATE OF __Florida__
COUNTY OF __Miami-Dade__

The foregoing instrument was acknowledged before me by means of physical presence __X__ or online notarization __, this 20th day of __November__, 20__24__,

By: Joseph M. Corradino, AICP
(Print name)

Personally known __X__ OR Produced Identification_____

Maria Elena Shepherd
Notary Signature

Seal:

Maria Elena Shepherd
Comm.: HH 605589
Expires: Oct. 23, 2028
Notary Public - State of Florida

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Joseph M. Corradino, AICP (insert name) as President (insert title) on behalf of The Corradino Group, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Joseph M. Corradino, AICP
Title: President
Nongovernmental entity: The Corradino Group, Inc.
Date: 11/20/2014

STATE OF Florida
COUNTY OF Miami-Dade

SWORN TO AND SUBSCRIBED before me X in person or _____ remote notarization by Joseph M. Corradino, AICP as President on behalf of The Corradino Group, Inc., who is personally known to me or who produced _____ as identification this 20th day of November, 2024.

Notary Public
Maria Elena Shepherd

(Notary Seal)

Maria Elena Shepherd
Comm.: HH 605589
Expires: Oct. 23, 2028
Notary Public - State of Florida

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Joseph M. Corradino, AICP	President
Name	Title

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO___X_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO_X_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: The Corradino Group, Inc.

BY (PRINTED): Joseph M. Corradino, AICP

BY (SIGNATURE): _____

TITLE: President

ADDRESS 4055 NW 97th Avenue, Suite 200

Miami, FL 33178

PHONE NO. 305-594-0735

E-MAIL Planning@corradino.com

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

The Corradino Group, Inc. CONSULTANT's Company Name	 Authorized Signature – Manual
4055 NW 97th Avenue, Suite 200, Miami, FL 33178 Physical Address	Joseph M. Corradino, AICP Authorized Signature – Typed
Same as above. Mailing Address	President Title
305-594-0735 Phone Number	305-594-0755 FAX Number
305-606-2364 Cellular Number	N/A After-Hours Number(s)
Planning@corradino.com Email address	11/20/2024 DATE


CITY OF DESTIN FLORIDA
World's Luckiest Fishing Village
THE CORRADINO GROUP
130 Richard Jackson Boulevard
Panama City Beach, Florida 32407
305.594.0735
www.corradino.com

Statement of Qualifications

Civetta Solutions



RFQ No. 24-12-CD:
Professional Planning and Grant Consulting Services

Submitted By:
Civetta Solutions LLC
Fed ID # 92-1890197
4463 Woodbridge Rd
Niceville, FL 32578
325-721-4889
civettasolutions.com

This document contains proprietary information that is confidential and privileged. It is intended solely for evaluation purposes as part of the RFQ No. 24-12-CD process and should not be distributed beyond the City of Destin's evaluation committee without prior written consent from Civetta Solutions LLC

Letter of Intent

City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541

RE: Letter of Interest for RFQ No. 24-12-CD
Professional Planning and Grant Consulting Services

Dear Members of the Selection Committee,

Civetta Solutions LLC is pleased to submit our qualifications in response to RFQ No. 24-12-CD for Professional Planning and Grant Consulting Services. As a firm rooted in urban planning, we are well-positioned to support the City of Destin's efforts to advance your community development goals.

Our team brings over 20 years of experience providing comprehensive planning, public engagement, and grant consulting services. Our Principal Planner, Cheryl Sawyers is a certified AICP professional and has a proven track record of success in Florida and Texas; we are adept at navigating state and local regulations, updating Comprehensive Plans, analyzing Land Development Codes, and facilitating impactful community engagement processes. Additionally, we have successfully secured funding through federal and state grants, leveraging resources to implement major capital projects.

Civetta Solutions is committed to being a trusted partner to the City of Destin, delivering innovative, cost-effective solutions that align with your vision for sustainable growth and development. Located within minutes from Destin, we are readily available for consultations, meetings, and project oversight with little notice.

We are confident in our ability to exceed the expectations outlined in this RFQ. We welcome the opportunity to discuss how our expertise can benefit the City of Destin and look forward to working with you.

Thank you for considering our submission. Should you have any questions, please do not hesitate to contact me at 325-721-4889 or civettasolutions@gmail.com.

Sincerely,

C Sawyers

Cheryl Sawyers, MBA, AICP
Principal
Civetta Solutions LLC

Civetta Solutions

Firm Proposal

Civetta Solutions LLC was founded from a steadfast dedication to service—both to the country and the communities that define it. For 23 years as a military spouse, the founder, Cheryl, navigated the challenges of frequent relocations, adapting to diverse environments, and supporting her family while serving alongside her spouse. Now a resident of the Emerald Coast, Cheryl brings an exceptional understanding of Destin's unique challenges, including traffic congestion and beach access issues that escalate during peak tourism seasons.

With over two decades of experience in public engagement, urban planning, and project management, Cheryl established Civetta Solutions to transform her extensive expertise into action. Notably, Cheryl's leadership in updating the City of Abilene's comprehensive plan after a 14-year gap showcased her ability to guide large-scale, multifaceted planning initiatives for a city of 124,000 residents with a retail trade area of over 300,000. This included establishing a 20-member advisory committee to represent diverse community perspectives, hosting public workshops, and integrating innovative strategies to address housing, transportation, and sustainability. Currently, Cheryl is coordinating a complex regional project with Holmes, Jackson, and Washington Counties and the Tri-County Airport Authority to align airport zoning regulations with Florida Statutes. Her ability to foster intergovernmental collaboration and develop actionable zoning ordinances highlights her proficiency in managing projects that balance regulatory compliance with economic development.

Civetta Solutions specializes in comprehensive and strategic planning, land-use and zoning analysis, transportation planning, urban design, and community engagement. To enhance its capabilities, Civetta Solutions partners with Faller, Davis & Associates, Inc., a trusted leader in environmental consulting and grant services. Together, the firms deliver expertise in environmental impact assessments, natural resource management, and innovative solutions like living shoreline designs.

FALLER, DAVIS & ASSOCIATES, Inc.
HIGHWAY ENGINEERING SPECIALISTS
DESIGN | ENVIRONMENTAL | OPERATIONS

Faller, Davis & Associates brings a proven track record of successful environmental projects to the partnership. For example, the Weedon Island Tidal Wetland Restoration project in Pinellas County, Florida, exemplifies their ability to secure funding and deliver transformative outcomes. FDA developed a feasibility study and prepared a grant application for a cooperative funding initiative (CPI) from the Southwest Florida Water Management District (SWFWMD). The awarded project, a 42-acre pilot within a 3,190-acre county preserve, includes habitat enhancements such as spoil mound removal, mosquito ditch filling, and salt marsh restoration. Currently under construction, this project demonstrates FDA's commitment to ecological restoration. Similarly, their Oyster Reef

Mat Pilot Project in Hillsborough County, funded by a grant from the Tampa Bay Estuary Program, showcases innovative approaches to shoreline stabilization and habitat creation. The project involves constructing low-profile concrete mats to reduce wave energy and promote oyster growth, blending restoration with practical solutions for shoreline management.

The partnership also benefits from the inclusion of a Destin native and skilled marine biologist who provides intimate knowledge of local ecosystems, including Crab Island and Norriego Point. This expertise ensures that environmental stewardship is seamlessly integrated into every project, delivering solutions that balance tourism demands with preservation efforts.

Rooted in Cheryl's 23 years of military family service, her local expertise, and her unwavering commitment to excellence, Civetta Solutions empowers communities through thoughtful planning and innovative problem-solving. The firm, alongside its trusted partners, transforms complex challenges into opportunities to create lasting, meaningful change.

Organizational Chart



Cheryl Sawyers, AICP
Client Service Manger/Project Manager/Principal Planner

Civetta Solutions
Community Planning & Development



Nicole Marino, CE
Project Manager/Chief Environmental Scientist

FALLER, DAVIS & ASSOCIATES, Inc.
HIGHWAY ENGINEERING SPECIALISTS
DESIGN | ENVIRONMENTAL | OPERATIONS



Allison Blakely
Project Professional/ Environmental Scientist



Brennan Wehrhahn
Project Professional/ Environmental Scientist



Tia Norman
Project Professional/ Senior Environmental Specialist



Cheryl Sawyers MBA, AICP
Principal

Education

Master of Business Administration
University of Maryland GC

Master of Science Public Relations Management
University of Maryland GC

Bachelor of Arts Communication
University of Maryland GC

Leadership in Government
University of Virginia Institute of Government

Certifications/Affiliations

AICP- Certified Planner 2022

APA Member- 2019

ICMA Affiliate Member 2020

Daily Land Use Management Activities

- Review and process land use applications, permits, and zoning requests.
- Conduct site visits and inspections to ensure compliance with zoning and land use regulations.
- Provide technical assistance and guidance to property owners, developers, and the public.
- Maintain and update land use records, maps, and databases.
- Collaborate with planning staff to evaluate development proposals and make recommendations.
- Prepare reports and presentations for planning commission and board meetings.
- Respond to public inquiries and resolve land use and zoning issues.
- Monitor and enforce land use policies and regulations to ensure orderly development.

Comprehensive Planning

- Lead the development and update of comprehensive land use plans for urban and rural areas.Conduct demographic, economic, and environmental analysis to inform planning decisions.
- Engage with community stakeholders through public meetings, surveys, and focus groups to gather input.
- Identify long-term goals and strategies for land use, housing, transportation, and infrastructure development.
- Coordinate with local, regional, and state agencies to ensure alignment with broader planning initiatives.
- Develop land use policies and recommendations to promote sustainable growth and development.
- Prepare detailed planning documents, maps, and reports for public review and adoption.

Transportation Planning

- Coordinate land use plans with transportation systems to ensure accessibility to homes, workplaces, schools, and amenities.
- Planning for safe and accessible pedestrian and bicycle networks, including sidewalks, and bike lanes.
- Ensures transportation projects comply with environmental regulations and minimize ecological impact.
- Coordinates comprehensive public engagement initiatives to inform transportation planning.
- Organizes public meetings, workshops, and online forums to gather community input and feedback.
- Develops comprehensive transportation plans that align with a region's growth and land-use objectives.
- Ensures transportation investments support economic growth by improving connectivity to key areas.

Grant Writing/Consulting

- Developed and administered grant proposals for infrastructure, economic development, and community facilities, benefiting underserved populations and ensuring HUD compliance. (CDBG)
- Managed grants for affordable housing projects, coordinating stakeholders to maximize community impact. (HOME)
- Secured and administered grants to preserve and rehabilitate historic properties, ensuring compliance and promoting cultural heritage.

FALLER, DAVIS & ASSOCIATES, Inc.
HIGHWAY ENGINEERING SPECIALISTS
DESIGN | ENVIRONMENTAL | OPERATIONS



NICOLE I. MARINO, CE

Project Manager
Chief Environmental Scientist

FDOT Standard Job Class

- Chief Scientist
- Project Manager 3

Years of Experience

- 30 years total; 16 years with FDA

Certifications/Special Training

- Certified Ecologist
- Authorized Gopher Tortoise Agent
- PD&E and WQIE Training
- SWFWMD Seasonal High Ground Water Table Workshop
- Florida Professional Educator's Certificate (Biology)
- Florida Stormwater, Erosion and Sediment Control Inspector
- USFWS Endangered Species Act Training
- USFWS-qualified Caracara Observer
- NEPA Assignment Training

Education

- BS (Botany), University of South Florida, 1994
- Washington Business School, 1989

Affiliations

- Florida Native Plant Society
- Ecological Society of America
- Florida Engineering Society

INTRODUCTION

Ms. Marino has experience ranging from PD&E studies to environmental support for design and construction of public infrastructure and restoration projects. Nicole has worked extensively in all aspects of state and federal environmental permitting for wetlands and wildlife. Her field skills include environmental site reviews for assessment of habitats and species use, and mapping of habitat types. Nicole has been the lead scientist for vegetation surveys in uplands, freshwater and marine environments. She is skilled in establishing wetland limits for survey as well as aerial delineations. She leads wildlife surveys for listed and protected species, and conducts gopher tortoise relocation efforts. She has worked on mitigation projects from initial permitting, design, construction, and monitoring. Nicole has experience in the analysis of wildlife habitat connectivity on a regional and project level, identification of wildlife crossing locations, and development of crossing designs.

PROJECT EXPERIENCE

District-Wide Environmental Permit Design Support Consultant (C9X49), FDOT District 1

Ms. Marino served as Project Manager. The project provided support to the District 1 Environmental Permits Office on a task work order (TWO) basis. Various TWOs included services related the preparation of environmental resource permits including field work, application preparation and permit plan preparation. Also included was the review of phase submittals in ERC and providing comments via ERC for permit applicability, pre-application meeting needs, and species permitting required. Miscellaneous task work orders included the preparation of plan details for retrofitting bridges with wildlife shelves, updates to GIS maps for wildlife crossing enhancement opportunities on roadways, analysis of wildlife crossing designs and locations, and investigating methods for attaching wildlife cameras to bridge structures to monitor wildlife movement.

Weedon Island Tidal Wetland Restoration Post Design Services, Pinellas County Public Works Department

Ms. Marino serves as Chief Environmental Scientist and Project Manager for post design services for a restoration project within the Weedon Island Preserve. The project is a cooperatively funded effort between Pinellas County and the Southwest Florida Water Management District (SWFWMD). Restoration of 42-acres of mangrove habitat will be achieved through the removal of upland spoil mounds and planting of salt tern vegetation. Water quality enhancements will occur through selective filling, dredging and de-silting of existing ditches. Ms. Marino's responsibilities include site visits to document environmental permit compliance, CEI coordination, review of contractor's requests for additional information related to design plans and site conditions, coordination with the engineer of record, progress reporting to the County, tracking of project progress using GIS shapefiles, and attendance at bi-weekly construction progress meetings.

District-Wide General Engineering Consultant (C9N04), FDOT District 7

Ms. Marino has provided seagrass habitat assessments and delineations for bridge projects, reviewed plans through the ERC system relative to permitting requirements and listed and protected species and habitats, and has performed special projects such as underwater hydroacoustic impact studies, eagle monitoring during construction, and osprey nest relocation. She has prepared statements of findings for the USACE and prepared applications for ERPs, Section 404 and Section 10 permits, and prepared sovereign submerged lands easement applications. As a subconsultant, FDA is providing a wide range of engineering and environmental services to assist in executing projects.

FALLER, DAVIS & ASSOCIATES, Inc.
HIGHWAY ENGINEERING SPECIALISTS
DESIGN | ENVIRONMENTAL | OPERATIONS



ALLISON BLAKELY
Environmental Scientist

FDOT Standard Job Class
- Environmental Specialist

Years of Experience
- 7 years total; 7 years with FDA

Certifications/Special Training
- Authorized Gopher Tortoise Agent
- Florida Stormwater, Erosion and Sediment Control Inspector
- Aquatic Herbicide Applicators License
- USFWS-qualified Caracara Observer

Education
- BS (Environmental Biology), University of South Florida, 2017

INTRODUCTION
Ms. Blakely has worked on a variety of ecological projects including surveying, monitoring and assessing floral and faunal species in terrestrial and aquatic environments, wetland jurisdictional determinations and permitting, and composition of GIS databases, maps and reports. She is an Authorized Agent for Gopher Tortoise survey, mechanical excavation and hand dig, is a qualified Audubon's crested caracara and American kestrel observer, experienced in performing sand skink surveys, and has monitored bald eagle nests during construction. In addition, she has knowledge of state and federal permitting guidelines and environmental permit compliance inspections for active construction projects.

PROJECT EXPERIENCE
District-Wide Environmental Support for Construction (BE374), FDOT District 7
Environmental Scientist for the project which involves all environmental services associated with construction projects in District 7. Ms. Blakely is responsible for Federal, State, and local permit compliance inspections, erosion control inspections, and as-built review and processing. Ms. Blakely developed a training session and provides training to construction staff to assist in complying with the Standard Protection Measures for the Eastern indigo snake. She prepares monitoring reports for submittal to USFWS upon project completion. Additional responsibilities include agency coordination for non-compliance issues, review of construction documents for agency submittal in accordance with permit conditions, and providing recommendations to the CEI to bring the project into compliance.

District-Wide Gopher Tortoise Support Services (BEE06), FDOT District 7
Ms. Blakely serves as the Deputy Project Manager and as an Authorized Agent for gopher tortoise services. Ms. Blakely's responsibilities include monthly reviews of the Department's letting plan to review and prioritize projects with potential gopher tortoise involvement on all construction projects in District 7. Primary services include conducting burrow surveys, agency permitting, and coordination with tortoise recipient site managers for transportation of tortoises from excavation sites to recipient sites. Also included are the development of plans for exclusionary fence placement, oversight of installation and scheduling periodic monitoring for maintenance needs.

Crystal River/Kings Bay Vegetation Mapping and Evaluation, Hernando County, Southwest Florida Water Management District
Ms. Blakely served as Environmental Scientist and participated in data collection, species identification, data input and photographic data collection. The project involved the evaluation of the submerged aquatic vegetation (SAV) within Kings Bay/Crystal River following methods previously developed to better understand the spatial and temporal patterns of SAV abundance as related to salinity fluctuations, water chemistry and other ecological variables. The information collected will be used in considering the need for or feasibility of restoring native SAV species. Vegetation of interest included both freshwater and saltwater-tolerant species. Field data was collected via snorkeling to characterize the biomass and coverage of SAV by species at 71 established sites.

FALLER, DAVIS & ASSOCIATES, Inc.
HIGHWAY ENGINEERING SPECIALISTS
DESIGN | ENVIRONMENTAL | OPERATIONS



BRENNAN WEHRHAHN
Environmental Scientist

FDOT Standard Job Class
- Environmental Specialist

Years of Experience
- 8 years total; <1 year with FDA

Certifications/Special Training
- Florida Stormwater, Erosion and Sediment Control Inspector
- PADI Open Water Diver
- American Red Cross CPR
- RCW Survey training – Jackson Guard
- Diamondback Terrapin Survey training- USFWS
- AAUS Scientific Diver Training
- Aquatic Herbicide Applicators License

Education
- BA Maritime Studies, University of University of West Florida, 2017

INTRODUCTION
Mr. Wehrhahn has experience in seagrass and submerged aquatic vegetation surveys, emergent and shoreline grasses surveys, oyster research and restoration, living shoreline restoration and survey, submerged hazardous material surveys, and water quality management. He has overseen and led teams of biologists to complete large-scale seagrass and oyster restoration projects across the state, including the largest oyster shoreline in Northwest Florida. Mr. Wehrhahn has contributed to thousands of feet of restored oyster reef and was the first person in Hillsborough County to recycle oyster shell for conservation. He has conducted surveys for listed and protected species and conducted surveys and removal of invasive flora species statewide. Additional skills include project management, underwater survey, aquaculture, mitigation site monitoring, scientific and grant writing, removal of invasive lionfish, and vessel and equipment maintenance. Prior to joining FDA Brennan has overseen marine conservation projects across the state, including the founding a 501(c)(3) organization for the removal of marine pollution.

PROJECT EXPERIENCE
Weedon Island Tidal Wetland Restoration Post Design Services, Pinellas County Public Works Department
Mr. Wehrhahn serves as an Environmental Scientist for a restoration project within the Weedon Island Preserve. The project is a cooperatively funded effort between Pinellas County and the Southwest Florida Water Management District (SWFWMD). Restoration of 42-acres of mangrove habitat will be achieved through the removal of upland spoil mounds and planting of salt tern vegetation. Water quality enhancements will occur through selective filling, dredging and de-silting of existing ditches. Brennan's responsibilities include site visits to document environmental permit compliance, CEI coordination, review of contractor's requests for additional information related to design plans and site conditions, tracking of project progress using GIS shapefiles, and attendance at bi-weekly construction progress meetings. Photo documentation of pre- and post-construction is required.

I-275 Skyway Wave Attenuation Device Mitigation Monitoring, Manatee County, FDOT D1
Mr. Wehrhahn serves as an Environmental Scientist. This site is an 8-acre mitigation project designed to reduce high wave energy and promote conditions favorable to seagrass recruitment and establishment within Tampa Bay. Mr. Wehrhahn conducts seagrass monitoring events, performs data analysis and seagrass habitat mapping following the monitoring events. Quantitative data is collected using quadrats and transects and photodocumention is recorded at permanently established photo stations. Reports for the U.S. Army Corps of Engineers and Southwest Florida Water Management District are prepared.

Choctawhatchee Basin Alliance: Northwest Florida State College (August 2019- July 2022)*
Mr. Wehrhahn served as a Watershed Ecology Specialist and was responsible for water quality management and shoreline restoration and research. Here Mr. Wehrhahn monitored 113 water quality sites within the Choctawhatchee Bay watershed for monthly sampling and collected and comprised data for annual water quality reports. Mr. Wehrhahn was also responsible for managing teams of interns, entry level staff, and citizen scientists for the survey, research, and restoration of oyster shorelines, including Live Oak Point, the largest living shoreline project in Northwest Florida. Mr. Wehrhahn also led teams of biologists to conduct seagrass surveys for USFWS research.

*Experience prior to joining FDA

FALLER, DAVIS & ASSOCIATES, Inc.
HIGHWAY ENGINEERING SPECIALISTS
DESIGN | ENVIRONMENTAL | OPERATIONS



TIA NORMAN

Senior Environmental Specialist

FDOT Standard Job Class

- Senior Environmental Specialist

Years of Experience

- 17 years total; 3 years with FDA

Certifications/Special Training

- Hydric Soils Training Completion
- Professional Association of Diving Instructors (PADI) Advanced SCUBA Diver
- USFWS-qualified Caracara Observer

Education

- BS (Environmental Science), University of South Florida, 2007

INTRODUCTION

Ms. Norman has experience with Environmental Resource Permits, Section 404 Dredge/Fill Permits, PD&E studies, Environmental Assessments, and Environmental Impact Statements pursuant to the National Environmental Policy Act (NEPA). Responsibilities associated with preparing NEPA and permitting documents have included coordinating with USACE, water management districts, USFWS, FDEP, FWC, and local governments. She has been involved with numerous roadway and airport improvement projects including clearing of safety areas, capital improvement programs, runway extensions and roadway expansions. Project activities have included threatened and endangered species assessments, wetland evaluations, wetland jurisdiction determinations, wetland mitigation design, submerged aquatic vegetation surveys, and GIS analysis and mapping.

PROJECT EXPERIENCE

District-Wide Environmental Permitting Support (CAR22), FDOT District 1

Ms. Norman serves as Project Manager as well as the In-House Support Staff for the District One Permits Office. Services provided through this contract include environmental permit support (i.e., ERP, Section 404, NPDES, USCG, etc.), coordination with the regulatory agencies, permit application package reviews and preparation, permit determinations through ERC reviews, and mitigation bank coordination. Project management duties include development of Task Work Orders, invoicing, and budget tracking.

SR 35 (US 98) from North of West Socrum Loop Road to South of CR 54 (FPID 436673-1), Polk County, FDOT District 1

Lead Environmental Scientist for the project that involves the widening of SR 35 (US 98) in Polk County from north of West Socrum Loop Road to south of County Road 54 (CR 54). A PD&E study was conducted to evaluate roadway and safety improvements. As part of the PD&E study, Ms. Norman led the environmental data collection efforts required to prepare the Natural Resource Evaluation report, Environmental Ponds Siting Report and natural resource sections of the Type II Categorical Exclusion. Data collection included establishing wetland limits and seasonal high water elevations for the mainline and offsite ponds, and habitat mapping.

Van Dyke Road Widening from Whirley Road to Suncoast Parkway PD&E and Design, Hillsborough County, Hillsborough County BOCC

Ms. Norman serves as Lead Environmental Scientist. The project involves the widening of Van Dyke Road and the extension of the Upper Tampa Bay Trail. The project involves preparing a Natural Resources Evaluation report to support the PD&E study. Ms. Norman is also performing wetland jurisdictional determinations, listed wildlife surveys, preparation of environmental permit applications, mitigation site plan development, and regulatory agency coordination.

US 27 (SR 25) Interchange at I-4 (SR 400) from South of Ernie Caldwell Blvd. to Ritchie Rd. and I-4 (SR 400) Auxiliary Lanes, Polk County, FDOT District 1

Ms. Norman serves as the environmental lead and Senior Environmental Specialist. The purpose of this project is to provide a Project Development and Environment (PD&E) Study, then design and prepare construction contract documents necessary for improvements to I-4 at US 27. The environmental services include the following: mapping of land uses, soils and suitable habitat areas for gopher tortoise, Southeast American kestrel and sand/blue-tailed mole skink, performing gopher tortoise and listed plant surveys, analysis of impacts to skink habitat and gopher tortoise burrows, consultations for sand skinks, and development of silt fence protection plans.

Availability

Availability, Location, and Workload of the Proposed Team

Civetta Solutions is located less than 14 miles from the proposed project site, ensuring proximity and availability for in-person coordination and engagement as needed. The current workload is focused on a single Florida Department of Transportation (FDOT) project as a sub-consultant. This project involves drafting ordinances and comprehensive plan amendments for three counties in the Florida Panhandle that currently lack airport hazard zoning ordinances, ensuring compliance with Chapter 333 of the Florida Statutes. This project is scheduled to conclude in early 2025, freeing additional capacity for future commitments.

Typical Number of Projects

Civetta Solutions' key project managers typically manage an average of 10 projects per year. These include work for private citizens and sub-consultant roles for larger firms. This experience demonstrates the team's ability to balance multiple projects effectively while delivering high-quality results.

Projected Workload of Project Management

With the current FDOT project nearing completion in early 2025, Civetta Solutions will have significant capacity to dedicate to the proposed project. The firm's track record of managing simultaneous projects ensures that project management activities outlined in the scope of services will be conducted efficiently and effectively, with a focus on timely delivery and adherence to all requirements.

Significant Services of Sub-Consultant

Faller, Davis, and Associates, Inc., based in Tampa, FL, will provide environmental services for the project to meet the City of Destin's specific needs. This firm is a trusted partner with substantial expertise in environmental assessments and compliance. Their role is anticipated to account for more than 5% of the total project scope, ensuring a high standard of environmental service delivery.

Civetta Solutions is confident in its ability to handle the proposed work scope while leveraging its proximity, expertise, and proven capacity for managing complex projects.

Work Plan

Professional Planning & Grant Consulting Services



Our team's expertise spans a wide range of planning services, from comprehensive planning and land development code reviews to securing critical funding through federal, state, and private grants.

We recognize the importance of leveraging external funding to complement local resources and ensure the successful implementation of critical infrastructure projects. Our innovative approach combines detailed research, strategic planning, and collaborative engagement with City staff, stakeholders, and funding agencies. Through our strong grant writing skills, data-driven methodologies, and creative problem-solving, we will not only identify and secure funding but also provide tailored solutions that align with the City's goals, ensuring that each project is set up for success. Our team is committed to maximizing the impact of every dollar secured, enhancing community value, and helping the City achieve its long-term vision.

Our work plan includes six phases with four key focus areas: 1) contract initiation, 2) planning services, 3) grant consulting, and 4) stakeholder engagement. After contract execution, a kickoff meeting will address priorities and communication. The plan below outlines our approach to goals, timelines, and deliverables.

Phase 1: Contract Initiation and Relationship Building (Months 1–3)

Goals and Objectives

- Establish a collaborative working relationship with City staff and stakeholders.
- Develop a shared understanding of expectations, priorities, and the regulatory framework governing planning and grant activities.

Approach

1. **Kickoff Meeting and Strategic Planning**

- Conduct a comprehensive kickoff meeting with the City Manager, Community Development Director, department heads, and relevant staff.
- Identify key priorities, challenges, and anticipated deliverables.
- Establish a detailed project communication protocol, including points of contact, escalation processes, and meeting schedules.

2. **Comprehensive Policy and Document Review**

- Analyze the City's Comprehensive Plan, Land Development Code (LDC), Development Orders, and previous grant documentation.
- Evaluate recent planning studies, transportation data, and stakeholder input reports to identify existing gaps and areas of opportunity.

Phase 1: Contract Initiation and Relationship Building (Months 1–3)

Approach (Continued)

3. **Data and Resource Inventory**

- Create an inventory of available data, including GIS layers, traffic impact studies, demographic reports, and community engagement results.
- Identify additional data requirements to fill knowledge gaps.

4. **Project Management Tools and Reporting Structure**

- Implement a project management system to track deliverables, timelines, and approvals.
- Develop templates for reporting progress and results to City staff and leadership.

Deliverables

- Kickoff Meeting Summary: Includes priorities, protocols, and a strategic plan outline.
- Baseline Assessment Report: Summary of current policies, data, and potential areas for immediate improvement.

Custom Project Management Plan: Includes tools, reporting templates, and a detailed schedule.

Phase 2: Professional Planning Services Execution (Months 4–60)

Goals and Objectives

- Deliver comprehensive planning services to support the City's Community Development Department in compliance, project review, and long-term planning.
- Provide technical expertise to enhance transportation planning, LDC updates, and Comprehensive Plan alignment.

Approach

1. **Development Order Review**

- Actionable Compliance Checks: Conduct in-depth reviews of project submittals for compliance with the LDC, ensuring clarity by referencing specific code sections.
- Collaborative Review Process: Actively participate in Technical Review Committee (TRC) meetings to provide recommendations and ensure alignment between project outcomes and City standards.
- Timely Feedback Delivery: Provide review summaries and comment letters within two business days of TRC meetings to keep projects moving forward.

2. **Comprehensive Plan Maintenance and Support**

- Data-Driven Analysis: Use GIS and demographic studies to prepare amendments to the Comprehensive Plan.
- Public Engagement: Organize workshops, town hall meetings, and focus groups to ensure that amendments reflect community input.
- Evaluation and Appraisal Reports (EAR): Prepare detailed EARs every five years, including metrics for evaluating progress and recommendations for future updates.



3. **LDC Updates and Maintenance**

- Code Modernization: Conduct biannual audits of the LDC to ensure compliance with state legislative updates and emerging best practices.
- Targeted Amendments: Collaborate with staff to draft and present proposed amendments, with clear explanations of their benefits and implications.

4. **Transportation Planning**

- Impact Study Review: Analyze traffic impact studies submitted with development applications, ensuring accurate modeling and compliance with multimodal goals.

- Mobility Fee Development: Collaborate with City staff to design or revise mobility fee structures to promote equitable transportation funding.
- Long-Term Planning: Conduct multimodal transportation studies to identify opportunities for improved connectivity and safety.

Deliverables

- Development Order Review Reports: Monthly summaries of project reviews.
- Comprehensive Plan Amendments: As required, with all supporting documentation.
- LDC Audit Reports: Biannual updates with recommended amendments.
- Transportation Studies: Completed analyses and recommendations for City adoption.

Phase 3: Grant Consulting Services (Months 4–60)

Goals and Objectives



- Maximize funding opportunities for the City's capital projects by identifying, preparing, and submitting high-quality grant applications.
- Leverage local, state, and federal grant opportunities to support projects such as utility undergrounding, stormwater improvements, park redevelopment, transportation infrastructure/ calming, multi-modal pedestrian paths, and environmental sustainability.
- Establish a sustainable grants process for ongoing success.

Approach

1. **Grant Opportunity Research and Tracking**

- Research Funding Sources: Identify and evaluate available grants from federal, state, and private entities that align with the City's CIP projects. Prioritize funding opportunities based on project timelines and eligibility criteria for:
    - **Beach Acquisition and Cross-Town Connector:** Seek transportation and infrastructure grants to support the completion of these projects, including multimodal planning and traffic studies.
    - **Utility Undergrounding and Stormwater Improvements:** Target environmental and infrastructure grants for utility undergrounding initiatives and stormwater improvements, ensuring alignment with state and federal funding priorities.
    - **Pickleball Courts, Parks, and Recreation Areas:** Identify grants for community recreation facilities and park enhancements, including matching funds and partnership opportunities for projects such as the renovation of Joe's Bayou Recreation Area and Norriego Point Park Phase III.
    - **Transportation Initiatives (Linear Trail/Sun Trail and Crosstown Connector):** Target FDOT and other state funding opportunities for transportation planning and trail development.
    - **Triumph Gulf Coast Grant:** Leverage funding for a transformative project that diversifies the City's economy by creating permanent jobs, fostering educational partnerships, and supporting tourism through strong stakeholder and partner relationships.
- Build a centralized grants database to track opportunities, deadlines, and outcomes.

2. **Grant Writing and Application Development**

- Customized Applications: Draft compelling narratives and develop detailed budgets tailored to each grantor's priorities.
- Stakeholder Collaboration: Engage City staff, community organizations, and external partners to strengthen applications.
- Graphic Enhancements: Use charts, graphs, and infographics to present complex information effectively.

3. **Collaboration with City Staff and Stakeholders**



- Engage with City Management: Work closely with City staff to ensure grant applications reflect the most current project information and align with the City's needs. Facilitate strategy sessions with the City's management team to identify potential community partners for collaborative grants, and advise on securing letters of support and required documentation.
- Public Workshops and Community Engagement: Organize workshops, webinars, or community meetings to foster support for key projects and ensure community buy-in for grant applications, particularly for projects like park improvements and stormwater initiatives

4. **Grant Proposal Review and Submission**

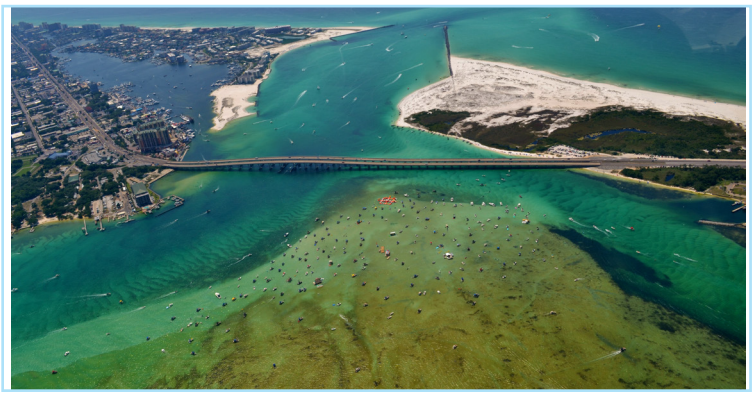
- Review Process: Provide a full proposal review at least two weeks prior to the submission deadline, allowing City staff time to review, provide feedback, and make necessary revisions.
- Final Proposal Submission: Submit the completed application package to the funding agency after final approval from City staff, ensuring all components of the application meet the funder's requirements. This includes digital and paper copies of the grant application for City personnel.
- Tracking and Documentation: Provide the City with copies of all submitted grant applications, including any supplementary documents such as memorandums of understanding, letters of support, and project budgets.

5. **Grant Monitoring and Reporting**

- Post-Submission Follow-Up: Monitor the progress of submitted grants by staying in contact with the grant-making organization, responding to requests for additional documentation or clarification as needed. Provide ongoing support throughout the grant review process, ensuring that the City's applications remain competitive.
- Status Updates and Reporting: Prepare quarterly reports to the City on the status of submitted grants, including any updates from funding agencies. Provide analysis of any denials or feedback from grantors and make recommendations for future submissions.

6. **Annual Grant Outcomes and Summary**

- Annual Report: Provide an annual summary of all grants applied for under the City's CIP, including the outcome of each request (whether awarded, denied, or pending). This report will also include an assessment of funding successes and challenges.



- Continuous Improvement: Based on grant outcomes and lessons learned, refine future grant writing strategies to ensure continuous improvement in securing funding for the City's priority capital projects.

Deliverables

- Grant Opportunity Research Reports: Providing a list of relevant grant programs with deadlines, eligibility requirements, and recommendations.
- Completed Grant Applications: Including Pickleball Courts, Crosstown Connector, Stormwater Improvements, and other CIP initiatives.
- Quarterly Grant Status Reports: Updates on grant progress, including any requests for additional information from funding agencies.
- Annual Grant Outcomes Report: Summary of grants applied for, funding outcomes, and next steps.

Phase 4: Stakeholder Engagement and Community Outreach (Ongoing)

Goals and Objectives

- Foster transparency and build community trust in planning and grant-related activities.
- Ensure public input shapes City priorities and outcomes.

Approach

1. **Public Engagement Events**
- Host quarterly workshops and open houses on key projects and Comprehensive Plan updates.
- Develop user-friendly materials to educate the public on planning initiatives.
2. **Community Surveys and Feedback Mechanisms**
- Conduct annual surveys to gather resident feedback on transportation, land use, and other planning priorities.
3. **Stakeholder Partnerships**
- Identify and collaborate with local organizations and regional agencies to enhance grant applications and planning studies.

Deliverables

- Workshop Summaries: Including attendance, feedback received, and action items.
- Survey Reports: Annual summaries with analysis of trends and insights.
- Partnership Directory: A living document of engaged stakeholders.



Phase 5: Quality Assurance and Continuous Improvement (Ongoing)

Goals and Objectives

- Maintain exceptional quality and adapt to the City's evolving needs.

Approach

- Conduct monthly internal audits of deliverables for compliance and quality.
- Host quarterly review meetings with City leadership to evaluate performance and adjust strategies.

Deliverables

- Quarterly Performance Reports: Summarizing progress and challenges.
- Annual Strategic Adjustments: Updates to the work plan based on City feedback.

Phase 6: Final Closeout and Knowledge Transfer (Months 57–60)

Goals and Objectives

- Ensure the City is equipped with resources and knowledge for continued success.

Approach

- Develop a comprehensive final report summarizing all activities, outcomes, and recommendations.
- Host training sessions for City staff on best practices and lessons learned.

Deliverables

- Final Summary Report: Includes recommendations for future initiatives.
- Training Materials: For ongoing use by City personnel.

References

Dawn McDonald, AICP
Senior Planner
Washington County, FL
1331 South Boulevard
Chipley, Florida 32428
dmcdonald@washingtonfl.com
(850) 415-5093

Kim Cole Sweazy
Director of Community Development
Jackson County, FL
4979 Healthy Way, Suite B
Marianna, FL 32446
sweazyk@jacksoncountyfl.gov
850-482-9083

Civetta Solutions

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Civetta Solutions LLC

Federal I.D. Number: 92-1890197

A Corporation of the State of: Florida

Area Code: 325 Telephone Number: 721-4889

Area Code: _____ Fax Number: _____

Mailing Address: 4463 Woodbridge Rd

City/State/Zip: Niceville, FL 32578

Vendor Mailing Date: 4 Dec 2024

C Sawyers
Authorized Signature

Cheryl Sawyers
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:		Check One	
Name:	Cheryl Sawyers	Corporation	
Address:	4463 Woodbridge RD	Partnership	
City, State, Zip:	Niceville, FL, 32578	Individual	
Telephone No.:	325-721-4889	Other	X
Email:	civettasolutions@gmail.com		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   Civetta Solutions LLC

   The address of the principal place of business is:
   4463 Woodbridge Rd, Niceville, FL 32578

2. If Respondent is a corporation, answer the following: NA

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: 1 Jan 2023

   b. Name, address and ownership units of all partners:

   Cheryl Sawyers, 4463 Woodbridge Rd, Niceville, FL, 32578

   c. State whether general or limited partnership: Florida

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?

   2 Years

   Under what other former names has your organization operated?

   N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   L24000017081- State of Florida Department of State

   EIN: 92-1890197

   AICP: 34640

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No, all work awarded or contracted to me or my company has been completed in

   accordance with all agreed upon terms, on time, and within budget.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
Cheryl Sawyers, AICP, brings two decades of program management experience and a wealth of expertise to her role as a certified planner.Holding an MBA and a Master's in Public Relations Management, Cheryl has worked across federal, (see insert sheet)

10. State the name of the individual who will have personal supervision of the work:
Cheryl Sawyers

11. State the name and address of attorney, if any, for the business of the Respondent:
N/A

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
N/A

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
N/A

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	1
b.	Non-Governmental Related Work	1
	Total Work (a +b):	2

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
Bank of America	1158 John Sims Pkwy E, Niceville, FL 32578	(850) 897-1528

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

We employ a systematic and transparent approach to ensure effective project management, cost control, and timely delivery. We use project management software, regular progress review team meetings, milestone tracking, and consistent communication with clients to ensure alignment with project objectives. (See insert sheet for cont'd)

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

Quality checks are integrated at every milestone to ensure deliverables meet high standards. Transparent reporting and consistent collaboration with stakeholders foster trust and enable swift resolution of any challenges, ensuring the project stays on track.

18. What will be your turnaround time for written responses to City inquires?

Simple Requests 1–2 business day; Moderately Complex Requests 3–5 business days
Complex or Detailed Requests 5–10 business days, depending on the level of effort required

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Cheryl Sawyers

(Title) Principal

STATE OF Florida
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 4th day of December, 2024,

By: Cheryl Sawyers
(Print name)

Personally known ____ OR Produced Identification FL Drivers License

Scott Miller
Notary Signature

Seal:

NOTARY PUBLIC STATE OF FLORIDA

SCOTT O. MILLER
Commission # HH 245553
Expires July 28, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT
Insert Sheet

Page 22

9. Cheryl Sawyers, AICP, brings two decades of program management experience and a wealth of expertise to her role as a certified planner. Holding an MBA and a Master's in Public Relations Management, Cheryl has worked across federal, state, and local government levels before establishing her own planning firm. During her tenure with the Texas Department of Transportation (TxDOT), she directed internal and external communications for a $155 million construction and maintenance operation, serving over 400,000 residents across 13 counties in the Abilene District. She also represented TxDOT at Abilene Metropolitan Planning Organization board meetings, where she addressed inquiries, presented information, and collaborated with stakeholders to advance transportation planning initiatives. As the Planning and Development Division Manager for the City of Abilene, she led strategic planning, zoning, and community development programs for a community of 124,000 residents, ensuring alignment with city objectives and regulatory standards to promote sustainable growth. In addition to her professional achievements, Cheryl is an active volunteer on various non-profit boards, where she provides expertise in strategic planning, organizational development, and grant writing to support local initiatives. Her diverse background and commitment to community development position her as a highly skilled leader and planner.

Page 23

16. **Budgeting Control:** We develop detailed budgets during project scoping to provide accurate cost estimates. Real-time expense tracking ensures spending aligns with the approved budget, and monthly variance analyses identify and address discrepancies. Any changes to scope or budget are managed through a documented change order process.
Adherence to Schedule: A comprehensive work plan with clearly assigned tasks and timelines ensures efficient project execution. Critical tasks are identified using the Critical Path Method (CPM) to mitigate delays.

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: Civetta Solutions LLC

DATE SUBMITTED: 4 Dec 2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
RFQ 24-12-CD	8 Nov 2024		
RFB 24-12-CD	21 Nov 2024	#1	21 Nov 2024

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ 24-12-CD

2. This sworn statement is submitted by
Civetta Solutions LLC

whose business address is 4463 Woodbridge Rd, Niceville Fl 32578
and (if applicable) Federal Employer Identification Number (FEIN) is
92-1890197 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
467-97-4815

3. My name is Cheryl Sawyers and my relationship to the entity named above is Owner and Principal

4. CS I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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. CS I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(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. CS 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 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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. CS 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 n 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)

CS 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.

CS 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)

CS The person or affiliate was placed on the convicted vendor 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 vendor list. (please attach a copy of the final order)

CS The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

C Sawyers 4 Dec 2024
(Signature) Date:

STATE OF Florida
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of ✓ physical presence __ or online notarization __, this 4th day of December, 2024,

By: Cheryl Sawyers
(Print name)

Personally known ____ OR Produced Identification FL Drivers License

Scott Miller
Notary Signature Seal:

NOTARY PUBLIC STATE OF FLORIDA

SCOTT O. MILLER
Commission # HH 245553
Expires July 28, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: Civetta Solutions LLC

ADDRESS: 4463 Woodbridge Rd

CITY: Niceville STATE: FL ZIP CODE: 32578

TELEPHONE NUMBER: 325-721-4889

SIGNATURE: C Sawyers DATE: 29 Nov 2024

NAME (TYPED OR PRINTED): Cheryl Sawyers

TITLE: Principal

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO__X__

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO__X__

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: Civetta Solutions LLC

BY (PRINTED): Cheryl Sawyers

BY (SIGNATURE): C Sawyers

TITLE: Principal

ADDRESS 4463 Woodbridge Rd, Niceville FL 32578

PHONE NO. 325-721-4889

E-MAIL civettasolutions@gmail.com

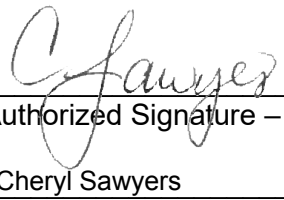
THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Civetta Solutions LLC	
CONSULTANT's Company Name	Authorized Signature – Manual
4463 Woodbridge Rd, Niceville FL 32578	Cheryl Sawyers
Physical Address	Authorized Signature – Typed
4463 Woodbridge Rd, Niceville FL 32578	Principal
Mailing Address	Title
Phone Number	FAX Number
325-721-4889	325-721-4889
Cellular Number	After-Hours Number(s)
civettasolutions@gmail.com	29 Nov 2024
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

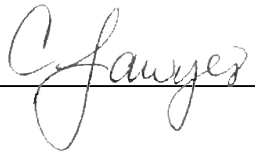
2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Cheryl Sawyers		Principal
Name		Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
Faller, Davis & Associates, Inc.	1150 Assembly Drive, Suite 400 Tampa, FL 33607	5864	Environmental services/ Grant Consulting	

Signature C Sawyer Date: 29 Nov 2024

Title/Company Principal/Civetta Solutions

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Cheryl Sawyers (insert name) as Principal (insert title) on behalf of Civetta Solutions LLC (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

C Sawyers

Printed Name: Cheryl Sawyers
Title: Principal
Nongovernmental entity: Civetta Solutions LLC
Date: Dec. 4 2024

STATE OF Florida
COUNTY OF Okaloosa

SWORN TO AND SUBSCRIBED before me 4th Dec 2024 in ✓ person or _____ remote notarization by Cheryl Sawyers as Principal on behalf of Civetta Solutions LLC, who is personally known to me or who produced FL Drivers License as identification this 4th day of December, 2024.

Scott Miller

Notary Public

(Notary Seal)

NOTARY PUBLIC STATE OF FLORIDA

SCOTT O. MILLER
Commission # HH 245553
Expires July 28, 2026

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/02/2024

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

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

PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : National Liability & Fire Insurance Company — 20052
INSURED Civetta Solutions LLC 4463 Woodbridge Road Niceville, FL 32578	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability (Errors & Omissions): Claims-Made			N9PL420517	01/03/2024	01/03/2025	Per Occurrence/ Aggregate	$1,000,000/ $1,000,000

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

CERTIFICATE HOLDER

Civetta Solutions LLC
4463 Woodbridge Road
Niceville, FL 32578-

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

State of Florida
Department of State

I certify from the records of this office that CIVETTA SOLUTIONS LLC, is a limited liability company organized under the laws of the State of Florida, filed electronically on January 08, 2024, effective January 01, 2024.

The document number of this company is L24000017081.

I further certify that said company has paid all fees due this office through December 31, 2024, and its status is active.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

Authentication Code: 240117082350-800421431588#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Seventeenth day of January, 2024

Cord Byrd
Secretary of State

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 01-23-2023

Employer Identification Number:
92-1890197

Form: SS-4

Number of this notice: CP 575 G

CIVETTA SOLUTIONS LLC
CHERYL R SAWYERS SOLE MBR
6573 PEPPERGRASS LN
ABILENE, TX 79606

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 92-1890197. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

(IRS USE ONLY) 575G 01-23-2023 CIVE O 9999999999 SS-4

IMPORTANT REMINDERS:

* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.

* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.

* Refer to this EIN on your tax-related correspondence and documents.

* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is CIVE. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Keep this part for your records. CP 575 G (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 G

9999999999

Your Telephone Number
( ) -
_____

Best Time to Call
_____

DATE OF THIS NOTICE: 01-23-2023
EMPLOYER IDENTIFICATION NUMBER: 92-1890197
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

CIVETTA SOLUTIONS LLC
CHERYL R SAWYERS SOLE MBR
6573 PEPPERGRASS LN
ABILENE, TX 79606

AICP

This certificate hereby qualifies

Cheryl Sawyers

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

Certified Planner Number: 34640

Joel Albizo, FASAE, CAE
Chief Executive Director

Karen Wolf, FAICP
President

AICP

American Institute of Certified Planners

Creating Great Communities for All

Verify: www.youracclaim.com/

Thank you for the opportunity to present Civetta Solutions LLC's qualifications. We look forward to the possibility of collaborating with the City of Destin to achieve its planning and grant consulting goals.



Creating sustainable, inclusive communities through strategic planning, promoting responsible growth, enhancing livability, empowering diverse stakeholders, and supporting economic vitality.

Civetta Solutions



December 5, 2024

CITY OF DESTIN

Professional Planning and Grant Consulting Services
RFQ No. 24-12-CD

Electronic Copy

halff.com

halff

halff

December 5, 2024

City of Destin
Larry Jones, Interim City Manager
City Clerk's Office
4200 Indian Bayou Trail
Destin, FL 32541

RE: RFQ No. 24-12-CD Professional Planning and Grant Consulting Services

Dear Mr. Jones Members of the Evaluation Committee:

Halff, a full-service infrastructure consulting firm with a proven track record in local and national planning, is pleased to submit our qualifications to provide Professional Planning and Grant Consulting Services for the City of Destin.

Max Spann, PLA, CLARB, who will serve as our **Client Service Manager** has 25 plus years of public and private sector experience with expertise across multiple disciplines and City Agencies. With prior planning director experience for more than one Florida municipality, Max will provide the necessary continuity amongst our staff and the City, to address Destin's challenges and opportunities. This will be very important as the City has initiated or recently completed several planning initiatives such as the updated Mobility Plan, Land Development Code Re-Write, Destin Design Manual, Local Mitigation Strategy and future annexation.

Planning Support: Our Community Development planners and Urban Designers, under the guidance of **Jessica Piedrahita, AICP, and Lara Diettrich,** will align planning initiatives with Destin's unique character, driving economic development while preserving its coastal charm and its identity as the "World's Luckiest Fishing Village." Halff will serve as an extension of the Destin Planning Department completing the necessary tasks from TRC review to LDC updates, special area planning, data collection and presentations.

Transportation Planning: At Halff, we specialize in creating multimodal solutions that manage seasonal traffic, enhance pedestrian accessibility, and improve connectivity. Our award-winning work includes corridor enhancements, downtown revitalization projects, and balanced land-use strategies tailored for coastal communities. Led by **Gary Phillips, AICP,** our Transportation planning team crafts customized plans — ranging from complete streets to innovative ITS strategies — that reduce congestion and enrich the experiences of both residents and visitors.

Funding Strategies & Grant Writing: Halff has secured over $100 million in grants, demonstrating our ability to identify funding opportunities. Project Manager - Grant Funding, **Lisa King, GPC,** will develop strategies to secure resources for project costs for the City.

Complimentary services beyond the above which will serve as a strong benefit to the City of Destin include public coordination, community resilience, recreation master planning and urban design. Halff has brought **Callie Barker, PLA, of Callie & Co.,** into the project as a subconsultant. Callie, as a long-term resident of the City of Destin, will assist the project with local coordination and data collection with staff and the community.

Our comprehensive expertise verifies exceptional results, from technical staff reviews, to optimizing transportation and public spaces, to strengthening resilience and securing funding. We look forward to the opportunity to bring Destin's vision to life. Thank you for your consideration.

Sincerely,

Max Spann, PLA, CLARB | Client Service Manager
FEIN: 75-1308699

Joseph Loretta, PLA, LEED AP BD+C | QA/QC Manager
Max and Joe are authorized to bind Halff

© Halff - 2024 | 02







Table of **Contents**

1. Letter of Interest 02

2. Firm's Proposals 04

Respondent's Qualification Statement 04
Halff's Qualifications and Experience 10
Halff Offices 11

3. Proposals of Project Team 12

Organizational Chart 12
Subconsultant 17

4. Project Approach 19

Project Understanding 19
Project Approach 20

5. References – Past Performance 25

6. Submittal of General Information and Procurement Forms and Documents 26


halff

2. Firm's Proposals
RESPONDENT'S QUALIFICATION STATEMENT

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:
Name: Halff Associates, Inc.
Address: 9995 Gate Parkway N., Suite 200
City, State, Zip: Jacksonville, Florida 32246
Telephone No.: 850.224.4400
Email: mspann@halff.com

Check One	
Corporation	X
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:
   Halff Associates, Inc.

   The address of the principal place of business is:
   1201 N. Bowser Rd., Richardson, Texas 75081

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: 8/27/1969
   b. State of Incorporation: Texas
   c. President's name: Jessica Baker Daily, PE, CFM, PMP
   d. Vice President's name: N/A
   e. Secretary's name: Jill S. Martin, Esq.
   f. Treasurer's name: Joseph Sagel, PE
   g. Name and address of Resident Agent: Max Spann, PLA, CLARB
      9995 Gate Parkway N., Suite 200 | Jacksonville, Florida 32246

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:
   N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.
   Please see attached documentation for d/b/a Halff and d/b/a Singhofen Halff on pages 38 and 39.

6. How many years has your organization been in business under its present business name?
   31 years (Since 1993)

   Under what other former names has your organization operated?
   Albert H. Halff Associates, Inc.

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.
   FL PE License No. 33380
   Please see state license on page 9.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:
   No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
Client Service Manager: Max Spann, PLA, CLARB | Project Manager - Grants: Lisa King, GPC | Project Manager - Planning: Jessica Piedrahita AICP | Project Professional: Gary Phillips, AICP | QA/QC Manager: Joe Loretta, PLA, LEED AP BD+C

10. State the name of the individual who will have personal supervision of the work:
Max Spann, PLA, CLARB

11. State the name and address of attorney, if any, for the business of the Respondent:
Jill Martin, Esq. | Vice President & General Counsel
Legal Department, Halff Associates, Inc.
1201 N. Bowser Rd., Richardson, TX 75081

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
N/A

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
Singhofen & Associates, Inc. (SAI) --wholly acquired by Respondent effective April 1, 2024. SAI performed Professional Engineering Services.
Address: 11723 Orpington Street, Suite 100, Orlando, FL 32817

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	7
b.	Non-Governmental Related Work	10
	Total Work (a +b):	10

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

15. Bank References:

Bank	Address	Telephone
Prosperity Bank	80 Sugar Creek Center Blvd. Sugar Land, Texas 77478	214.780.5757

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

Please see page 36.

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

Please see pages 36-37.

18. What will be your turnaround time for written responses to City inquires?

An acknowledgment will be provided within 12 hours. Some inquiries will take longer, but we try to solve them in 48 hours maximum.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

None

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

Please see attached Litigation Response Disclosure on pages 40-41.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.
Please see attached Litigation Response Disclosure on page 40

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.
No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) Planning / Landscape Architecture Team Leader

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence X or online notarization __, this 3 day of December, 2024.

By: Max Spann
(Print name)

Personally known X OR Produced Identification _____

Tyler Keppel
Notary Signature

Seal:

TYLER KEPPEL
MY COMMISSION # HH 508639
EXPIRES: July 8, 2028

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

LICENSE

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

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

5:02:33 PM 1/29/2024

Licensee Information

Name:	HALFF ASSOCIATES, INC. (Primary Name)
	HALFF (DBA Name)
Main Address:	1201 N BOWSER RD RICHARDSON Texas 75081
County:	OUT OF STATE

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	33380
Status:	Current
Licensure Date:	09/12/2019
Expires:	

Special Qualifications	Qualification Effective

Alternate Names

View Related License Information

View License Complaint

HALFF'S QUALIFICATIONS AND EXPERIENCE

Halff is recognized as one of the nation's top infrastructure consulting firms, distinguished by our comprehensive approach to planning, design, engineering, and implementation of innovative solutions. The core objective of Halff's people-focused mission and technical services is to serve as a trusted advisor to local communities in building a more sustainable, resilient, and thriving future.

We have been continuously recognized by *Engineering News Record* (ENR) as a top 100 design firm in the U.S., providing nationally recognized services in comprehensive planning, land development, transportation planning, climate resilience services, and civil engineering. Halff helps communities adapt to changing conditions by proactively planning for the future.

Halff is consistently named one of America's Top Workplaces because of an environment built around "people first." That's because everything we do is engineered for people — whether it's our company culture, career development, caring philanthropy or the client projects that truly touch lives and improve the world around us.

HALFF'S APPROACH TO PLANNING

Halff's award-winning comprehensive plans, parks master plans, corridor plans, downtown planning, active transportation plans, vulnerability assessments, adaptation plans, streetscapes, and master-planned communities focus on the relationship between people, planet, prosperity and place. These strategic visions influenced by public engagement help imagine the future.

Halff has more than **80** planning and landscape architecture professionals across our offices. With nearly 40 years of local project experience, we have successfully supported planning projects for various Florida municipalities, such as Walton County, Okaloosa County, FDOT District 3, Panama City, Santa Rosa County, Escambia County, FDEP, and City of Tallahassee. We maintain a balanced project load to verify the delivery of our best work to clients, recognizing the uniqueness of each client's goals and objectives.

Based on our experience, involving the community through meetings and engagement with residents and business owners enhances a project outcome. Halff's skilled staff is prepared to address public concerns, feedback, and education with extensive experience in customizing presentations to address specific project-related concerns in public settings. We offer a range of support options, from stakeholder meetings to hosting informative web pages on our site.

GRANT WRITING SERVICES

Halff has obtained more than $100M in grants for our clients over the past decade. We are committed to supporting local governments across Florida in applying for planning, infrastructure, and resilience grants. We have experience working with EPA, FDOT, FloridaCommerce, FDEM, FDEP, and FEMA. Lisa King, GPC, Halff's Grants Project Manager, has obtained a cumulative total of $300M in state and federal grants for local governments over her career. Identifying and prioritizing projects eligible for grant funding will be one of Halff's most important priorities for this project. By leveraging her expertise, Halff aims to optimize the chances of obtaining significant grant funding, thereby advancing the project's objectives and contributing to the success of local resilience initiatives.



Our grant services team can provide funding strategies (scoping for the right grants), grant writing, and grant administration. Our planning team can provide all tasks outlined in the scope of services. Additionally, our subconsultant, Callie Barker, who is local to Destin, will assist us with public involvement efforts, utilizing her local expertise to enhance community outreach and engagement.



HALFF OFFICES

FLORIDA

Chipley
1141 E. Jackson Ave.
Chipley, FL 32428
- Transportation

Crestview
924 N. Ferdon Blvd.
Crestview, FL 32536
- CEI

Jacksonville
9995 Gate Parkway N.,
Suite 200
Jacksonville, FL 32246
- Land Development
- Planning/Landscape Architecture
- Public Works
- Water Resources

Orlando
11723 Orpington St.
Orlando, FL 32817
- Transportation
- Water Resources

Panama City Beach
130 N. Richard Jackson Blvd., #103
Panama City Beach, FL 32407
- Land Development
- Public Works

Tallahassee
2255 Killearn Center Blvd.
#200
Tallahassee, FL 32309
- Land Development
- Public Works
- Transportation
- ITS

Tampa
1000 N. Ashley Drive, #900
Tampa, FL 33602
- Environmental
- Land Development
- Planning/Landscape Architecture
- Public Works

Tavares
902 N. Sinclair Ave.
Tavares, FL 32778
- Land Development
- Public Works
- Surveying
- Water/Wastewater

Temple Terrace
12470 Telecom Drive, #100E
Tampa, FL 33637
- Water/Wastewater
- Surveying

Windermere
9100 Conroy Windermere Rd., #200
Windermere, FL 34786
- Water Resources
- Public Works
- Land Development

Project work for the City of Destin will be led from Halff's Jacksonville office, with support from our other Florida offices, and our nationwide offices as needed.

HALFF OFFICES
34 NATIONWIDE
10 FLORIDA

EMPLOYEES
1,500 NATIONWIDE
215 FLORIDA

halff

3. Proposals of Project Team

ORGANIZATIONAL CHART

The organizational chart for the City of Destin outlines a structured team dedicated to professional planning and grant consulting services. At the core of this team are roles focused on project management, technical advisory, and quality control. Each segment of the team collaborates to deliver integrated and innovative solutions tailored to the City's needs.



Required Services

Planning
Jessica Piedrahita AICP[1]
Lara Diettrich[1]
Isabelle Albert, AICP[1]

Transportation Planning
Dave Muntean, PE[1]
Steven Miller[1]

Funding Strategies/Grant Writing
Leah Aidif[1]
Carla Russell McCall[1]

Complementary Services

Public Coordination
Callie Barker, PLA[2]

Resilience
Sean Lahav[1]

Urban Design
Joe Loretta, PLA, LEED®AP BD+C
Yanyi Li, PLA[1]

Recreation Master Planning
Laura Duplain, PLA[1]
Martin Steffen, PLA[1]



Max Spann, PLA, CLARB

Max brings 24 years of experience in planning, landscape architecture, design, and project management with a simple goal: to provide clients with solutions of lasting value in a time and cost-efficient manner. Throughout his career he has implemented this concept through experience in short and long-range planning, large and small site design, and construction of both public-sector and private-sector projects throughout the United States, the Caribbean, and the Middle East. His project background includes large and small scale master planned and mixed-use developments, large and small scale lifestyle (commercial) center development, botanical garden design, theme park design, resort and hospitality amenity design and construction, comprehensive plan amendments and land development code creation, municipal department management, development agreements, master planned community amenity design, public and private design charrette facilitation, parks and recreation master plans, urban and community redevelopment plans, regional and specialty use parks, streetscape and corridor design, and construction administration services.

ROLE
Client Service Manager

EXPERIENCE
24 Years

EDUCATION
Bachelor of Landscape Architecture, Kansas State University

REGISTRATIONS
Professional Landscape Architect, FL No. LA6666780

CERTIFICATIONS
CLARB Certified Landscape Architect No. 31691

REPRESENTATIVE PROJECT EXPERIENCE

City of Mascotte On-Call Planning Services, Mascotte, FL.
Client Service Manager for the City of Mascotte to serve as an extension of staff for Planning Services. The services include providing day-to-day responses to citizen and applicant questions, coordinating intergovernmental initiatives such as ordinance modifications, and maintaining compliance with land development regulations and the comprehensive plan.

Town of Oakland Planning Services, Oakland, FL.
Project Manager for the Town of Oakland Planning Services. Facing challenges to the Town of Oakland's growth, then-City Manager Dennis Foltz, AICP, initiated the development of a plan to expand sewer services along the SR50 corridor. This plan for growth prompted a domino effect of overall infrastructure evaluation, impact fee realignment, and the creation of an Opportunity Guide to help direct potential developers toward anticipated growth zones.

St. Johns Park at Friendship Fountain, Jacksonville, FL.
Project Manager responsible for the design and construction team in providing limited construction administration and coordination for St. John's Park. The project included revitalization of the entire park grounds surrounding the Friendship Fountain as a community waterfront gathering and active open space.

Latham Plaza Design, Jacksonville Beach, FL.
Project Manager for the comprehensive renovation of Latham Plaza to revitalize the heart of Jacksonville Beach. The primary goal was to rejuvenate Latham Plaza, transforming it into a vibrant, functional, and aesthetically pleasing centerpiece that would invigorate the downtown core, foster community spirit, spur economic development, and enhance the overall quality of life in Jacksonville Beach.

© Halff - 2024



Lisa King, GPC

Lisa has more than 33 years of experience in providing grant writing and grant administration consulting services to local governments in Florida. She is specialized in projects related to the life cycle of water, transportation, and resilience including emergency management and mitigation. **Lisa has successfully obtained over $300 million in grants to Florida local governments.**

ROLE
Project Manager - Grant Funding

EXPERIENCE
33 Years

EDUCATION
Bachelor of Arts, Political Science, Stetson University

REGISTRATION
Grant Professional Certified, Grant Professional Certification Institute

REPRESENTATIVE PROJECT EXPERIENCE

Pasco County Grant Consulting Services, Pasco County, FL.
Lisa has been providing comprehensive grant writing services since 2019. Funding Resource Strategy development. Highlights of successful projects include: Multiple applications for HMGP stormwater and drainage projects. CDBG-MIT and BRIC applications for critical facility hardening. Technical assistance on HLMP. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

City of Panama City Grant Consulting Services, Panama City, FL.
Lisa has been providing comprehensive grant writing services since 1992. Funding Resource Strategy development. Highlights of successful projects include: Resilient Florida Vulnerability Assessment, Environmental land acquisition of three parks (Oaks by the Bay, Venetia Sunset and Sweetbay Wetlands Preserve) Multiple park development projects through FRDAP, CPI and LWCF programs. Restoration of historic properties such as the McKenzie House and Panama City Publishing Company, Multiple planning efforts funded through CPI and DEO's CPTA. Technical assistance on BRIC, CDBG-DR and CDBG-MIT. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

Seminole County Grant Consulting Services, Seminole County, FL.
Lisa has been providing comprehensive grant writing services since 2014. Funding Resource Strategy development. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma for drainage and stormwater projects. Applications for CDBG-MIT and BRIC. Pending applications for Resilient Florida Planning and Implementation and HMGP-COVID. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

City of Arcadia Grant Consulting Services, Arcadia, FL.
Lisa has been providing comprehensive grant writing services since 2017. Funding Resource Strategy development. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma. Applications for CDBG-MIT Stormwater. Multiple successful Historic Preservation grant projects for building restoration planning and implementation. 1926 City Hall, vacant for 15 years being restored with grant funding. Pending application for FDEP Wastewater grant for WWTP replacement.

© Halff - 2024



Joe Loretta, PLA, LEED®AP BD+C

Joe has 25 years of experience in open space and parks design, land development, landscape architecture and urban design. Joe's current role is to grow public works, land development, and planning and landscape architecture in the state of Florida and Georgia. Joe currently sits as on the Downtown Development Review Board for the City of Jacksonville. He previously served on the City Jacksonville Adaptive Action Area Work Group which led to the hiring of the first resilience Coordinator for the City of Jacksonville, then the Resilient Jacksonville Plan.

ROLE
QA/QC Manager

EXPERIENCE
25 Years

EDUCATION
Bachelor of Arts, Landscape Architecture, Kansas State University

REGISTRATION
Professional Landscape Architect, FL No. LA6666755

CERTIFICATIONS
LEED AP Building Design+Construction No. 10173723

REPRESENTATIVE PROJECT EXPERIENCE

Arlington CRA, Jacksonville, FL.
Project Manager for the creation of the Arlington Community Redevelopment area for the Office of Economic Development for the City of Jacksonville. Halff evaluated blight conditions, developed conceptual master planning for key parcels, and the creation of CRA Programs Goals and Objectives.

JIA CRA Plan Update, Jacksonville, FL.
Project Manager on this project for the Office of Economic Development for the City of Jacksonville. Halff evaluated blight conditions, legacy CIP projects, and redefined CRA Programs Goals and Objectives.

Lincolnville CRA Master Plan Update, St. Augustine, FL.
Halff as a subconsultant to SPG, updated the Lincolnville CRA Master Plan for the City of St. Augustine. Joe led a team that managed significant planning and GIS work effort to update and create new graphics for the CRA.

Downtown and Waterfront Connectivity Plan, Bainbridge, GA.
Project Manager responsible for a visioning process and completed a Master Plan for the Flint River waterfront that extends from the City's Boat Basin Park on the south to Cheney Griffin Park on the north. Assisted the overall teamwork effort with site planning and graphics assistance.

Oranjestad Ring Road Development, Government of Aruba.
The Government of Aruba retained Halff to develop a Corridor Spatial Master Plan for the Watty Vos Boulevard (Ringweg 3) Corridor. Halff provided a conceptual streetscape hardscape and landscape design for the Corridor and was an integral team member regarding the disposition of Government Lands.

Tifton Downtown Master Plan, Tifton GA.
Project Manager for the Downtown Tifton Master Plan aimed at creating visual links between existing vacant properties on Main Street, Downtown Parks and parking areas. Halff's role included community involvement, urban design, master planning implementation strategies and funding implementation.

© Halff - 2024



Gary Phillips, AICP

Gary has 36 years of experience working for both private and public engineering firms and specializes in Transportation Planning, Public Engagement, Project Development and Environmental (PD&E) Studies, and Conceptual Design. He has served as project manager for transportation master plans, planning and traffic studies, PD&Es, conceptual design projects and statewide policy contracts. His clients have included Alabama DOT, Mississippi DOT, New Jersey DOT, Texas DOT, FDOT District 2, Florida Turnpike Enterprise, FDOT Central Office - Office of Environmental Management and Office of Policy Planning, FDOT Office of Toll Operations, Florida Department of Environmental Protection, and numerous municipalities.

ROLE
Project Professional

EXPERIENCE
36 Years

EDUCATION
Bachelor of Science, Civil Engineering, Florida Institute of Technology

REGISTRATION
American Institute of Certified Planners #118919

PROFESSIONAL ORGANIZATIONS
American Society of Civil Engineers (ASCE), Tallahassee

Institute of Transportation Engineers (ITE), Tallahassee

REPRESENTATIVE PROJECT EXPERIENCE

Blueprint 2000 Intergovernmental Agency, Capital Cascades Connector Bridge, Master Plan, Design and Construction, Tallahassee, FL.

Project Manager for the master plan, preliminary design of a new pedestrian bridge in downtown Tallahassee. A design charette was held with the community to elicit their preference for the new bridge. Community participants representing neighborhood associations, local businesses, and other civic groups and voted on bridge preferences including bridge concept, abutment design aesthetics and lighting. This modern post tensioned concrete bridge deck is supported by a series of ten circular columns positioned at angles. The columns support canopies made of solar fabric that capture the sun's energy while providing shade for the bridge users. This gateway signature pedestrian bridge is 180ft in length and crosses over South Monroe Street near the State Capitol.

Blueprint 2000 Intergovernmental Agency, Franklin Boulevard Flood Control Project, Tallahassee, FL.

Project Manager for the planning, design and permitting phase of the Franklin Boulevard Project. The existing four-lane urban collector with an open ditch conveyance in the median contained no pedestrian or bicycle facilities. The project redesigned Franklin Boulevard into a two-lane facility with turn lanes, 4 ft. bike lanes in each direction and a 10ft. multi-use trail on the west side. The project placed the open water conveyance into an underground 8' x 12' box culvert that connected to an existing box culvert downstream. The project relocated and upgraded underground utilities and comprised architectural lighting, landscaping and irrigation.

Capital Region Planning Transportation Agency (CRTPA), Bloxham Cutoff Trail Feasibility Study, Wakulla County, FL.

Project Manager for the SR 267/Bloxham Cutoff Road Shared-Use Trail Feasibility Study in Wakulla County. The study evaluated a proposed shared-use trail envisioned to connect Edward Ball Wakulla Springs State Park with the St. Marks Trail. The proposed connector route is approximately 4.78 miles in length and is included as

© Halff - 2024

SUBCONSULTANT

Callie & Co.

Public Involvement

Callie & Co., Inc. is a full-service professional Landscape Architecture firm operating in Destin, Florida. Their practice is based upon a collaborative relationship with clients and colleagues and a thorough understanding of the vision for each project. They believe the finest solutions result from a shared approach and great projects are based on great relationships.

Since 2002 the company has built an impressive track record of success with a portfolio of providing services for a wide spectrum of projects including; developing master plans and land plans for large-scale tracts of undeveloped land, large and medium-scale commercial site design, assisting local governments in the planning of residential housing and public parks, and landscape designs for single-family residential lots.

At every turn Callie and Co. is proud to reinvest in the community and has been recognized regionally for their many charitable contributions and pro-bono dedication towards projects that make our community a better place to live, work, and to raise a family.

Their mission is to create the perfect outdoor environment for you and your family through the ability to fuse design with function and sustainability for an exceptional solution.

They consider every project to be a unique and specific challenge to our creative capabilities with the ultimate goal of creating an environment that is beyond your greatest expectations.

Callie & Co., Inc. is a trusted, full-service professional Landscape Architecture firm with over two decades of experience delivering exceptional outdoor environments. Known for their collaborative approach and commitment to excellence, the firm has successfully worked on projects ranging from large-scale land planning and public parks to residential and commercial site design. Their proven track record of reinvesting in the community, along with their passion for sustainable, functional, and innovative solutions, makes Callie & Co. the perfect partner to help Halff create a project that is not only successful but deeply rooted in the needs and aspirations of Destin's residents.

Halff is excited to collaborate with Callie Barker, PLA, of Callie & Co., Inc., as a subconsultant to support public engagement efforts for this project. Based in Destin, Callie brings an invaluable local perspective, deeply understanding the unique needs, challenges, and opportunities of the community. Her intimate knowledge of the area, combined with her expertise in Landscape Architecture, will help verify that the project reflects the community's vision and values.

© Halff - 2024

AVAILABILITY LOCATION AND WORKLOAD OF PROJECT TEAM

Halff employs over 1,500 professionals across 34 offices, providing a flexible and collaborative team structure. With virtual worksharing capabilities and staff actively working in FDOT District 3, Santa Rosa County, Walton County, and nearby municipalities, we are well-positioned to serve the Destin area efficiently. **Our Chipley office, just over an hour from Destin, offers additional regional support and accessibility for the project.**

Current project work listing and remaining labor commitments

The chart below illustrates that our key staff are nearing completion on other projects, verifying their availability for the proposed work. We do not anticipate any conflicts with concurrent projects, and the proposed team will be fully dedicated to meeting the project timeline and goals. Halff's proven track record for delivering projects on time and within scope reflects our responsiveness, efficiency, and commitment to client needs.

Projected workload of project management activities as defined in the scope of services

Halff's project managers are experienced in balancing workloads to meet the demands outlined in the scope of services. This verifies precision and efficiency in executing all project elements while meeting milestones on schedule. Our structured approach and clear communication reinforce our commitment to delivering high-quality, successful outcomes.

Describe the typical number of projects handled by the Respondent's key project managers at any given time

Our key project managers typically handle 4-6 projects at any given time, verifying a balance between active workload and availability. This manageable portfolio allows them to provide focused attention to each project while maintaining flexibility to adapt to client needs and unforeseen challenges. With several current projects nearing completion, our team is well-positioned to dedicate the necessary time and resources to the proposed work, verifying its success without compromising the quality of other commitments.

Identification of any subconsultant firms providing significant services that may be assigned more than 5% of the work

Callie & Co. will be assigned to perform approximately 5% of the work, focusing on their public involvement expertise to support the overall project objectives.

Project Team Availability & Current Projects

NAME	CURRENT PROJECTS	PERCENT COMPLETE	AVAILABILITY
Max Spann, PLA, CLARB Client Service Manager	Jacksonville Metropolitan Park; Mascotte On-Call Planning SErvices	20%; 30%	30%
Lisa King, GPC Project Manager - Grant Funding	Clark County RAISE Grant Application; City of Shreveport Funding Strategy	10%; 80%	60%
Jessica Piedrahita AICP Project Manager - Planning	Palatka CRA On-Call Services; Tallahassee Comprehensive Plan Project 2	25%; 30%	40%
Gary Phillips, AICP Project Professional	Blueprint Airport Gateway; Walton County Amphitheater & Trail	10%; 85%	50%
Joe Loretta, PLA, LEED®AP BD+C QA/QC Manager	Hogans Streen Streetscape; St. John's Park Redevelopment	20%; 15%;	55%

© Halff - 2024

halff

4. Project Approach

PROJECT UNDERSTANDING

DESTIN VISION STATEMENT: "Destin is a family-oriented beach and fishing community where people want to live, work, and play, and where visitors are welcomed to respectfully enjoy our community and its resources."

SCOPE OF SERVICE OBJECTIVE: The City of Destin, Florida is seeking firms for a "continuing contract" to provide Professional Planning and Grant Consulting services. These services will support the Planning Division in short-term and long-term planning, transportation planning, and addressing. They will assist with the Development Order Review process, Land Development Code, Comprehensive Plan, and other projects assigned by the City Manager or Community Development Director. Additionally, grant consulting will include grant seeking, writing, and project support, helping the Planning Division secure necessary funding and resources. This collaboration will enhance the Division's capacity to manage development projects, process permits, provide zoning information, and support various boards and committees.

BRIEF HISTORY: Destin traces its immediate history to around 1845, when Leonard Destin, a fisherman from New London, Connecticut, settled in the area. Leonard Destin's settlement marked the beginning of Destin's development from a small fishing village into the popular tourist destination it is today.

Incorporated into a municipality in 1984, and celebrating 40 years as a City, Destin held a Birthday Bash this past summer at HarborWalk Village. Destin truly has something for everyone, with a strong commitment to maintaining a welcoming and vibrant community for both residents and visitors, focusing on family values, recreational opportunities, and sustainable enjoyment of its natural resources.

- **ONGOING/RECENT PLANNING STUDIES/ IMPACTS:** The most recent, August 23, Draft **Mobility Plan** is the City's transportation strategy that implements the Comprehensive Plan. Its purpose is to help verify proper maintenance of transportation network capacity through 2050, identify and address safety issues, increase options for walking and biking, and establish an up-to-date mobility fee that supports implementation of the projects listed in this plan.
- The City is in the process of updating their **Land Development Code** with a major **re-write** aimed to update the land-use regulations and to reconcile multiple inconsistencies between the Comprehensive plan and the LDC. The last LDC supplement 29 was enacted May 20, 2024, to discuss 8.01 right-of-way protection ordinance.
- City of **Destin Design Manual** has its final draft form dated August of 2024. The purpose of the City of Destin Design Manual is to simplify the design and construction process by creating common standards that any designer can easily use. It aims to verify consistency and quality in development projects.
- Although not making the ballot in 2024, the potential **Annexation** for three separate areas of development just east of the City of Destin, would greatly enhance the City's Tax Base with approximately 2.2 million in property tax receipts per year. These include Commons Drive, Kelly Area and Regatta Area.
- **Local Mitigation Strategy (LMS)**: This strategy is updated annually and includes projects aimed at reducing the risk of natural disasters. Examples include drainage improvements, stormwater management projects, and the stabilization of critical areas like Norriego Point.
- **Community Rating System (CRS)**: Destin participates in the CRS, which helps reduce flood insurance premiums for property owners by implementing and maintaining effective floodplain management practices.





PROJECT APPROACH

PLANNING REVIEW / DEVELOPMENT ORDERS

Halff will act as a project reviewer for Destin's Community Development Department, verifying compliance with the Land Development Code (LDC). The team will prepare review letters addressing deficiencies, referencing specific code sections, and issuing development orders. As a representative on the Technical Review Committee, Halff will provide thorough oversight to maintain regulatory standards.

PLANNING (NOT ASSOCIATED WITH DO'S.)

Similar to projects associated with Development Orders, Halff will provide review to the City and work with the Staff to coordinate inconsistencies.

PLANNING PROJECTS

Tomorrow's future begins as an idea today. We believe in the power of ideas and strive to imagine, plan and design a future where great ideas lead to enduring places. Our focus is on the interrelationship between the built environment, the landscapes that surround them, the people who use them, and the prosperity it creates today and for future generations. Halff can provide to the City, a various mixture of planning projects and/or studies as requested by the City Manager, CDD Director or Planning Director. Some of these may include the following:

Site and Area Master Plans

Our approach to developing Site and Area Master Plans for the City of Destin involves a thorough analysis of the existing urban fabric, land use patterns, and community needs. We will engage in extensive stakeholder consultations, including public workshops and meetings with local businesses and residents, to verify that the master plans reflect the community's vision and priorities. The plans will address key issues such as land use compatibility, sustainable development practices, and the integration of green spaces. We will also identify opportunities for economic development, cultural preservation, and environmental stewardship, creating a roadmap for the future growth and enhancement of Destin.

Special Area Planning

Special Area Planning will address the unique needs of specific neighborhoods or districts within Destin. This includes tailored strategies for economic development, cultural preservation, and enhancing the character of each area while aligning with the City's overarching goals. This will also involve Historic Preservation Reports to identify and protect historic buildings, landmarks, and cultural heritage sites within the City.

Visualization and Wayfinding

Halff offers advanced visualization and wayfinding services to communicate project visions effectively. From high-quality graphic plans to photo realistic 3D renderings and fly-through videos, we help stakeholders, and the public envision improvements. For Destin, our team will create intuitive wayfinding strategies, designing signage that aligns with the City's character and improves navigation for residents and visitors.

Open Space and Public Realm

Enhancing open spaces and public realms is vital to fostering community and improving Destin's quality of life. Halff focuses on designing inclusive, multifunctional spaces that support diverse activities while preserving

© Halff - 2024

natural features like waterways and green spaces. Our designs prioritize connectivity, verifying accessibility from neighborhoods and integration with parks and trails. Sustainable practices will be central to creating vibrant, resilient spaces that serve the community for years to come.

LAND DEVELOPMENT CODE MAINTENANCE

Halff will provide review and study of any proposed modifications to the land development code with coordination of City Staff. Halff can utilize our full services to include engineering, landscape architectural and arborist support services to confirm that any adjustments to the LDC do not have negative affects towards development.

COMPREHENSIVE PLAN SUPPORT

Halff will prepare the necessary data collection, analysis and GIS preparation of exhibits for the comprehensive plan, analysis and text amendments to the comprehensive plan, preparation of the Evaluation and Appraisal Report, community involvement and planning studies associated with the Comprehensive Plan.

TRANSPORTATION PLANNING

Halff brings extensive experience in multimodal transportation planning, covering project development, traffic engineering, intersection analysis, roundabout feasibility, and intelligent transportation systems. The team's comprehensive approach verifies the delivery of high-quality solutions tailored to Destin's needs, completed on time and within budget.

Bicycle and Pedestrian Facilities

With decades of experience, Halff has designed over 100 miles of trails and 50 signature parks. The firm integrates community branding and innovative design to create safe, connected, and accessible trail systems. Critical elements like trail locations, access points, safety measures, and permitting will be prioritized, with advanced concept graphics illustrating project visions effectively.

Access Management/Parking Solutions

Halff specializes in optimizing mobility and access by improving pedestrian and bicycle pathways, reducing traffic conflicts, and implementing data-driven parking solutions. Strategies include smart parking technologies, sustainable design elements, and EV infrastructure, verifying both immediate and long-term enhancements.

Transportation/Mobility Impact Fees

Halff will align mobility impact fees with sustainable planning principles to fund essential improvements, such as road expansions and transit upgrades. By structuring fees to support Destin's growth, the team verifies a safe and efficient transportation network for current and future residents.

Feasibility Studies

Halff's feasibility studies assess social, cultural, and environmental impacts, providing practical recommendations for trails, pedestrian facilities, and transit systems. These studies offer insights that guide cost-effective project development and design.

Complete Streets for All Users

Halff adopts a Complete Streets approach, designing multimodal transportation systems that serve users of all abilities. By emphasizing context-sensitive designs, the team balances safety, accessibility, and community needs in every roadway project.

Safety Assessments

The firm's safety services address crash history, countermeasure design, and pedestrian and bicycle improvements. Halff's expertise in Florida's unique geographic challenges verifies solutions that enhance public safety for all users.

Corridor Studies

Halff's team conducts corridor and sub-area studies, addressing urban and rural transportation needs. Solutions range from roadway redesigns and signal optimization to wayfinding and community branding. The team's context-sensitive designs verify functionality while preserving Destin's unique identity.

DATA COLLECTION AND ANALYSIS

Halff will conduct data collection, research, and reporting for both internal staff and external stakeholders, including presentations to the City Council and Local Planning Agency. This verifies informed decision-making and transparent communication with the public.

FUNDING STRATEGIES AND GRANT WRITING

Halff takes a comprehensive, strategic approach to securing grant funding for planning projects, drawing on extensive expertise in aligning funding strategies with local, state, and federal programs. As the external funding landscape continues and grows more

competitive, the combination of planners and grant professionals on our team offers a unique advantage for clients looking to have an edge in securing grants and loans for infrastructure projects.

Our process begins with identifying grant and loan opportunities that match the client's needs, actively monitoring sources like the Florida Department of Environmental Protection, FloridaCommerce, US Department of Transportation, and Federal Emergency Management Agency. Halff will meet with City staff to prioritize projects that will inform short- and long-term grant and loan funding strategies and help pre-position infrastructure projects for success with funding agencies. Through thoughtful planning and design, we streamline successful project coordination to assist the City in obtaining the appropriate grant or loan.

In the Grant Application Development phase, we leverage long-term experience and valuable relationships with granting agencies to scope competitive projects with targeted grant programs to develop high-quality, competitive application packages. We work with clients to craft narratives that clearly meet grant program objectives, emphasizing project feasibility, cost-efficiency, and long-term benefits like infrastructure improvements and economic growth. Our team will scope competitive projects with targeted grant programs to develop high-quality, competitive, turn-key application packages. Our team collaborates closely with the planning team to confirm that project exhibits are meticulously crafted to meet eligibility criteria and strategically align with the program's objectives. By demonstrating a comprehensive understanding of the goals and providing concrete evidence of how the project will achieve them, the team can significantly strengthen the application.

Once grants are secured, our tenured grant administration professional can enhance the City's in-house finance staff capacity by overseeing reporting and compliance, verifying adherence to all requirements, tracking financials, maintaining communication with funding agencies, and providing technical assistance. We understand the financial challenges City governments face today. With Lisa's leadership, Halff will leverage our expertise to identify and secure funding and navigate the complexities of grant funding to support Destin.

SUPPLEMENTAL SERVICES

Community Resilience

Community resilience is the ability of a community to withstand, adapt to, and recover from adverse events. For the City of Destin, Halff brings extensive experience to bolster community resilience through strategic planning and implementation.

Vulnerability and Risk Assessments

Halff has extensive experience conducting flood vulnerability assessments (VAs) and resilience planning across Florida, including regions like the Emerald Coast. Our work under the Resilient Florida Program has supported significant investments and provided critical insights into risks facing municipalities. Building on proven methodologies from projects like the Apalachee and Tampa Bay regional assessments, we have developed flood inundation maps and evaluated critical infrastructure for municipalities statewide.

For Destin, Halff's expertise verifies a tailored approach to addressing flood risks and long-term planning needs. These efforts offer actionable insights into local vulnerabilities, guiding Destin toward effective resilience and adaptation measures.

Adaptation Planning

Halff's adaptation planning services leverage an interdisciplinary approach tailored to Destin's needs, integrating expertise in infrastructure, water management, mobility, and placemaking. Our strategies align with the Florida Department of Environmental Protection's Adaptation Planning Guidebook, verifying compliance with state guidelines while addressing local challenges effectively.

We employ holistic adaptation measures, including protective designs like sea walls and natural barriers, accommodations such as elevated infrastructure and flexible systems, and strategic avoidance of high-risk development areas. For long-term resilience, managed relocation and policy updates integrate climate considerations into planning and development.

Halff's experience includes crafting tailored solutions for Florida communities, such as conceptual designs in St. Pete Beach to reduce flooding and mitigate infrastructure risks. This expertise positions us to develop innovative strategies for Destin, enhancing its resilience to climate impacts and safeguarding its future.

© Halff - 2024

PUBLIC INVOLVEMENT

Halff's approach to this element of the requested planning services begins with a tailored Community Engagement Plan with details about the following:

- Project description
- Engagement scope, goals, objectives, and performance metrics
- Context and stakeholder identification
- Outreach strategy
- Engagement opportunities
- Engagement tools
- Accessibility needs
- Information sharing and transparency
- Performance evaluation

Setting clear engagement goals, objectives, and performance metrics is essential to guiding community outreach and effectively supporting the planning process. The Halff team employs a comprehensive, three-pronged approach to understanding the context and stakeholders: analyzing desktop data (e.g., American Community Survey and EJ Screen), visiting the planning area, and conducting interviews with context experts (locals). This thorough understanding enables us to develop a strategic mix of digital and traditional outreach methods that resonate with and effectively engage the target audience.

Recreation Master Planning

Integrating recreational needs into Destin's community planning is essential for fostering a vibrant, healthy city. Halff's approach begins with a comprehensive needs assessment to identify residents' preferences, enabling the creation of a tailored master plan that serves diverse age groups and lifestyles. Our thoughtful planning prioritizes accessibility, safety, and sustainability, incorporating amenities that encourage community interaction, such as group activities, recreational programs, and organized events.

Open Space and Park Planning

Open spaces and parks are vital to the quality of life and connectivity within Destin. Halff's unique approach incorporates equity alongside accessibility, verifying that every resident benefits from recreational opportunities. Our focus areas include:

- **Connectivity:** Designing parks and open spaces that integrate seamlessly with neighborhoods and trails, while considering future connections to other recreational facilities.
- **Safety:** Enhancing visibility through lighting, clear sight lines, and regular maintenance to create welcoming, secure spaces.
- **Community Activation:** Incorporating amenities like picnic areas, playgrounds, sports facilities, and spaces for events to foster social interaction.
- **Variety of Uses:** Catering to all generations by designing multifunctional spaces that support diverse activities and user groups.

Waterfront Enhancements

Halff works closely with agencies such as the U.S. Army Corps of Engineers (USACE), Southwest Florida Water Management District (SWFWMD), and Environmental Protection Agency (EPA) to develop recreational and ecological waterfront improvements. These enhancements include:

- **Recreational Amenities:** Features such as kayaking launches, fishing areas, observation towers, and boardwalks enrich the user experience while maintaining the area's natural charm.
- **Climate Adaptation:** Implementing green infrastructure, such as wetlands, mangroves, and vegetated buffers, to absorb storm surges, reduce flooding, and protect against erosion.
- **Restoration Efforts:** Restoring natural shorelines, planting native vegetation, and removing invasive species to improve water quality and enhance biodiversity.

These improvements create picturesque, sustainable corridors that offer recreational opportunities, maximize scenic views, and contribute to Destin's resilience against future challenges.

MINIMUM QUALIFICATIONS OF THE PROPOSER

Minimum qualifications include five years' experience in professional planning, including experience with all services described above. AICP certification of at least one Project Team Member is preferred.

Halff's team averages over 25 years of professional planning experience. Max Spann and Lara Dietrich each bring more than 20 years of public and private sector expertise, including roles as planning directors. Gary Phillips, AICP, adds 35 years of transportation planning experience, while Jessica Piedrahita, AICP, brings five years of public planning expertise, recently joining from the City of Sarasota.

© Halff - 2024

Expert knowledge of the Florida Administrative Code and Florida State Statutes pertaining to Comprehensive Plans, Zoning and Growth Management.

Max Spann and Lara Diettrich have each served as planning directors for local Florida municipalities and have overseen numerous updates to the FAC and FSS related to the Comprehensive Plan, Zoning, and Growth Management.

Expertise and practice in Comprehensive Planning, Land Development Codes, transportation planning, and preparing and presenting various planning studies.

The entire Halff team, as described above, along with Joe Loretta, Sean Lahav, Laura Duplain, and Martin Steffen, has extensive experience in a wide range of planning studies, including special area plans, community redevelopment plans, resilience and vulnerability plans, and downtown master plans. Additionally, we bring deep expertise in project implementation, such as downtown streetscapes, parks, and open area improvements.

Expertise and practice in reviewing Building Permits, Development Plans, Development Orders, Development Order Deviations, and Subdivisions.

While working in the public sector, Max Spann, Lara Diettrich, and Jessica Piedrahita have each reviewed development submittals and other technical applications. Additionally, Joe Loretta has over 20 years of experience serving on two governmental agencies, where he reviews plans for compliance with the land development code.

Competencies: Decision Making, Ethical Conduct, Financial Management, Strategic Thinking, Thoroughness, Collaboration Skills, Communication, Proficiency, and Time Management.

At Halff, we excel in critical areas essential for project success. Our team verifies well-informed decision-making, upholds integrity, and delivers projects on budget with maximum value. We anticipate challenges through strategic thinking, maintain attention to detail, and foster strong partnerships through effective collaboration. Clear communication and time management verifies efficient, high-quality project delivery.

The firm must be available to the Community Development Department Staff as needed, including email communication, virtual meetings, conference calls, and attending meetings, in-person, virtually or by conference call as directed by the Community Development Director.

As outlined in our Organizational Chart, Max Spann will serve as the primary point of contact and Client Service Manager. He will be supported by Gary Phillips, AICP, who will act as the Project Professional with a focus on Transportation Planning. Jessica Piedrahita, AICP, will oversee planning efforts as Project Manager, while Lisa King, GPC, will lead Grant Funding initiatives. Additionally, our team includes local sub-consultant Callie Barker, PLA, a Destin resident with over 20 years of experience in local government.

Halff is dedicated to providing comprehensive support to the Community Development Department. We verify accessibility through various communication channels, including email, virtual meetings, and conference calls, for prompt responses and seamless collaboration. When required, our team is prepared to attend in-person meetings to facilitate real-time discussions and decision-making. This flexible and proactive approach verifies we deliver the expertise and support necessary to meet the City's needs effectively.

The firm must have an office located in the State of Florida and have at least one Project Team Member located within a 100-mile radius of the City of Destin.

Halff will perform services on this project include staff from Panama City Beach, Tallahassee, Tampa, and Jacksonville, Florida offices.

Halff has included subconsultant Callie Barker, who has lived in Destin over the past 20 years. Her husband served numerous years as a council member and then Mayor for the City of Destin, so Callie is well known and has a positive relationship with governmental staff, agencies and the Council.

© Halff - 2024

halff

5. References – Past Performance

CITY OF MASCOTTE
Annamarie Reno
City Manager
P 352.429.3341
E annamarie.reno@cityofmascotte.com
Year completed: Ongoing
100 E Myers Blvd
Mascotte, FL 34756

Halff serves as an extension of staff for the City of Mascotte, providing comprehensive planning services. This includes responding to citizen and applicant inquiries, coordinating intergovernmental initiatives, and verifying compliance with land development regulations and the comprehensive plan. Halff handles code and zoning modifications, grant funding support, plan reviews, permit processing, and development applications. The team manages annexations, zoning changes, and comprehensive plan amendments, prepares staff recommendations, and facilitates presentations at LPA and City Council meetings. Additionally, Halff assists with fiscal year budget development and is preparing Vision 2050 revisions to the Comprehensive Plan and Land Development Regulations.

CITY OF PALATKA
Marcia Carty
Interim City Manager
P 386.329.0100
E mcarty@palatka-fl.gov
Year completed: Ongoing
201 North 2nd Street
Palatka, FL 32177

Halff prepared a Vision Plan for Nassau County, Florida. The Vision Plan provided guidance for the future direction of growth and governance within Nassau County. This planning process and the resulting policies were critical for the ability to promote and manage growth, as well as protect and enhance key areas of importance while accommodating future trends. This included identifying what made the community unique, establishing the vision of what Nassau County desired to become in the future, and providing the necessary baseline for an update to the County's Comprehensive Plan.



halff

6. Submittal of General Information and Procurement Forms and Documents

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Halff Associates, Inc.

Federal I.D. Number: 75-1308699

A Corporation of the State of: Texas

Area Code: 904 Telephone Number: 730.9360

Area Code: 904 Fax Number: 730.7165

Mailing Address: 9995 Gate Parkway N., Suite 200

City/State/Zip: Jacksonville, Florida 32246

Vendor Mailing Date: 12/3/2024

Authorized Signature

Max Spann, PLA, CLARB

Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: Halff Associates, Inc.

DATE SUBMITTED: 12/5/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ No. 24-12-CD Professional Planning and Grant Consulting Services

2. This sworn statement is submitted by Halff Associates, Inc.

whose business address is 9995 Gate Parkway N., Suite 200 | Jacksonville, Florida 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 75-1308699 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Max Spann, PLA, CLARB and my relationship to the entity named above is Planning / Landscape Architecture Team Leader

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature) 12/3/24
Date:

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence X or online notarization __, this 3 day of December, 2024,

By: Max Spann
(Print name)

Personally known X OR Produced Identification _____

Tyler Keppel
Notary Signature

Seal:

TYLER KEPPEL
MY COMMISSION # HH 508639
EXPIRES: July 8, 2028

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: Halff Associates, Inc.

ADDRESS: 9995 Gate Parkway N., Suite 200

CITY: Tallahassee STATE: Florida ZIP CODE: 32309

TELEPHONE NUMBER: 904.892.7180

SIGNATURE: _____ DATE: 12/3/24

NAME (TYPED OR PRINTED): Max Spann, PLA, CLARB

TITLE: Planning / Landscape Architecture Team Leader

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO__X__

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO__X__

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO__X__

If YES, please describe:

FIRM NAME: Halff Associates, Inc.

BY (PRINTED): Max Spann, PLA, CLARB

BY (SIGNATURE):

TITLE: Planning / Landscape Architecture Team Leader

ADDRESS 9995 Gate Parkway N., Suite 200
Jacksonville, Florida 32246

PHONE NO. 904.892.7180

E-MAIL mspann@halff.com

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Halff Associates, Inc. CONSULTANT's Company Name	 Authorized Signature – Manual
9995 Gate Parkway N., Suite 200 Jacksonville, Florida 32246 Physical Address	Max Spann, PLA, CLARB Authorized Signature – Typed
9995 Gate Parkway N., Suite 200 Jacksonville, Florida 32246 Mailing Address	Planning / Landscape Architecture Team Leader Title
904.892.7180 Phone Number	850.681.3600 FAX Number
407.399.3405 Cellular Number	407.399.3405 After-Hours Number(s)
mspann@halff.com Email address	12/3/24 DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Max Spann, PLA, CLARB	Planning / Landscape Architecture Team Leader
Name	Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
Callie & Co	882 Harbor Blvd., Suite 101 Destin, FL 32541	LA0001758	Public Involvement	

Signature  Date: 12/3/24

Title/Company Planning / Landscape Architecture Team Leader/Halff Associates, Inc.

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

© Halff - 2024

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Max Spann, PLA, CLARB (insert name) as Planning / Landscape Architecture Team Leader (insert title) on behalf of Halff Associates, Inc. (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

Printed Name: Max Spann, PLA, CLARB
Title: Planning / Landscape Architecture Team Leader
Nongovernmental entity: Halff Associates, Inc.
Date: 12/3/24

STATE OF Florida
COUNTY OF Duval

SWORN TO AND SUBSCRIBED before me X in person or ____ remote notarization by Max Spann as Team Leader on behalf of Halff who is personally known to me or who produced _____ as identification this 3 day of December, 2024.

Tyler Keppel
Notary Public

(Notary Seal)

TYLER KEPPEL
MY COMMISSION # HH 508639
EXPIRES: July 8, 2028

33 |

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule

Maintaining the work schedule will be one of the elements that will define success on this project. Halff has a reputation for meeting the schedules specified by the project's owners. Our key to successful project execution is to develop the project schedule up front and to identify the required staffing levels. An integral part of the schedule is the client and the regulatory agencies. As such, our techniques include the use of partnering sessions to obtain commitments from project partners to expedite the decision making and review process. Our project managers are given the resources and authority to develop and meet the project schedule. Max, as the Client Service Manager, will be responsible for developing and maintaining the project schedule. He has a record of exemplary performance on planning continuing services contracts and fully understands the process and can sequence tasks so many are worked on concurrently, thus reducing the overall project schedule.

Halff uses the industry-leading product Deltek Vantagepoint as our accounting system. Due to the importance we place on project planning, we have internally developed our own project-planning tool, ProjectStatus. ProjectStatus enables our Project Managers and Team Leaders to plan project execution at all levels from project, to phase, to the individual teams participating in a phase.

The company-wide use of ProjectStatus gives Halff a competitive edge. Based on these detailed project scheduling plans, we can forecast months into the future where project teams may need production assistance and which teams have availability to assist them. Our Practice Leaders and Operations Managers use our custom Labor Forecasting tool, based on the information from ProjectStatus, to help manage our most important resource — our people — successfully deliver great projects to our clients and our communities.

Provide descriptions of quality assurance/ quality control management methods

Quality Management

At Halff, implementing a quality review process is an essential component of our workflow. We have established a tool box of quality control best practices and lessons learned that have evolved from our firm's lengthy history of serving municipal clients and delivering excellence and exceptional value. Our Quality Management Program is founded on a commitment to achieve consistent performance through continuous improvement as well as the delivery of quality work that is on schedule and within budget. Halff's Quality Management philosophy involves senior experienced personnel in quality assurance/quality control (QA/QC) activities. Prior to final delivery, all products will go through a complete independent technical review for conformance to the City's requirements.

Quality Management Program

At Halff, we believe that no matter the size of the project, implementing a quality review process is an essential component of our workflow. We have established a tool box of quality control best practices and lessons learned that have evolved from our firm's lengthy history of serving municipal clients and delivering excellence and exceptional value.

Our quality management program is founded on a commitment to achieve consistent performance through continuous improvement as well as the delivery of quality work that is on schedule and within budget, meeting your requirements and satisfaction. Halff's quality management philosophy involves our senior, most experienced personnel in QA/QC activities.

Early in the process, our QA/QC Manager, Joe Loretta, PLA, LEED®AP BD+C, who has more than 25 years of design experience, will implement a quality management plan that will begin with conducting an independent review of draft products to verify technical accuracy and conformance to client requirements.

As the project delivery process continues, he will review and coordinate all deliverables across each discipline to make sure technical integration and compliance with your standards and deliverables. Prior to final delivery, all products will go through a complete internal and external independent technical review for conformance to the city's requirements. The Halff quality management plan, will create and support accountability between Halff team members and between Halff and Destin. This commitment to you means that all Halff team members will be accountable to deliver quality work. Any quality management issue will be addressed at the highest level by Halff.

Our management and organizational approach will provide for the systematic design of the project, resulting in efficient, cost-effective designs, which are reliable, safe and simple to maintain. Halff, as the prime consultant, assumes total contractual responsibility for the successful delivery of the project. All subconsultants will work through Halff to verify product consistency and quality. This arrangement provides Destin with single-firm accountability.

QA/QC PROGRAM

At Halff, implementing a quality review process is an essential component of our workflow. We have established a tool box of quality control best practices and lessons learned that have evolved from our firm's lengthy history of serving municipal clients and delivering excellence and exceptional value. Our Quality Management Program is founded on a commitment to achieve consistent performance through continuous improvement as well as the delivery of quality work that is on schedule and within budget. Halff's Quality Management philosophy involves senior experienced personnel in quality assurance/quality control (QA/QC) activities. Prior to final delivery, all products will go through a complete independent technical review for conformance to the City's requirements.

Halff implements a Quality Assurance/Quality Control Program that has been developed from years of experience working on numerous planning and design projects. Throughout a project's duration, we will conduct quality reviews and propose actions for resolution of any project issues. Communication throughout each project will be the key to implementing the quality control procedures. Examples of how communication will serve to implement the quality procedures include:

Team Meetings: Meetings with the team and the City will be held to monitor progress and to address outstanding issues. These meetings minimize surprises and help to verify the team is addressing critical issues. Minutes will be kept of the meetings and will be distributed to all parties, with a summary of the item discussed, proposed action, and responsible party.

Peer Review: As part of the development of the schedule, peer review points will be built into the schedule prior to all submittal points. These formal review periods are in addition to ongoing "over the shoulder" reviews.

Quality Control Documentation: Peer review comments will be documented, evaluated and incorporated. All reports and other documents that are reviewed will be signed and dated by the reviewer and filed for future reference by the City.

Quality Improvement Program (QIP)

A firm-wide system for continuously improving the quality of the firm's projects. For example, if the QC review frequently identifies problems of inconsistency between data in tables versus the same data in the text, then the QIP seeks to discover the systemic causes of such problems and devise a firm-wide solution. These solutions prevent problems from recurring in future projects. Quality is measured in a number of ways. Satisfied clients are the best measurement, but Halff also reviews design budget compliance, cost of the project vs. budget, changes during construction, and contractor issues. We also send client satisfaction surveys to our clients on a regular basis to get feedback on the quality of our service.



APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G23000010705

Fictitious Name to be Registered: HALFF

Mailing Address of Business: 1201 N. BOWSER RD.
RICHARDSON, TX 75081

Florida County of Principal Place of Business: MULTIPLE

FEI Number:

FILED
Jan 23, 2023
Secretary of State

Owner(s) of Fictitious Name:

HALFF ASSOCIATES, INC.
1201 N. BOWSER RD.
RICHARDSON, TX 75081 US
Florida Document Number: F18000005458
FEI Number: 75-1308699

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

DAN TANKSLEY	01/23/2023
Electronic Signature(s)	Date

Certificate of Status Requested (X) **Certified Copy Requested (X)**

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G24000044599

Fictitious Name to be Registered: SINGHOFEN HALFF

Mailing Address of Business: 1201 N BOWSER RD
RICHARDSON, TX 75081

Florida County of Principal Place of Business: MULTIPLE

FEI Number:

FILED
Apr 01, 2024
Secretary of State

Owner(s) of Fictitious Name:

HALFF ASSOCIATES, INC.
1201 N BOWSER RD
RICHARDSON, TX 75081 US
Florida Document Number: F18000005458
FEI Number: 75-1308699

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

JILL MARTIN	04/01/2024
Electronic Signature(s)	Date

Certificate of Status Requested (X) **Certified Copy Requested (X)**

CONFIDENTIAL – For Internal CITY OF DESTIN, FLORIDA Use Only – Not For Disclosure

Question 20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

Question 21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

Any And All Exceptions, Protections Under Applicable Open Records Laws and The Freedom Of Information Act Are Claimed by Halff.

Due to Halff Associates, Inc. (Halff)'s size, the number and complexity of the projects that Halff is involved with, and the heightened litigious nature of our society, Halff occasionally becomes involved in legal proceedings. Halff was, or is currently a party in, the following civil cases:

1. Y.C. Partners Ltd d/b/a Yantis Company v. The City of New Braunfels v Halff Associates, Inc., C2014-0522A, District Court of Comal County, Texas, 22nd Judicial District – Yantis (the City's contractor) sued the City for failure to pay monies allegedly owed after the Contractor failed to follow proper protocols and not following the approved design. The City cross-claimed against Halff after the Contractor/ Plaintiff alleged that its failures related to design defects.

2. Pharr-San Juan-Alamo ISD v. D. Wilson Construction Co. et al, 2021 003006, DC 430th Judicial District, Hidalgo County, Texas – PSJA ISD alleges design issues related to the HVAC system installed in an elementary school.

3. Village Real Estate LLC v. Ziegler-Cooper, Inc. Savills Inc. F/K/A/ Savills Studley, Inc., Seawood Builders, LLC, Halff Associates, Inc., and Permit-Expediters Inc., 2023 22283, 55th Judicial District, Harris County, Texas – Village Real Estate sued the architect, engineer and other advisors and consultants related to the construction of a detention pond within an easement held by a third party.

4. City of Willow Park v. Halff Associates, Inc., CV23-2017, 415th District Court, Parker County, Texas – Halff provided an opinion of construction cost related to a water transmission pipeline through the City of Hudson Oaks and the City of Willow Park, which turned out to lower the actual bids received.

5. City of Hutto v. Brooklands Partners, Ltd., 23-1222-C395, 395th Judicial District Court, Williamson County, Texas – The City of Hutto sued Brooklands alleging defective construction. Brooklands then sued Halff and others as a third-party defendants.

6. Jose Luis Almaguer v. Halff Associates, Inc., DC-24-07702, 14th Judicial District, Dallas County, Texas – Mr. Almaguer sued Halff alleging sexual harassment and retaliation.

7. Sonner Road 80, LLC v. Jonathan Heusel; Path Engineering Design & Urbanism PLLC; Halff Associates, Inc.; and Gardner Architects LLC, CJ-2020-5015, Oklahoma District Court, Oklahoma County – RESOLVED, suit settled in May 2024.

8. Prairie Link Constructors JV, Fluor Enterprises, Inc. and Balfour Beatty Infrastructure, Inc. v. AECOM v. Halff, DC-22-13917, 160th Judicial District, Dallas County, Texas – RESOLVED, Halff's motion to dismiss was granted in January 2024.

9. Fidencio Hernandez, et at v. City of McAllen, Spawglass Contractors, Inc., Halff Associates, Inc., Palms Crossing Town Center, LLC and Gignac & Associates LLP, Cw0024-17-A, 92nd District Court, Hidalgo County, Texas – RESOLVED, suit was settled in June 2021.

10. Performance Services, Inc. v. Halff Associates, Inc., The Mystinfield Group LLC, Wiss Janney, Elstner Associates, Inc., 20-0475-C368, 368th Judicial District, Williamson County, Texas – RESOLVED, suit was settled in December 2021.

11. Lou Tilchin, Jaffe Tilchin Wealth Management, Inc. v. ABI Companies, Inc., ABI Construction Services, LLC, GGI LLC, Genesis C E & I Services, LLC, Genesis Halff, Inc. and Genesis Halff CEI, Inc., 20CA003205 DIV. E, Circuit Court of the 13th Judicial Circuit Hillsborough, County, Florida – RESOLVED, Genesis Halff, Inc. and Genesis Halff CEI, Inc. were dismissed from the suit in December 2021.

12. Fidencio Hernandez and Maria Garcia, Individually and as Representatives of the Estate of AHH (Decedent) and Rose Amber Cordova v. Raymond Gignac, AIA, Individually and, DBA Gignac/TVS, Gignac & Associates, L.L.P., Thompson Ventulett Stainbeck & Associates, Inc., Architects, Halff Associates, Inc. and SWA Group d/b/a SWA Group Inc., C-0024-17-A, 92nd Judicial District, Hidalgo County, Texas – RESOLVED, suit was settled in June 2021.

Halff, its principals, officers, or predecessors' organizations are not a defendant, and have not been a defendant, in any criminal proceedings.

Halff can and does affirm that there are no prior or ongoing legal matters that would adversely affect Halff's ability to fully perform its obligations on this or any other project. Halff can confirm it has no ongoing or pending litigation against the City of Destin. Halff's legal counsel will consider requests for specific information regarding the status of the protected matters described above. Halff's General Counsel, Jill Martin, can be reached at jmartin@halff.com.

© Halff - 2024

TFG Grants



DATE: August 2024

TFG Grant Services Overview

For over 40 years, TFG has led the way in the federal, state, and private grant space. We offer a full suite of grant support services, providing our clients a competitive advantage in securing highly sought-after grant dollars. We specialize in representing public and private entities who share our passion for building strong and vibrant communities. Competitive grants and loans provide cities, counties, special districts, and other public agencies, as well as institutions of higher learning, hospitals, and non-profit organizations, with the opportunity to substantially enhance local resources. **Since 2015 alone, TFG has helped our clients secure over $5.9 billion in competitive federal, state, and foundation funding, not including congressionally directed spending projects.** Whether you are a public agency or a non-profit organization, TFG will be your most effective advocate and partner in securing funding.

TFG Grant Services

TFG has wide ranging grant abilities and customizes our services to fit your needs. From identifying viable grant options or full application writing, TFG can help. Below is an overview of the services we offer:

Dedicated Grant Expert/Team

All TFG retainer grant clients are assigned a dedicated grant expert that serves as a liaison to you and your staff. TFG Tier 3 and Tier 4 grant services retainer clients (see below) are assigned a team of experts, including an advocacy team member.

Monthly Grant Update Meeting

TFG experts will host monthly grant update calls to discuss grant funding outlook, services provided and engagement.

Grant Alerts and Weekly Grant Updates

TFG publishes grant alerts on priority grants as they are noticed or published. On high priority grants or those with a short turnaround, TFG frequently distributes alerts regarding grant opportunities before their official release. Each Friday, we issue our Weekly Grant Update that provides a recap of federal grant solicitations that were published that week to ensure you don't miss any opportunities.

TFG Grant Funding Hub

Interested in knowing what grants are available on a broad topic? Look no further than TFG's **Grant Funding Hub** which houses TFG's **Grant Guides**. TFG's Grant Guides provides an overview of grant programs in a specific issue area and document relevant information such as funding levels, match requirements, eligibility, and use of funds. The Hub includes guides covering a wide array of topics such as:

- Cybersecurity
- Courts
- Law Enforcement & Public Safety
- Housing & Homelessness
- Fire Departments
- Disaster & Emergency Preparedness
- Parks and Recreation
- Broadband & Telecommunications
- Libraries & Museums
- Water and Wastewater
- Transportation
- Economic & Community Development
- Substance Abuse
- Renewable Energy & Grid Modernization
- Electric Vehicle and Charging Technology
- Infrastructure Investment and Jobs Act & Inflation Reduction Act

TFG's Grant Funding Hub also includes a robust database of **Grant Profiles** that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.

TFG Grants Showcase

TFG has an internal database of over 1750 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions. Reviewing past applications also allows TFG grant experts to identify trends in funded projects that can help frame how to present a project in a future application under the program. TFG grant retainer clients are provided access to view successful grant applications through their dedicated grant experts.

TFG Strategic Funding Plan

Succeeding in grants means knowing your priorities and planning ahead. To gain an in-depth understanding of priority grant projects, TFG established an online project portal where priority project information can be submitted for grant research support. Based on our team's knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. Our Strategic Funding Plan also allows your staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

TFG Funding Blueprint

Looking for funding for a specific project? TFG conducts grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grant research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay "ahead of the game" and be prepared.

Project Development and Readiness

Working alongside your subject matter experts, TFG grants team will provide strategic advice on how to get your project grant ready. Collectively, we will work to scope or rescope your project, identify background and technical information needed to support the grant application, and match project goals with funding agency priorities. You will come out of this process with a list of actionable steps that need to be taken to ensure your project is grant ready, including where TFG can support your team.

Grant Writing

Preparing winning grant proposals takes time, skill, and knowledge. TFG's skilled grant writers will take your defined grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, you can be assured your application will be complete, competitive, and submitted on time.

Grant Editing and Review

Improve your chance of success by having TFG staff review your grant proposal. TFG staff will expertly review your application against the funder's requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit. Grant editing and review does not include rewriting content.

Grant Debriefs

Grant debriefs are important, especially if it turns out that your application didn't get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations. As part of this process, TFG will review your past grant applications, and incorporate feedback from the Federal Agency, so that you know exactly what needs to change for your future application.

Grant Training

We focus our grant training on building capacity, helping position you for success in the often-complex grant process. TFG offers training on grant basics, project prioritization, grant researching, and grant writing. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs. We can provide training on a one-one-basis or through larger workshops dependent on your needs.

Grant Project Advocacy

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, often, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

Congressionally Directed Spending (Earmarks)

If your congressional delegation engages in the appropriations earmarking process, TFG can assist in seeking direct federal support for your priority projects. TFG works within these processes to advance federal programs of importance and advocates for the adoption of legislative language to help increase access to federal funding for local communities. In addition to researching grant and financing opportunities for your projects, TFG will identify and pursue authorization and appropriations opportunities that support your priorities.

TFG has an extensive track record spanning several decades, demonstrating success in navigating the annual budget, appropriations, and earmarking processes. In the period preceding the 2010 ban on earmarks, TFG played a crucial role in assisting its clients in securing an average of $500 million annually through the appropriations process. **Following the reinstatement of earmarks in 2021, TFG has continued to excel, aiding its clients in securing over $271 million in earmarked funding in just three years.**

Post-Award Grant Management Services

TFG is delighted to offer Post-Award Grant Management Services on a per-case basis, ensuring clients receive comprehensive support. Our services encompass expert guidance in managing grants, overseeing funding utilization, compliance tracking, and reporting. With TFG's Post-Award Grant Management Services, clients can navigate the complexities of grant administration seamlessly, allowing them to focus on achieving their project goals.

Negotiated Indirect Cost Rate Agreements (NICRA)

TFG is committed to supporting organizations in establishing robust proposals for Negotiated Indirect Cost Rate Agreements (NICRA). Our specialized services encompass thorough analysis, strategic planning, and expert guidance to ensure compliant proposals and assistance through the negotiation process. By collaborating closely with clients, we navigate the intricacies of NICRAs, leading to a thorough cost allocation plan, NCIRA proposal, negotiation, and recovery process. Additionally, we can provide compliance services to create a streamlined and efficient financial framework that maximizes funding utilization. With TFG's assistance, clients not only establish favorable NICRA terms through expert negotiation but also foster financial sustainability for their organizations.

TFG ORGANIZATION CHART

Partners
W. Roger Gwinn, CEO
Mark Limbaugh, President
Jennifer Imo, Managing Partner of Advocacy
Kristi More, Managing Partner of Grants
G. Michael Miller, Partner
Charmayne Anderson, Partner
Lane Dickson, Partner

Operations

Janet Atabansi, Executive Assistant

Laura Cosenzo, Operations Manager

Tina Dykstra, Executive Assistant

Marcusleen Jones, Controller

Jess Kennedy, Project Accountant

John Smith, III, Executive Assistant & HR Associate

Alex Strizak, Executive Assistant

Advocacy Division

Chris Cummins, Legislative & Policy Director

Ann Durand, Associate

Chris Griffin, Senior Associate

David Hoover, Principal

Zachary Israel, Principal and Manager of Legislative Affairs

Chris Kearney, Principal

Courtney Miller, Senior Associate

Jeremiah VanAuken, Senior Associate

Grants Division

Mia Barthel, Grants Analyst

Gabrielle Bronstein, Grants Principal

Jay De La Rosa, Grants Specialist

Wyatt Fritz, Grants Analyst

Zachary Hancock, Grants Data Analyst

Ceylon J. Herath, Grants Analyst

Kristen H. Long, Grants Principal

Dan Miglin, Grants Specialist

Catherine Riggs, Senior Grants Specialist

Brittani Robinson, Senior Grants Specialist

Heidi Schott, Grants Principal

Nicole Sibilski, Senior Grants Specialist

DeAndre' Smith, Grants & Technology Project Coordinator

Chris Wagoner, Grants Specialist

Amanda Wylie, Grants Analyst

Liz Vela, Grants Specialist

Sales and Marketing

Trace Roller, Director of Business Development

Alexandra Yiannoutsos, Director of Communications and Marketing

Consultants

Bradd Schwichtenberg, Senior Policy Advisor

Earl Stockdale, Of Counsel & Senior Advisor

Stephanie Missert, Senior Advisor

James McConnell, Of Counsel

Valerie Massolo, Senior Advisor

Joonsoo Yi, Senior Advisor



Proposal

Grant Consulting Services for the City of Destin, FL (RFQ No. 24-12-CD)

December 5, 2024

Submitted by The Ferguson Group
1901 Pennsylvania Avenue, NW, Suite 700
Washington, DC 20006
www.thefergusongroup.com
Trace Roller
Director of Business Development
PHONE: (202) 868-0278
EMAIL: troller@tfgnet.com

December 5, 2024

Rey Bailey
City Clerk
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

Dear Mr. Bailey:

On behalf of The Ferguson Group, LLC (TFG), I am pleased to submit the enclosed proposal for Grant Consulting Services to the City of Destin, FL. Headquartered in Washington, DC, TFG specializes in providing government advocacy, consulting, and comprehensive grant services to more than 200 state and local governments, special districts, and public agencies across the country. On their behalf, we monitor and track federal, state, and local funding opportunities; identify and provide feedback on potential funding opportunities; develop strategic funding strategies for local and regional priority projects including project readiness; and prepare and submit funding applications.

For more than 42 years, TFG has led the way in the federal, state, and private grant space. We offer a full-service suite of grant services, providing our clients a competitive advantage in securing highly sought-after grant dollars. **Since 2015 alone, we have helped our clients win more than $6 billion in federal grants, loans, and direct funding.**

TFG has reviewed the City's needs and priorities as outlined in the RFQ and looks forward to working with the City to improve your grant successes. You will see throughout this proposal that our professionals have expertise in securing funding for each of the City's priority subject areas. We will work with you to develop a funding needs analysis and will provide on-going grant funding research and grant writing services, as requested.

While this proposal is mainly geared toward our ability to assist the City in the search for and application of grant funding, TFG also has extensive experience aiding local agencies in their quest for funding through other paths, including the congressional earmarking process. We can provide federal advocacy services, when appropriate, to engage the City's elected delegations in supporting funding applications to the various funding agencies.

If you have any questions, please do not hesitate to contact me or Trace Roller, Director of Business Development directly at (202) 868-0278 or via email at troller@tfgnet.com. Thank you for your consideration of this proposal.

Sincerely,

W. Roger Gwinn
CEO

Proposal to City of Destin, Florida for Grant Consulting Services

Contents

Qualifications and Experience 3

About TFG 3
Local Government Experience 3

Proposed Project Team 6

Project Approach 9

TFG 5-Step Grant Services Program 9
Communications Plan and Reporting 11
Role of City Staff and Resources in the Grant Writing Process 12

References 12

Appendix 13

Qualifications and Experience

About TFG

Founded in 1982, TFG provides comprehensive grant research, writing, and management services, as well as federal advocacy services, to public and private entities in 34 states, including Florida. The firm is comprised of seven equity partners and more than 36 professional staff members, senior advisors, and administrative and support personnel. TFG's organizational structure is not based on a traditional hierarchy. Instead, TFG is built on a strong, team-centered approach. Our Washington, DC office houses the majority of the TFG team, but we also have staff strategically located in different regions across the country. All team members are fully integrated into the firm's organizational structure.

TFG is headquartered at 1901 Pennsylvania Avenue, NW, Suite 700, Washington, DC, just three blocks from the White House and a short cab ride to Capitol Hill and the federal agencies that issue grants. In addition to Washington, DC, TFG has offices in ten states.

TFG has a long-standing history of working with local government clients to meet their individual needs. We have positioned ourselves as a trusted partner for clients navigating the complexities grant opportunities. The continued success we have had on our clients' behalf from 1982 to now speaks volumes to our commitment to local communities and our ability to help clients achieve great success at the federal, state, and foundation levels.

Local Government Experience

Representative Grant Success

For more than 42 years, TFG has provided comprehensive grant services to public agencies seeking to advance their interests at the federal and state level. Our work on behalf of local government priorities has focused on Transportation, Parks & Recreation, Economic & Community Development, Public Safety & Emergency Operations, Health & Human Services, Environmental Resources, among many others. **Since 2015 alone, we have helped our clients secure more than $6 billion in federal grants, loans, and direct funding and are proud of the high return on investment we bring to our clients.**

TFG's list of accomplishments and successes on behalf of our clients is extensive. The following examples illustrate TFG's successful grant experience on behalf of other local government entities across the country, working with federal elected officials and projects successfully advanced through the federal agencies over recent years. Additional client successes are available upon request.

Transportation & Infrastructure Development and Maintenance

Client	Agency	Grant Project	Award
Cincinnati, OH	USDOT	Cincinnati Streetcar Project	$36 million
Stamford, CT	USDOT	Bus and Bus Livability Grant Program	$16 million
Mooresville, NC	USDOT	Better Utilizing Investments to Leverage Development (BUILD) Program	$13.6 million
New Rochelle, NY	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program	$11.9 million
Huntsville, AL	USDOT	Consolidated Rail Infrastructure and Safety Improvements	$8 million

Parks & Recreation/Trails

Client	Agency	Grant Project	Award
Cape Coral, FL	USDA	Urban Parks and Greenspace Reforestation Project	$1 million
Greenville, NC	DOT	Greenville Greenway Master Plan Project	$900,000
Cape Coral, FL	FL Environmental Protection	Yellow Fever Creek Preserve Trail Improvement Project	$200,000
Ridgefield, WA	US Soccer Foundation	Safe Places to Play Grant	$90,000
Ridgefield, WA	WA Archaeology Hist Preservation	Historic Cemetery Preservation Capital Grant Program	$29,000

Community/Economic Development

Client	Agency	Grant Project	Award
Fairview, TX	EDA	Public Works and Economic Adjustment Assistance (PWEAA) Programs	$3 million
Palm Bay, FL	EDA	Business Expansion Enhancement Project	$2.8 million
Vallejo, CA	EDA	Coronavirus Aid, Relief, and Economic Security (CARES) Act	$960,000
Cape Coral, FL	FL Environmental Protection	Cape Coral Art Center Renovation Project	$100,000

Town of Ashford, NY	NY Consolidated Funding Program	Welcome Center/Truck Stop	$12,500

Public Safety First Responder Technology and Programs

Client	Agency	Grant Project	Award
Loudoun County, VA	DHS	Assistance to Firefighters Grant (AFG) Program	$4.58 million
Tamarac, FL	DHS	Assistance to Firefighters Program (AFG)	$2.78 million
Livingston County, NY	USDA	Community Facilities Loans and Grants - EOC Expansion Project	$2.23 million
Fairfield, CA	DOJ	Communities Oriented Policing (COPS): Hiring Program	$1.8 million
Los Angeles County, CA	DOJ	Body-Worn Camera Policy and Implementation Program	$999,600
High Point, NC	DOJ	Communities Oriented Policing (COPS): Hiring Program	$875,000

Housing & Human Services

Client	Agency	Grant Project	Award
High Point, NC	HUD	Lead-Based Paint Hazard Control Grants	$5.5 million
Napa County, CA	HUD	Continuum of Care (CoC) Program – Cumulative	$789,928
El Paso County, CO	USDA	Supplemental Nutrition Assistance Program (SNAP): Process and Technology Improvement Grants	$614,736
Kittitas County, WA	DOJ	Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP)	$600,000
Napa County, CA	HUD	Youth Homeless Demonstration Program Renewal and Replacement Grants	$425,569

Environmental

Client	Agency	Grant Project	Award
Sacramento County, CA	EPA	Water Infrastructure Finance and Innovation Act (WIFIA) Program - Arden Service Area Pipe and Meter Installation Project	$59 million

Kittitas County, WA	DHS	Building Resilient Infrastructure and Communities (BRIC) - Solid Waste Transfer Station	$12.65 million
Sonoma County Water Agency	EPA	North Bay Water Reuse Program	$4.7 million
Anderson County, SC	EPA	EPA Brownfields Program	$400,000

Proposed Project Team

TFG's approach to staffing is to assemble a team of individuals who, by education, training, and professional experience, are best positioned to provide the greatest value to the client. One team member is selected as the client manager and serves as the primary point of contact, oversees distribution of work, and ensures quality work product for the client. TFG's professional team works closely together and draws from the expertise of other TFG professionals who are not specifically assigned to the client to provide incomparable service to the client. **An organizational chart for TFG and the resumes of the Destin Client Team are included as attachments in the Appendix.**

In addition to your designated team, the City will have access to all members of TFG's professional staff. Biographies of the firm can be found on our website at www.thefergusongroup.com. With the City's needs in mind and based on the proposed Scope of Work, TFG proposes the following team:

Team Member	Responsibilities
Heidi Schott **Grants Principal**	Heidi will serve as the co-client manager for the Destin Client Team and will work with Marissa on all grant research, writing, submission, notification, and management activities for the City.
Marissa Burger **Grants Specialist**	Marissa will work with Heidi as the co-client manager on writing, submission, notification, and management activities for the City.
Liz Vela **Grants Analyst**	Liz will be responsible for overseeing all grant all grant research, preparation, development, and submission for the City.
Catherine Riggs **Senior Grants Specialist**	Catherine is available to lead any post-award grant management services and will work closely with the team to ensure compliance, reporting, and successful project implementation on an as-needed basis.



Heidi Schott, MPA

GRANTS PRINCIPAL

Heidi Schott is a Grants Principal at TFG. She is an integral part of TFG's Grants discipline and specializes in grants services for public agencies and nonprofit organizations on a wide variety of funding and program operations. Heidi has been successful leading, developing, advising on, and writing competitive grant proposals. Since joining the firm, she has secured over $30 million in federal funding from DOT, DOJ, HUD, DHS, USDA, and EPA on behalf of clients. Heidi also undertakes complex policy and research analysis on housing, public

safety, economic and workforce development, education, transportation, environment and water resources issues.

In addition to her role at TFG, Heidi works as a Legislative and Policy Manager for the National Association of Towns and Townships (NATaT). NATaT is dedicated to providing America's smaller communities, towns and townships, and other suburban and rural localities a strong voice in Washington, DC. The Association's purpose is to champion fair-share federal funding decisions and to promote legislative and regulatory policies designed to strengthen grassroots local government. Heidi tracks and analyzes federal legislation and interacts with Congress and federal agencies on the organizations behalf.

Heidi received her B.A. in European History from the University of Victoria and her Master's in Public Administration, with a concentration in Public Management and Economic Analysis, from George Washington University. She is a member of Pi Alpha Alpha, the national public affairs and administration honors society.



Marissa Burger

GRANTS SPECIALIST

Marissa Burger is a highly accomplished grants professional with over two decades of experience in grant writing, program development, and project management. She is dedicated to helping nonprofit organizations and governments secure funding for vital community programs. With a deep commitment to supporting high-need and underserved populations, Marissa has built a career around navigating the complexities of federal, state, and private funding opportunities.

Marissa's expertise extends across various sectors, including educational initiatives, healthcare services, and cultural preservation efforts. She is known for her strategic approach to grant acquisition, having successfully developed and implemented comprehensive plans to secure substantial client funding. Marissa has served in key roles in managing executive-level operations, designing customer success platforms, and leading a large team of grant-writing subcontractors. Her tenure includes significant achievements such as designing quality control processes to enhance grant proposal success rates.

Marissa's educational background includes a Master of Arts in Communication Studies from Tarleton State University, where she was recognized as the "Outstanding Graduate," and a Bachelor of Science in Journalism from California Polytechnic State University-San Luis Obispo, where she was awarded the "Department Leadership Award."

Beyond her professional accomplishments, Marissa is dedicated to continuous improvement and learning. Her exceptional organizational abilities and proactive approach to her work are a testament to her dedication and drive. Her passion for making a tangible difference in communities nationwide aligns with her career mission to support organizations and municipalities in achieving their funding goals through strategic planning and effective grant writing and management.



Elizabeth (Liz) Vela

GRANTS ANALYST

Elizabeth (Liz) Vela is a Grants Analyst at TFG with extensive experience in public and nonprofit organizations since 1998. Liz specializes in needs assessments, grant writing, research, and policy analysis. She began her career in San Francisco after earning a BA in Political Science from Boston University, where she worked in nonprofit administration with the Foundation Center and community-based groups. Liz earned her Master of Public Affairs (MPA) from The Lyndon B. Johnson School of Public Affairs at UT Austin in 2000, focusing on public policy, and has lived and worked in Austin, Texas, since then.

Liz spent six years in county government as a planner with Travis County's Health and Human Services Department, where she developed data products and led community planning initiatives. She also collaborated with community organizations funded by the County. Liz then worked for the State of Texas for six years, specializing in policy research, federal funding compliance, and reporting across a range of public service sectors.

In recent years, Liz has managed large federal funding proposals, needs assessments, and philanthropic grant writing and reporting for a variety of clients, including community-based organizations, universities, and other nonprofit entities. Her expertise spans multiple areas, with a focus on organizational development, program design, and securing funding for a broad range of initiatives.



Catherine Riggs

SENIOR GRANTS SPECIALIST

Catherine Riggs, a Senior Grants Specialist at TFG with over two decades of experience, has worked in multiple levels of government across the United States and with many nonprofit organizations. She began her journey in government services serving on staff with Congressman Mike Rogers, where she learned about the budgetary process and grant funding at the federal level. Since then, Catherine has been successful in finding funding solutions for a variety of projects in various sized local governments and utilities across the U.S. and territories.

In addition to pre-award grant services, Catherine also provides expertise in negotiating federal grant awards and indirect cost rates for organizations and award level negotiated indirect cost rate agreements (NICRAs). Catherine has written and worked in negotiating federal grant awards and providing post-award services with the DOE for Grid Resilience and Innovation Partnerships (GRIP), Maintaining and Enhancing Hydroelectricity Incentive Section 243 & 247 Programs, Energy Improvements in Rural or Remote Areas, and with other programs administered by the U.S. Department of Agriculture (New ERA, PACE), the U.S. Fish and Wildlife Service, National Oceanic and Atmospheric Administration, the Environmental Protection Agency, U.S. Department of the Interior, the Federal Emergency Management Agency, and Housing and Urban Development.

Catherine received her B.A. in History & B.S. in Political Science and her Master's in Public Administration (MPA) with concentration in political science from Jacksonville State University. She continued her graduate work at Texas A&M University where her dissertation focused on the evolution of bureaucratic structures from colonial governance in North America.

Current Project Work and Labor Commitments

TFG has the capacity, expertise, and resources to meet the commitments outlined in this RFQ. Our team is structured to manage multiple simultaneous projects efficiently, maintaining balanced workloads and leveraging a robust internal support system to ensure seamless execution. Historically, our key project managers handle several projects at once, consistently delivering high-quality outcomes across diverse assignments. TFG staff have sufficient availability to meet the proposed responsibilities, with proactive resource allocation ensuring dedicated project support. While sub-consultants are not anticipated, any engagement will be limited to specific expertise as required, with pre-vetted professionals whose roles are clearly defined. With this proven capacity and structured approach, TFG is well-prepared to meet the RFQ's objectives.

Project Approach

TFG 5-Step Grant Services Program

TFG has developed a 5-Step Grant Services Program and Communication Plan that has proven effective in identifying and winning grants for our clients at all levels. TFG recognizes that each community is unique and has differing needs when it comes to grants. As a result, TFG has developed a grant services approach and fee structure that can be customized to meet the City's exact needs and requirements.

Step 1 – Conduct a Needs Analysis

Before pursuing specific grant opportunities, it is important to identify priorities and projects for which the City will seek federal, state, local, and foundation funding. To gain an in-depth understanding of the City's priority grant projects, TFG will conduct one City-wide virtual meeting with department heads and staff to discuss TFG grant services and how to notify TFG grant staff of priority projects. TFG will establish an **online project portal form** in which City personnel will be able to submit project ideas to TFG for which grant funding is desired. Each department will be encouraged to submit between 2-4 priority projects. Upon receipt of project information through the online portal, TFG will conduct additional meetings, as needed, with each department to learn more about the priority projects that may benefit from federal, state, or private funding.

Step 2 – Grant Funding Research

Once TFG and the City have worked to identify community needs and establish priorities, the road to appropriately identify and secure grant funding begins. TFG will utilize the information gathered through the online project portal form and virtual meetings to produce an **Annual Funding Strategy**, conduct project specific research to produce a **Custom Grant Funding Guide,** and/or develop a **Funding Blueprint.** TFG begins this process with robust grant funding research, utilizing several grant databases, which we scour daily to identify grant opportunities for our local government clients.

The guides and reports produced will highlight select grant programs that support the City's priority projects and include relevant information on eligibility, match requirements, an assessment of the complexity and competitiveness of program, as well as other program-specific information required to prioritize funding opportunities. TFG will **provide clients recommendations** of which grants they may wish to target in the

coming year and produce a **Strategic Grant Outlook** for select programs and projects to help anticipate the timing of future grant offerings.

TFG's long history of working with a wide variety of funding programs, established contacts and relationships with program managers, and understanding of when the program has been offered in the past allows us to help clients prepare in advance for an upcoming solicitation. Our experiences and relationships with funding agencies, including those in the state of Florida, also help us assess if past funding opportunities will be renewed, changed, or shelved. Putting projects through this "reality check" allows TFG to ensure that the City's resources are used as effectively as possible and not spread thin across multiple grant opportunities with little chance of success.

Step 3 – Strategically Position Priority Projects

Once specific grant programs are identified as likely funding sources for relevant priorities, TFG will begin working with the City to strategically develop project proposals to ensure they meet grant eligibility criteria and are positioned to be highly competitive.

Even the most beneficial projects often must be modified or supplemented to successfully compete at the state or federal level. This process may involve building new partnerships with local, regional, state, and national organizations; adding or subtracting project components to better fit federal, state, or private foundation programmatic objectives; leveraging assistance or other local, state, federal resources into the project; and recommending the development or expansion of local programs and initiatives that will bolster the success of grant proposals. We will also collect necessary grant information well in advance of the solicitation release. This process will include identifying and securing the required grant match, as well as project partners, letters of support, and any public notice or public participation requirements.

When possible, we provide our clients with samples of past winning applications. **TFG Grants Showcase is a database of more than 2,000 successful grant applications** from a variety of programs to help inspire and guide preparation of the City's grant submissions. Reviewing past applications also allows TFG to identify trends in funded projects that can help frame the City's projects in future applications.

As appropriate, TFG can also arrange conference calls, video conferences, or in-person meetings with federal, state, and foundation staff in charge of grant programs to solicit feedback on the City's project before the grant application period opens. TFG will set up a schedule of pre-proposal conference calls to ensure everyone involved in the submission understands the detailed outline of the grant requirements and pre-grant solicitation tasks that must be completed.

By the time an agency begins accepting applications for its grant program, TFG will have the City's project teed up to compete for funding.

Step 4 – Grant Writing

TFG understands the importance of ensuring a quality end-product and our grant services do not stop at grant research and strategic advice. Our team is accustomed to **preparing grant applications from idea concept to submission.** To facilitate a smooth grant writing process, we develop customized checklists and schedules for the City and TFG to ensure that all submitted applications are complete and submitted 48 hours prior to the deadline. These checklists and schedules include detailed timelines regarding:

- Relevant grant information the City must provide TFG and the deadlines.
- When the City can expect the first and second drafts of the grant narratives from TFG.
- When City feedback is due back to the TFG grant writers.
- Submitting the final grant application 48 hours before the submission deadline.

TFG will continually update the grant project timeline and make modifications based on issues that arise throughout grant application preparation. Our timeline helps all participants in the grant application effort maintain accountability to provide information by given deadlines, while also ensuring the City has ample opportunity to provide feedback and guidance on the proposal, including final edits and review of grant narratives and accompanying materials.

During the grant writing process, we take the lead on all aspects of the application, including not just writing and submission, but also preparing budgets, budget narratives, federal forms, and drafting letters of support. TFG incorporates all City-approved graphics so that they blend seamlessly into the narrative or appendix. The City will have final approval of all application materials and may choose to submit the application package or have TFG submit the application on the City's behalf. We will notify the City and all relevant partners of application submission and provide confirmation of submission documentation from the funding agency.

For grants that do not receive funding, TFG will arrange for City officials to receive a **grant application debrief** from the state or federal department that issued the grant. We will include in the debrief report an analysis on how to improve the grant for the following year's submission.

Step 5 – Organizing Political Support

Although career agency staff conduct the initial review and ranking of grant applications, in many programs it is political appointees who make the final decision about which applications to fund. These Administration officials must consider multiple factors when making their selections, including an assessment of the political support each project enjoys. Bringing the most effective and targeted political input available to bear on these officials can be the difference between a project that secures funding and one that is highly ranked but not funded. TFG's grant professionals will assist in **drafting letters of support** to secure from your Congressional delegation to further distinguish your project.

Communications Plan and Reporting

TFG's 5-Step Grant Services Program ensures effective project monitoring, budget control, and adherence to project schedules. Our program includes comprehensive project planning, timeline tracking, and regular status updates to maintain accountability. Quality assurance and control are integral, with detailed reviews at each stage to ensure accuracy and compliance with grant requirements. TFG's methods emphasize proactive communication, streamlined processes, and a client-focused approach to deliver results efficiently and effectively. If requested, the TFG Team will submit reports to the City summarizing the amount of time expended and describing activities undertaken.

In addition to providing direct grant writing services, TFG will notify the City of relevant grants in real time, as we are made aware of priorities. We send grant notifications to clients on the day they are released through a **Grants Profile**. The Grants Profile includes a synopsis of the grant program, eligibility requirements, funding level, match commitment, project period, application deadline, and helpful tips and information on previous

grant awards. Every Friday we send our clients the **TFG Weekly Grants Update**, which highlights recently announced federal grants of interest to local governments. The TFG Weekly Grants Update ensures that clients can explore the wide array of grants released throughout the week and offers them the opportunity to contact TFG for more information should they see grants that were not previously discussed.

As an added benefit, TFG offers grant retainer clients with access to its **Grants Funding Hub** – a library of Grant Funding Guides. These guides cover broad topics including Law Enforcement (Police), Historic Preservation, Library and Museum Services, Homelessness, Parks and Recreation, Libraries and Museums, Mental Health and Substance Abuse, and Transportation, among others.

Role of City Staff and Resources in the Grant Writing Process

Successfully securing competitive grants is a team activity and requires communication, collaboration, and information sharing between City personnel and the TFG grants team. To identify grant funding opportunities and properly evaluate project readiness and competitiveness, the City should be prepared to provide TFG with information on project ideas, including background on project need, project details, partnerships, project timeline, and project cost. This basic background information on priority projects is just a starting point for beginning the grant identification process. Projects ready to pursue grant funding will require additional documentation and information be shared with TFG, including but not limited to:

- Required administrative information like Unique Entity Identifier (formerly DUNS number), confirmation of System for Awards Management (SAM) active registration, Federal EIN, and project director and authorized representative contact information.
- Access to grants.gov or other grant submission portals.
- Supporting project documents and information including studies, plans, reports, meeting minutes, budgets, etc.

The City will be responsible for reviewing all draft grant narratives, collecting necessary resolutions and community support letters, providing feedback and edits in a timely manner, and submitting the grant applications through the online portals. TFG will clearly outline roles and responsibilities for all grant preparation activities to ensure all participants are well informed of deadlines and responsibilities.

References

City of New Rochelle, NY

Ms. Kathleen Gill, City Manager
515 North Avenue, New Rochelle, NY 10801
(914) 654-2140
kgill@newrochelleny.com

DESCRITION OF SERVICES: TFG provides comprehensive grant consulting services, offering end-to-end support that includes tailored grant research, strategic funding opportunity identification, and expert grant writing.
LENGTH OF SERVICES: 2019-PRESENT

City of Lake Forest, IL

Ms. Elizabeth Holleb, Finance Director
800 North Field Drive, Lake Forest, Illinois 60045
(847) 810-6312
hollebe@cityoflakeforest.com

DESCRITION OF SERVICES: TFG provides comprehensive grant consulting services, offering end-to-end support that includes tailored grant research, strategic funding opportunity identification, and expert grant writing.
LENGTH OF SERVICES: 2021-PRESENT

Loudoun County, VA

Ms. Megan Cox, Program Evaluation and Research Manager
1 Harrison St. SE, Leesburg, VA 20175
(703) 777-0539
megan.cox@loudoun.gov

DESCRITION OF SERVICES: TFG provides comprehensive grant consulting services, offering end-to-end support that includes tailored grant research, strategic funding opportunity identification, and expert grant writing.
LENGTH OF SERVICES: 2015-PRESENT

Appendix

TFG Grant Services Overview

TFG Organizational Chart

Destin Client Team Resumes

TFG Proof of Professional Liability Insurance

Required Form - Respondent Acknowledgement

Required Form - Addenda Acknowledgement

Required Form - Confirmation of Drug Free Workplace

Required Form - Schedule of Sub-Consultant(s)

Required Form - Completed Public Entity Crimes Statement

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

Roger Gwinn
_____
Print Name



_____
Signature

December 5, 2024
_____
Date

RESPONDENT ACKNOWLEDGEMENT

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: The Ferguson Group, LLC (TFG)

Federal I.D. Number: 52-1953168

A Corporation of the State of: District of Columbia

Area Code: 202 Telephone Number: 331-8500

Area Code: _____ Fax Number: _____

Mailing Address: 1901 Pennsylvania Avenue NW Suite 700

City/State/Zip: Washington, DC 20006

Vendor Mailing Date: 12/2/2024

Authorized Signature

Roger Gwinn, CEO
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:
Name: Trace Roller
Address: 1901 Pennsylvania Avenue NW Suite 700
City, State, Zip: Washington, DC 20006
Telephone No.: (202) 868-0278
Email: troller@tfgnet.com

Check One	
Corporation	
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is: The Ferguson Group, LLC (TFG)

   The address of the principal place of business is:
   1901 Pennsylvania Avenue NW Suite 700
   Washington, DC 20006

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?

   _____

   Under what other former names has your organization operated?

   N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   N/A

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See proposal for project description

10. State the name of the individual who will have personal supervision of the work:

See proposalfor client team

11. State the name and address of attorney, if any, for the **business** of the Respondent:

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See proposal for project description

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See proposal for project description

18. What will be your turnaround time for written responses to City inquires?

See proposal for project description

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) W. Roger Gwinn

(Title) CEO

STATE OF Virginia
COUNTY OF Prince William.

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this 2nd day of December, 2024.

By:
Roger Gwinn, CEO
(Print name)

Personally known ____ OR Produced Identification VA Drivers License.

Faheem Bilal
Notary Signature

Seal:

Commonwealth Of Virginia
Faheem Bilal - Notary Public
Commission No. 8071926
My Commission Expires 3/31/2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: The Ferguson Group, LLC (TFG)

DATE SUBMITTED: 12/2/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ-21-12-CD

2. This sworn statement is submitted by
The Ferguson Group, LLC (TFG)

whose business address is 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006
and (if applicable) Federal Employer Identification Number (FEIN) is
52-1953168 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Roger Gwinn and my relationship to the entity named above is CEO

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

W. Roger Gwinn 12/2/24
(Signature) Date:

STATE OF Virginia
COUNTY OF Prince William

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 2nd day of December, 2024.,

By:
Roger Gwinn, CEO
(Print name)

Personally known ____ OR Produced Identification VA Drivers License.

Faheem Bilal
Notary Signature Seal:

Commonwealth Of Virginia
Faheem Bilal - Notary Public
Commission No. 8071926
My Commission Expires 3/31/2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: The Ferguson Group, LLC (TFG)

ADDRESS: 1901 Pennsylvania Avenue NW Suite 700

CITY: Washington STATE: DC ZIP CODE: 20006

TELEPHONE NUMBER: (202) 331-8500

SIGNATURE: _____ DATE: 12/2/2024

NAME (TYPED OR PRINTED): Roger Gwinn

TITLE: CEO

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO X

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO X

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

FIRM NAME: The Ferguson Group, LLC (TFG)

BY (PRINTED): Roger Gwinn

BY (SIGNATURE): W. Roger Gwinn

TITLE: CEO

ADDRESS 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006

PHONE NO. (202) 331-8500

E-MAIL rgwinn@tfgnet.com

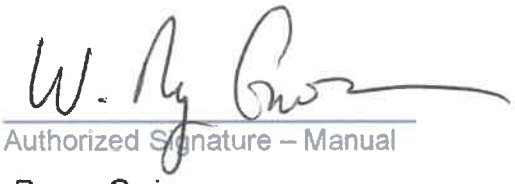
THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

The Ferguson Group, LLC (TFG)	
CONSULTANT's Company Name	Authorized Signature – Manual
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	Roger Gwinn
Physical Address	Authorized Signature – Typed
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	CEO
Mailing Address	Title
(202) 331-8500	
Phone Number	FAX Number
202-255-5759	
Cellular Number	After-Hours Number(s)
rgwinn@tfgnet.com	12/2/2024
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Roger Gwinn, CEO — CEO

Name — Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
N/A				

Signature W. Ferguson

Date: 12/2/2024

Title/Company The Ferguson Group, LLC (TFG)

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Roger Gwinn (insert name) as CEO (insert title) on behalf of The Ferguson Group, LLC (TFG) (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

W. Roy Gwinn

Printed Name: Roger Gwinn
Title: CEO
Nongovernmental entity: The Ferguson Group, LLC (TFG)
Date: 12/2/2024

STATE OF Virginia.
COUNTY OF Prince William.

SWORN TO AND SUBSCRIBED before me ✓ in person or ____ remote notarization by Roger Gwinn as CEO on behalf of The Ferguson Group, LLC (TFG), who is personally known to me or who produced VA Drivers License. as identification this 2nd day of December, 2024.

Faheem Bilal
Notary Public

(Notary Seal)

Commonwealth Of Virginia
Faheem Bilal - Notary Public
Commission No. 8071926
My Commission Expires 3/31/2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time**.**

Name of Vendor: The Ferguson Group, LLC (TFG)

Federal I.D. Number: 52-1953168

A Corporation of the State of: District of Columbia

Area Code: 202 Telephone Number: 331-8500

Area Code: _____ Fax Number: _____

Mailing Address: 1901 Pennsylvania Avenue NW Suite 700

City/State/Zip: Washington, DC 20006

Vendor Mailing Date: 12/2/2024

_____
Authorized Signature

Roger Gwinn, CEO
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:
Name: Trace Roller
Address: 1901 Pennsylvania Avenue NW Suite 700
City, State, Zip: Washington, DC 20006
Telephone No.: (202) 868-0278
Email: troller@tfgnet.com

Check One

Corporation	
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is: The Ferguson Group, LLC (TFG)

   The address of the principal place of business is:
   1901 Pennsylvania Avenue NW Suite 700
   Washington, DC 20006

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

_____

Under what other former names has your organization operated?

N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

N/A

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See proposal for project description

10. State the name of the individual who will have personal supervision of the work:

See proposalfor client team

11. State the name and address of attorney, if any, for the business of the Respondent:

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See proposal for project description

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See proposal for project description

18. What will be your turnaround time for written responses to City inquires?

See proposal for project description

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

Roger Gwinn, CEO

(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:

Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: The Ferguson Group, LLC (TFG)

DATE SUBMITTED: 12/2/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ-21-12-CD

2. This sworn statement is submitted by
The Ferguson Group, LLC (TFG)

whose business address is 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006
and (if applicable) Federal Employer Identification Number (FEIN) is
52-1953168 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Roger Gwinn and my relationship to the entity named above is CEO

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
(Signature) Date:

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:
Roger Gwinn, CEO
_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: The Ferguson Group, LLC (TFG)

ADDRESS: 1901 Pennsylvania Avenue NW Suite 700

CITY: Washington STATE: DC ZIP CODE: 20006

TELEPHONE NUMBER: (202) 331-8500

SIGNATURE: _____ DATE: 12/2/2024

NAME (TYPED OR PRINTED): Roger Gwinn

TITLE: CEO

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO x_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO x_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: The Ferguson Group, LLC (TFG)

BY (PRINTED): Roger Gwinn

BY (SIGNATURE): _____

TITLE: CEO

ADDRESS 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006

_____

PHONE NO. (202) 331-8500

E-MAIL rgwinn@tfgnet.com

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

The Ferguson Group, LLC (TFG)	
CONSULTANT's Company Name	Authorized Signature – Manual
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	Roger Gwinn
Physical Address	Authorized Signature – Typed
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	CEO
Mailing Address	Title
(202) 331-8500	
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
rgwinn@tfgnet.com	12/2/2024
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Roger Gwinn, CEO

Name Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
N/A				

Signature_____ Date: 12/2/2024

Title/Company The Ferguson Group, LLC (TFG)

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Roger Gwinn (insert name) as CEO (insert title) on behalf of The Ferguson Group, LLC (TFG) (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

_____
Printed Name: Roger Gwinn
Title: CEO
Nongovernmental entity: The Ferguson Group, LLC (TFG)
Date: 12/2/2024

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by Roger Gwinn as CEO on behalf of The Ferguson Group, LLC (TFG), who is personally known to me or who produced _____ as identification this _____ day of _____, 202___.

_____
Notary Public

(Notary Seal)

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

TFG Grants



DATE: August 2024

TFG Grant Services Overview

For over 40 years, TFG has led the way in the federal, state, and private grant space. We offer a full suite of grant support services, providing our clients a competitive advantage in securing highly sought-after grant dollars. We specialize in representing public and private entities who share our passion for building strong and vibrant communities. Competitive grants and loans provide cities, counties, special districts, and other public agencies, as well as institutions of higher learning, hospitals, and non-profit organizations, with the opportunity to substantially enhance local resources. **Since 2015 alone, TFG has helped our clients secure over $5.9 billion in competitive federal, state, and foundation funding, not including congressionally directed spending projects.** Whether you are a public agency or a non-profit organization, TFG will be your most effective advocate and partner in securing funding.

TFG Grant Services

TFG has wide ranging grant abilities and customizes our services to fit your needs. From identifying viable grant options or full application writing, TFG can help. Below is an overview of the services we offer:

Dedicated Grant Expert/Team

All TFG retainer grant clients are assigned a dedicated grant expert that serves as a liaison to you and your staff. TFG Tier 3 and Tier 4 grant services retainer clients (see below) are assigned a team of experts, including an advocacy team member.

Monthly Grant Update Meeting

TFG experts will host monthly grant update calls to discuss grant funding outlook, services provided and engagement.

Grant Alerts and Weekly Grant Updates

TFG publishes grant alerts on priority grants as they are noticed or published. On high priority grants or those with a short turnaround, TFG frequently distributes alerts regarding grant opportunities before their official release. Each Friday, we issue our Weekly Grant Update that provides a recap of federal grant solicitations that were published that week to ensure you don't miss any opportunities.

TFG Grant Funding Hub

Interested in knowing what grants are available on a broad topic? Look no further than TFG's **Grant Funding Hub** which houses TFG's **Grant Guides**. TFG's Grant Guides provides an overview of grant programs in a specific issue area and document relevant information such as funding levels, match requirements, eligibility, and use of funds. The Hub includes guides covering a wide array of topics such as:

- Cybersecurity
- Courts
- Law Enforcement & Public Safety
- Housing & Homelessness
- Fire Departments
- Disaster & Emergency Preparedness
- Parks and Recreation
- Broadband & Telecommunications
- Libraries & Museums
- Water and Wastewater
- Transportation
- Economic & Community Development
- Substance Abuse
- Renewable Energy & Grid Modernization
- Electric Vehicle and Charging Technology
- Infrastructure Investment and Jobs Act & Inflation Reduction Act

TFG's Grant Funding Hub also includes a robust database of **Grant Profiles** that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.

TFG Grants Showcase

TFG has an internal database of over 1750 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions. Reviewing past applications also allows TFG grant experts to identify trends in funded projects that can help frame how to present a project in a future application under the program. TFG grant retainer clients are provided access to view successful grant applications through their dedicated grant experts.

TFG Strategic Funding Plan

Succeeding in grants means knowing your priorities and planning ahead. To gain an in-depth understanding of priority grant projects, TFG established an online project portal where priority project information can be submitted for grant research support. Based on our team's knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. Our Strategic Funding Plan also allows your staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

TFG Funding Blueprint

Looking for funding for a specific project? TFG conducts grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grant research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay "ahead of the game" and be prepared.

Project Development and Readiness

Working alongside your subject matter experts, TFG grants team will provide strategic advice on how to get your project grant ready. Collectively, we will work to scope or rescope your project, identify background and technical information needed to support the grant application, and match project goals with funding agency priorities. You will come out of this process with a list of actionable steps that need to be taken to ensure your project is grant ready, including where TFG can support your team.

Grant Writing

Preparing winning grant proposals takes time, skill, and knowledge. TFG's skilled grant writers will take your defined grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, you can be assured your application will be complete, competitive, and submitted on time.

Grant Editing and Review

Improve your chance of success by having TFG staff review your grant proposal. TFG staff will expertly review your application against the funder's requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit. Grant editing and review does not include rewriting content.

Grant Debriefs

Grant debriefs are important, especially if it turns out that your application didn't get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations. As part of this process, TFG will review your past grant applications, and incorporate feedback from the Federal Agency, so that you know exactly what needs to change for your future application.

Grant Training

We focus our grant training on building capacity, helping position you for success in the often-complex grant process. TFG offers training on grant basics, project prioritization, grant researching, and grant writing. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs. We can provide training on a one-one-basis or through larger workshops dependent on your needs.

Grant Project Advocacy

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, often, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

Congressionally Directed Spending (Earmarks)

If your congressional delegation engages in the appropriations earmarking process, TFG can assist in seeking direct federal support for your priority projects. TFG works within these processes to advance federal programs of importance and advocates for the adoption of legislative language to help increase access to federal funding for local communities. In addition to researching grant and financing opportunities for your projects, TFG will identify and pursue authorization and appropriations opportunities that support your priorities.

TFG has an extensive track record spanning several decades, demonstrating success in navigating the annual budget, appropriations, and earmarking processes. In the period preceding the 2010 ban on earmarks, TFG played a crucial role in assisting its clients in securing an average of $500 million annually through the appropriations process. **Following the reinstatement of earmarks in 2021, TFG has continued to excel, aiding its clients in securing over $271 million in earmarked funding in just three years.**

Post-Award Grant Management Services

TFG is delighted to offer Post-Award Grant Management Services on a per-case basis, ensuring clients receive comprehensive support. Our services encompass expert guidance in managing grants, overseeing funding utilization, compliance tracking, and reporting. With TFG's Post-Award Grant Management Services, clients can navigate the complexities of grant administration seamlessly, allowing them to focus on achieving their project goals.

Negotiated Indirect Cost Rate Agreements (NICRA)

TFG is committed to supporting organizations in establishing robust proposals for Negotiated Indirect Cost Rate Agreements (NICRA). Our specialized services encompass thorough analysis, strategic planning, and expert guidance to ensure compliant proposals and assistance through the negotiation process. By collaborating closely with clients, we navigate the intricacies of NICRAs, leading to a thorough cost allocation plan, NCIRA proposal, negotiation, and recovery process. Additionally, we can provide compliance services to create a streamlined and efficient financial framework that maximizes funding utilization. With TFG's assistance, clients not only establish favorable NICRA terms through expert negotiation but also foster financial sustainability for their organizations.

TFG ORGANIZATION CHART

Partners
W. Roger Gwinn, CEO
Mark Limbaugh, President
Jennifer Imo, Managing Partner of Advocacy
Kristi More, Managing Partner of Grants
G. Michael Miller, Partner
Charmayne Anderson, Partner
Lane Dickson, Partner

Operations

Janet Atabansi, Executive Assistant

Laura Cosenzo, Operations Manager

Tina Dykstra, Executive Assistant

Marcusleen Jones, Controller

Jess Kennedy, Project Accountant

John Smith, III, Executive Assistant & HR Associate

Alex Strizak, Executive Assistant

Advocacy Division

Chris Cummins, Legislative & Policy Director

Ann Durand, Associate

Chris Griffin, Senior Associate

David Hoover, Principal

Zachary Israel, Principal and Manager of Legislative Affairs

Chris Kearney, Principal

Courtney Miller, Senior Associate

Jeremiah VanAuken, Senior Associate

Grants Division

Mia Barthel, Grants Analyst

Gabrielle Bronstein, Grants Principal

Jay De La Rosa, Grants Specialist

Wyatt Fritz, Grants Analyst

Zachary Hancock, Grants Data Analyst

Ceylon J. Herath, Grants Analyst

Kristen H. Long, Grants Principal

Dan Miglin, Grants Specialist

Catherine Riggs, Senior Grants Specialist

Brittani Robinson, Senior Grants Specialist

Heidi Schott, Grants Principal

Nicole Sibilski, Senior Grants Specialist

DeAndre' Smith, Grants & Technology Project Coordinator

Chris Wagoner, Grants Specialist

Amanda Wylie, Grants Analyst

Liz Vela, Grants Specialist

Sales and Marketing

Trace Roller, Director of Business Development

Alexandra Yiannoutsos, Director of Communications and Marketing

Consultants

Bradd Schwichtenberg, Senior Policy Advisor

Earl Stockdale, Of Counsel & Senior Advisor

Stephanie Missert, Senior Advisor

James McConnell, Of Counsel

Valerie Massolo, Senior Advisor

Joonsoo Yi, Senior Advisor

ADDENDUM NO. 1

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ NO. 24-12-CD
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

NOVEMBER 21, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFQ and is hereby made a part of the proposal documents. Per the RFQ, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFQ NO. 24-12-CD. As per the City's standard practice, the City is furnishing the responses below to these questions.

- **Question: The sample contract lists a professional liability requirement of $2Mil per event/$4Mil aggregate. Is the City's expectation that the firm hired has that level of professional liability insurance? The level is more typical of design/engineering firms, not planning and policy consulting firms, which tend to carry $1 million or $1 million/$2 million (our current policy levels).**

Response: Insurance requirement is $1 million per event, and $2 million aggregate for professional liability insurance.

The bid opening date for RFQ 24-12-CD remains December 5, 2024 at 2:00 P.M. (CST)

END OF ADDENDUM NO. 1

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFQ.

Receipt of Addendum No. 1 is hereby acknowledged:

Roger Gwinn
_____
Print Name



_____
Signature

December 5, 2024
_____
Date

RESPONDENT **ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time**.**

Name of Vendor: The Ferguson Group, LLC (TFG)

Federal I.D. Number: 52-1953168

A Corporation of the State of: District of Columbia

Area Code: 202 Telephone Number: 331-8500

Area Code: _____ Fax Number: _____

Mailing Address: 1901 Pennsylvania Avenue NW Suite 700

City/State/Zip: Washington, DC 20006

Vendor Mailing Date: 12/2/2024

_____
Authorized Signature

Roger Gwinn, CEO
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:
Name: Trace Roller
Address: 1901 Pennsylvania Avenue NW Suite 700
City, State, Zip: Washington, DC 20006
Telephone No.: (202) 868-0278
Email: troller@tfgnet.com

Check One

Corporation	
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is: The Ferguson Group, LLC (TFG)

   The address of the principal place of business is:
   1901 Pennsylvania Avenue NW Suite 700
   Washington, DC 20006

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

_____

Under what other former names has your organization operated?

N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

N/A

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See proposal for project description

10. State the name of the individual who will have personal supervision of the work:

See proposalfor client team

11. State the name and address of attorney, if any, for the business of the Respondent:

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See proposal for project description

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See proposal for project description

18. What will be your turnaround time for written responses to City inquires?

See proposal for project description

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

Roger Gwinn, CEO

(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:

Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: The Ferguson Group, LLC (TFG)

DATE SUBMITTED: 12/2/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ-21-12-CD

2. This sworn statement is submitted by
The Ferguson Group, LLC (TFG)

whose business address is 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006
and (if applicable) Federal Employer Identification Number (FEIN) is
52-1953168 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Roger Gwinn and my relationship to the entity named above is CEO

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
(Signature) Date:

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:
Roger Gwinn, CEO
_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: The Ferguson Group, LLC (TFG)

ADDRESS: 1901 Pennsylvania Avenue NW Suite 700

CITY: Washington STATE: DC ZIP CODE: 20006

TELEPHONE NUMBER: (202) 331-8500

SIGNATURE: _____ DATE: 12/2/2024

NAME (TYPED OR PRINTED): Roger Gwinn

TITLE: CEO

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO x_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO x_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: The Ferguson Group, LLC (TFG)

BY (PRINTED): Roger Gwinn

BY (SIGNATURE): _____

TITLE: CEO

ADDRESS 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006

_____

PHONE NO. (202) 331-8500

E-MAIL rgwinn@tfgnet.com

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

The Ferguson Group, LLC (TFG)	
CONSULTANT's Company Name	Authorized Signature – Manual
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	Roger Gwinn
Physical Address	Authorized Signature – Typed
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	CEO
Mailing Address	Title
(202) 331-8500	
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
rgwinn@tfgnet.com	12/2/2024
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Roger Gwinn, CEO

Name Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
N/A				

Signature_____ Date: 12/2/2024

Title/Company The Ferguson Group, LLC (TFG)

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Roger Gwinn (insert name) as CEO (insert title) on behalf of The Ferguson Group, LLC (TFG) (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

_____
Printed Name: Roger Gwinn
Title: CEO
Nongovernmental entity: The Ferguson Group, LLC (TFG)
Date: 12/2/2024

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by Roger Gwinn as CEO on behalf of The Ferguson Group, LLC (TFG), who is personally known to me or who produced _____ as identification this _____ day of _____, 202___.

_____
Notary Public

(Notary Seal)

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

REQUEST FOR QUALIFICATIONS
(RFQ)
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ No. 24-12-CD

RFQ DUE DATE: December 5, 2024 2:00 P.M. CST
4200 Indian Bayou Trail
Destin, FL 32541

City of Destin, Florida
November 5, 2024

Larry Jones, Interim City Manager
Phone (850) 837-4242
Facsimile (850) 837-3267
4200 Indian Bayou Trail
Destin, Florida 32541

TABLE OF CONTENTS

Advertisement…… 2
Section 1 – Scope of Services and Project Information 3
Section 2 – Instruction to Respondents 5
Section 3 –Response Submission Requirements 7
Section 4 – Evaluation of Responses 9
Section 5 – General Conditions 10
Section 6 - Special Conditions 13
Appendix ‘A’ 15
Respondent Acknowledgement 16
Respondent’s Qualification Form Statement 17
Addenda Acknowledgement 22
Public Entity Crimes Form……23
Confirmation of Drug-Free Workplace……25
Conflict of Interest Disclosure Form……26
Liability & Indemnification Form……27
Independence & No Conflict of Interest Form……28
Schedule of Sub-Contractors 29
Appendix ‘B’ 30
Draft Agreement ..... ……31

REQUEST FOR QUALIFICATIONS

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
RFQ No. 24-12-CD

Sealed Requests for Qualifications (RFQs) will be received in City Clerk's Office, City of Destin, 4200 Indian Bayou Trail, Destin, FL 32541 on or by: **Thursday, December 5, 2024, Not Later Than 2:00 P.M. (CT).**

RFQ's will be opened in: **4200 Indian Bayou Trail, Destin, FL 32541**
CITY HALL BOARD ROOM

One (1) original, so designated, six (6) copies (total of seven (7) submissions) and one digital (USB only) copy of the response shall be submitted in a sealed package clearly marked on the outside: "RFQ No. 24-12-CD, "PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN" and addressed to: City of Destin, City Clerk's Office,4200 Indian Bayou Trail, Destin, FL 32541.

All RFQs will be publicly opened and only the names of the Respondents will be disclosed. RFQ's received after the assigned date and time will NOT be considered.

ATTENTION ALL INTERESTED RESPONDENTS:

Prospective respondents should contact the City Clerk's Office to obtain either an electronic or paper version of the bid documents by calling 850-837-4242 or e-mail: clerk@cityofdestin.com

Any questions relative to any item or portion(s) of this solicitation should be directed to the City Clerk's Office, 850-837-4242 with Office Hours: Monday – Friday, 8:00 A.M. to 5:00 P.M. or email at clerk@cityofdestin.com

CITY OF DESTIN

Larry Jones
Interim City Manager

NOTICE TO PROPOSERS
(Advertisement)

The City of Destin, Florida (City), is currently seeking sealed submittals for "Professional Planning and Grant Consulting Services for City of Destin." The firm with the successful proposal shall be required to supply the City with copies of its current Liability Insurance and Workmen's Compensation coverage. **To bid on a project you must be placed on the Plan Holders List. To do so, obtain the Bid documents (containing the full specifications and requirements) by emailing the City Clerk's Office at cityclerk@cityofdestin.com. Please include "Request for Bid Documents – RFB No. 24-12-CD" in the subject line of the email.** Proposals must be received by the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, in a sealed envelope clearly marked "**RFQ No. 24-12-CD ,** "**PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN**", **along with the name, return address and telephone number of the firm submitting the proposal**, no later than 2:00 p.m. Central Time, on Thursday, December 5, 2024 at which time they will be opened and identified aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the Proposal(s) or take any other actions deemed by the City to be in the City's best interest.

Larry Jones
Interim City Manager

SECTION 1 –SCOPE OF SERVICES AND GENERAL INFORMATION

1.1 SUMMARY OF THE SCOPE OF SERVICES:

The City of Destin, Florida is seeking firms to enter into a "continuing contract" to provide various Professional Planning and Grant Consulting services for the City. The professional planning services required relate to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The grant consulting services shall include, but are not limited to, all forms of grant seeking, grant writing, and project support services.

The intent of this RFQ is to acquire a broad range of Professional Planning and Grant Consulting Services for the City.

The terms "Consultant" and "Respondent" shall mean the firm submitting for this RFQ and will be used interchangeably in this solicitation.

1.2 NO CONTACT CLAUSE

All prospective Respondents are hereby instructed NOT to contact any member of the City of Destin City Council, the City Manager, or City of Destin staff member other than the authorized City contact person identified in this RFQ, or the City's designated procurement staff member, regarding this solicitation package, or the Respondent's submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact may be cause for rejection of your submittal at the City's sole discretion.

1.3 TERM OF THE SERVICE

The City intends to enter into a **five (5) year with five (5) one-year extensions for a total of ten (10) year continuous contract with the successful bidder.** This term may be negotiated by the parties.

A termination clause in the contract will allow either the City or the selected Consultant to terminate with proper notice, which shall be further and specifically defined in the contract between the City and Consultant.

The selected Consultant shall be required to assume responsibility for all services offered in their proposal. The selected Consultant will designate a sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

The resulting contract shall provide for issuance of individual Task Orders based on specific scopes of work. Task Orders will be individually negotiated based on a "Fee Schedule" and any additional negotiated services required within the scope of work.

Once these fixed hourly costs are negotiated and the contracts signed, each project will be negotiated relative to the number of hours required by each position to accomplish the scope of services. The consulting services costs will be based on time and expenses with a not to exceed limit based on the negotiated hours and expenses or a fixed lump sum

fee. The results of this negotiation will result in a Task Order for the miscellaneous project. The City's standard form of consulting agreement will be utilized with appropriate changes and modifications for each specific circumstance.

The selected Consultant shall be required to assume responsibility for all services offered in his proposal. The selected Consultant will be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

Payment schedule and basis for payment will be negotiated and will be based upon documented work completed satisfactorily.

1.4 SCOPE OF SERVICES TO BE PERFORMED:

The City is seeking consulting firms to enter into a "continuing contract" to provide various Professional Planning and Grant Consulting Services for the City. The Professional Planning and Grant Consulting Services required may include, but are not limited to the following:

Professional Planning Services

The City requires the services of a qualified firm to provide professional planning services related to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The selected Consultant will be required to abide by all applicable federal, state and local laws and ordinances that may be required in the conduct or performing such services.

The intent of this RFQ is to acquire a broad range of Professional Planning services for the City of Destin that may include, but are not limited to:

- Planning Review, Development Order(s): Review project submittals for compliance with the City's Land Development Code (LDC); prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code sections; prepare review summaries, inclusive of applicable LDC code sections in preparation for issuance of Final Development Order; consult with City Staff.
    - Serve as a project reviewer for the Community Development Department and serve as the Department's representative on the Technical Review Committee (TRC), as outlined in Article 2 - Administration of the City's Land Development Code (LDC); consult with City Staff.
- Planning: Review project submittals not associated with the Development Order Review Process; prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code section; prepare review summary, inclusive of applicable LDC code Sections; consult with City Staff.
- Planning Projects: Conduct various planning projects and/or planning studies as assigned by the City Manager and/or Community Development Director; review, apply, and/or study LDC code sections; prepare review summary; consult with Planning Staff.

- Land Development Code maintenance: including the review, study, and proposed modification of LDC sections.

- Comprehensive Plan support: including data collection; analysis and preparation of map and text amendments to the Comprehensive Plan; preparation of Evaluation and Appraisal Reports (EAR); organizing and leading community engagement activities for Comprehensive Plan updates and amendments; conducting planning studies supporting the Comprehensive Plan.

- Transportation planning services: conducting multimodal transportation studies; supporting the development or review of existing transportation related fees including, but not limited to, a transportation impact fee or mobility fee; review and preparation of comments on traffic studies submitted with site development applications.

- Data collection and analysis: including providing collection, research. reporting and presentation of data and analytical findings.

The successful Proposer will meet or exceed the following qualifications:

- Minimum qualifications include five (5) years' experience in professional planning, including experience with all services described above. AICP certification of at least one Project Team Member is preferred.

- Expert knowledge of the Florida Administrative Code and Florida State Statutes pertaining to Comprehensive Plans, Zoning and Growth Management.

- Expertise and practice in Comprehensive Planning, Land Development Codes, transportation planning, and preparing and presenting various planning studies.

- Expertise and practice in reviewing Building Permits, Development Plans, Development Orders, Development Order Deviations, and Subdivisions.

- Competencies: Decision Making, Ethical Conduct, Financial Management, Strategic Thinking, Thoroughness, Collaboration Skills, Communication Proficiency, and Time Management.

- The firm must be available to the Community Development Department Staff as needed, including email communication, virtual meetings, conference calls, and attending meetings, in-person, virtually or by conference call as directed by the Community Development Director.

- The firm must have an office located in the State of Florida, and have at least one Project Team Member located within a 100-mile radius of the City of Destin.

Grant Consulting Services

The City recognizes that obtaining grant funding is a critical and important function to enable the City to leverage public funds to accomplish capital projects.

The City requires the services of a qualified firm to identify possible grant opportunities to support major capital projects identified in the City's comprehensive plan, the City's

strategic plan, the City's 5-year capital improvement plans, and other major capital projects identified by council members as maintained by the City's Project Review Team. The firm will coordinate with City staff on the assimilation of information and data required to put forth a concise and complete grant applications, prepare the grant applications, respond to questions and/or requests from the grant making organization and monitor on behalf of the City the progression of the submitted application until such time the application is awarded or denied. The selected Consultant will be required to abide by all applicable federal, state and local laws and ordinances that may be required in the conduct or performing such services.

The intent of this RFQ is to acquire a broad range of Grant Consulting services for the City of Destin that may include, but are not limited to:

Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, corporations, and organizations that support the City's funding needs and priorities.

Grant writing will include the completion of grant applications on behalf of the City, including preparation of funding abstracts, production and submittal of applications to funding sources. In addition, ongoing technical review of grant applications prepared and submitted by staff when requested are to be provided. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City. Fees for grant application preparation by the Consultant will be negotiated on a case-by-case basis and will documented with a project specific task order. The selected Consultants will meet the following required grant conditions:

- Full proposal review at least two (2) weeks prior to grant submission deadline by City staff assigned to the grant proposal.
- Final proposal that includes all required proposal documents will be submitted to City staff assigned to the grant proposal for final approval at least one (1) week before grant submission deadline.
- Full, City approved grant application documents will be submitted to the funder to meet grant submission deadline.

The successful Proposer will provide the following:

- Thoroughly understand the history, projects, and services of the City to better comprehend all projects for which grants will be sought and to recommend the seeking of grants.
- Be knowledgeable about potential community resources for grant collaboration / partnership.
- Identify prospective grant sources for the project or program.
- Work with City's management team to identity community partners as necessary.
- Attend applicable pre-proposal workshops/webinars and provide City management team with information from workshops/webinars.
- Engage City management team in creatively strategizing for project grant development.
- Provide strategies and recommendations to steer City management team to

success and timely proposal development.

- Demonstrate resourcefulness, creative thinking, and innovation to generate high quality plans for program and proposal development.
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
- Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts and cycles of work/timelines.
- Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funder.
- Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal.
- At the beginning of the proposal process, develop a timeline that is agreeable to the City management team for submission of proposal drafts and review.
- Write well-organized and compelling proposal drafts that follow the requirements of the grant and submit for review to appropriate City Staff, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process.
- Make edits or revisions to drafts as required in a timely manner.
- Submit final proposal after approval by City staff via print, electronic or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements.
- Provide digital and paper copies of complete proposal for City personnel.
- Notify applicable state and/or local partners of grant proposal submission and provide additional advocacy suggestions regarding outreach.
- Keep in contact with grant-making organizations during their review of a submitted grant application to be able to supply additional supportive material, if required. Annual Report and Annual Summary of grants the City has applied for with the grant writer’s assistance and the outcome of each grant request are to be provided.

Project support services will include promoting and establishing relationships with community stakeholders and partners, potential funders, governmental agencies, and the public that will help support the project and advance its development and eventual completion.

Services of the Consultant shall be under the general direction of the City Manager or his designee, who shall act as the City’s representative(s) during the performance of the scope of services.

SECTION 2 – INSTRUCTION TO RESPONDENTS

A. The City will accept RFQ responses until **December 5, 2024** at **2:00 P.M. (CT)** at City Clerk's Office located at City Hall, 4200 Indian Trail Bayou Destin FL. 32541, to provide the City with Qualified Respondents for **RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services.**

B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the Respondent to have their RFQ submittal **delivered to the City Clerk's Office** for receipt on or before the above stated time and date. RFQ responses which arrive after the above stated deadline as a result of delay by the mail service shall not be considered, and arrangements shall be made for their return at the Respondent's request and expense. The City reserves the right to consider submittals that have been determined by the City to be received late due solely to mishandling by the City after receipt of the RFQ and prior to the award being made.

C. All RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **December 5 2024 no later than 2:00 P.M. (CT).** All Respondents or their representatives are invited to be present. The City Hall Boardroom is located in City Hall, 4200 Indian Bayou Trail Destin, FL. 32541.

D. Respondents may request information or clarification regarding the RFQ in writing from City Clerk Rey Bailey, clerk@cityofdestin.com. The City may not accept requests for information or clarification that are propounded seven (7) days or fewer prior to the submittal deadline.

E. If any addendum(s) are issued to this RFQ, the City will attempt to notify all prospective respondents. It shall be the responsibility of each Respondent, prior to submitting the RFQ response, to contact the City Clerk's Office, at (850) 837-4242 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFQ response.

F. **One (1) original, so designated, six (6) copies (total of seven (7) submissions), and one digital (USB Only) copy** of the RFQ responses shall be submitted in a sealed package clearly marked on the outside **"RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services"** and addressed: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541.

G. Responses shall clearly indicate the legal name, address and telephone number of the Respondent. Responses shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Respondent to the submitted RFQ. Respondents must include their Federal I.D. number on their RFQ submittal.

H. All expenses for making RFQ responses to the City shall be borne by the Respondent.

I. Responses shall be evaluated by the City's Bid Committee based on all information submitted, ranking of the respondents will be generated according to evaluation criteria listed within this document. Refer to Section 4 of this RFQ for evaluation criteria. The top two ranked respondents (top ranked and first alternate) will be submitted to the City Council for approval.

J. The Bid Committee shall consist of City of Destin staff members.

K. A **sample** draft agreement that the City intends to execute with the successful respondent is attached to this RFQ as Exhibit "B." The City reserves the right to modify any and all contract language prior to execution. The actual scope of services and consulting fees will be negotiated following selection of the top firm(s).

L. Each Respondent, by submission of an RFQ response, acknowledges that in the event of any legal action challenging the award of a RFQ; the Respondent's damages, if any, shall be limited to the actual cost of the preparation of the RFQ.

M. Termination provisions for cause and convenience including manner and basis for settlement are found in Section 6.0 of the sample contract attached as Exhibit "B".

N. Contracting with City Employees or Board/Committee Members: Any City employee, Board member, Committee member or member of his or her immediate family seeking to Contract with the City shall seek a conflict of interest opinion from the City Manager or their designated representative prior to submittal of a response or application of any type to Contract with the City or as specified in 23 CFR 1.33 and the requirements of 23 CFR 172.7(b)(4). The affected employee or Board member shall disclose his or her assigned function within the City and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

SECTION 3 – RESPONSE SUBMISSION REQUIREMENTS

3.1 SUBMISSION OF RESPONSES

A. **General Requirements.** The purpose of the RESPONSE is to demonstrate the proposals, competence, and capacity of the respondents seeking to undertake the requirements of this RFQ. As such, the substance of the response will carry more weight than their length, form or manner of presentation. The technical response should demonstrate the qualification of the respondent and the particular staff to be assigned to his engagement. It should also specify an approach that will meet or exceed the RFQ requirements.

The selected Consultant shall provide sufficient organization, personnel, and management to carry out the requirements of this RFQ in an expeditious and economical manner, consistent with the needs of the City. Additionally, the selected Consultant will be required to demonstrate recent experience with the successful completion of services similar to those specified within this RFQ.

B. **Certification and Licenses.** Respondents must include with their responses, copies of all applicable certificates and licensing or business permits in accordance with Florida State law.

C. **Detailed Response.** Respondent's detailed Response to the RFQ should be ordered in the following manner:

1. Letter of Interest

The Letter of Interest shall be a maximum of one (1) page that summarizes the Respondent's primary proposals and a firm commitment to provide the proposed services. The Letter of Interest shall be signed by the Respondent or person authorized to bind the Respondent to the submitted RFQ.

2. Firm's Proposals

a) Complete and submit Respondent's Qualification Statement, herein.
b) Describe the Firm and provide a statement of the Respondent's Proposals for performing requested consulting services. Identify the services which would be completed by your Respondent's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you propose to utilize to supplement your Respondent's staff.
c) If the principal place of business is different than the location specified in the respondent's qualification statement, then Respondent shall specify office location where each project will be managed and produced.

3. Proposals of Project Team, (key project members) and availability of specialty resources.

Provide an overview of the Proposals of the specific project team to be submitted by the Firm/Individual to perform the requested services including:

a) **An organizational chart that clearly defines the lines of authority and specifically lists the Client Service Manager, Project Manager, and primary Project Professional. These project team members are hereafter referenced as "key project members".** This information shall be contained on a maximum of one (1) page.

b) Provide a maximum of four resumes for key project members outlining the relevant experience and education for this project. Each resume is limited to one (1) page.

c) Sub-consultant firms and key personnel from these firms shall be clearly identified. Respondents are to recognize that the City will not allow substitution of key project members during the Contract period without the written agreement of the City.

d) Availability location and workload of the proposed team contained on a maximum of one (1) page including:

1. Current project work listing and remaining labor commitments.
2. Historically, describe the typical number of projects handled by the Respondent's key project managers at any given time.
3. Projected workload of project management activities as defined in the scope of services.
4. Identification of any sub-consultant firms providing significant services that may be assigned more than five (5%) of the work.

4. Project Approach, demonstrated skill set, and innovative ideas that will be used to address the Scope of Work

The response should include detailed information that demonstrates the Respondents understanding of the scope of work and how they intend to meet the goals and objections of the project. Consideration shall be given for effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the RFQ deliverables. This section shall be limited to no more than six (6) pages. Work Plans that are longer than 6 pages will not be evaluated after page 6.

5. References – Past Performance

Provide a list of two (2) governmental agencies references for similar Professional Services contracts for which the Respondent has completed or are in progress within the past three (3) years with the following information: 1) name of agency, 2) address, and 3) contact name and telephone number.

Contact persons must be informed that they are being used as reference and that the City or their designee will be contacting them for information. Bid Committee Members or designee will call each reference up to three (3) times. If there is no answer after the third attempt, the City may apply no points for that project experience.

6. Submittal of General Information and Procurement Forms and Documents

Procurement forms can be found in Appendix 'A' and must be completed, signed and notarized when required and submitted. In addition, all other request and supporting documentation should be included in this section, including:

a) Respondent Acknowledgement
b) Addenda Acknowledgement (if applicable)
c) Confirmation of Drug Free Workplace
d) Schedule of Sub-Consultant(s)
e) Submit proof of Professional Liability Insurance at the levels identified on the Insurance Advisory Form herein as an attachment.
f) Submit any Supplemental information relative to this RFQ
g) Completed Public Entity Crimes Statement

SECTION 4 – EVALUATION OF RESPONSES

4.1 SUBMISSION OF RESPONSES

A. RFQ Requirements

The Bid Committee will review and evaluate all RFQ responses. Evaluation shall include Respondent's responses to the minimum requirements outlined in Sections 1 through 3 of this RFQ. A sequential ranking of all respondents will be developed. The top two ranked respondents (top ranked and first alternate) will be presented to the City Council for approval to begin negotiations. The determination shall be based upon the following criteria and respondents shall provide, as a minimum, the information listed under each criterion. Failure to provide adequate information listed on any criterion may result in rejection of the submittal as non-responsive.

The proposal package is designed to provide information about your firm. Therefore, the said information will be used in evaluating the respondent's proposals to perform the advertised work. Responses will be evaluated by the Bid Committee in accordance with weighted criteria listed below:

Description	Point Range
Proposals of the firm to include past performance	35
Assigned Staff Proposals & Experience	25
Project Approach	25
References	15
Total	**100**

B. Selection Process

1. The Bid Committee consisting of City staff will review each written submission for compliance with the requirements of the RFQ, including verifying that each response includes all documents required. In addition, the Bid Committee will ascertain whether the Respondent have met the requirements set forth to render the required services according to federal and State laws and regulations and the requirements of this RFQ.

2. The Bid Committee will score and rank all responses based on the requirements of the RFQ to determine a top ranked firm deemed to be the most highly qualified to perform the required service.

3. The Bid Committee will forward the top ranked firm(s) to the City Council for final approval. The City Council shall have sole approval authority.

4. After final approval by the City Council, the City Manager or designee will begin negotiations with the top ranked firm on an agreement based on the attached draft contract found in Appendix "B" and developed from this REQUEST FOR QUALIFICATIONS. The City reserves the right to include additional provisions if the inclusion is in the best interest of the City, as determined solely by the City. If an agreement cannot be reached with the top ranked firm, then staff will take the first alternate or next top ranked respondent to City Council for approval and begin negotiations with next highest ranked firm from the Bid Committee's list until successful negotiations occur, or the firms on the council approved list is exhausted. Assuming the successful negotiation of an agreement, the final contract will be submitted to the City Council for their consideration and approval. The City Council shall have sole approval authority.

SECTION 5 – GENERAL CONDITIONS FOR RESPONDENTS

1. FAMILIARITY WITH LAWS: The Respondent is presumed to have full knowledge of and be in compliance with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the equipment and the services provided to the City. Ignorance on the part of the Respondent will in no way relieve Respondent of responsibility to adhere to such laws and regulations.

2. RFQ FORMS: The Respondent will submit a RFQ on the RFQ forms provided. All RFQ prices, amounts and descriptive information must be legibly entered. The Respondent must state the price and the time of delivery for which they propose to deliver the equipment or service requested. All RFQ forms must be executed and submitted for easy identification. The face of the envelope shall contain the company's name and address, RFQ title, number, RFQ date and time. RFQs not submitted on RFQ forms herein may be rejected. All RFQs are subject to the conditions specified within this solicitation document. RFQs which do not comply with these conditions are subject to rejection.

3. EXECUTION OF RFQ: RFQ must contain a manual signature of an authorized representative in the space provided on all affidavits and Response sheets.

4. RFQ DEADLINE: It is the Respondent's responsibility to assure that the RFQ is delivered at the proper time and place prior to the RFQ deadline. The City of Destin is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by a specified time so that a Response can be considered. RFQ's which for any reason are not delivered by the deadline will not be considered. The City reserves the right to consider RFQ's that have been determined, by the City, to be received late due to mishandling by the City after receipt of the RFQ, prior to ranking and selection. Offers by telegram or telephone are not acceptable.

5. RIGHTS OF THE CITY: The City expressly reserves the right to:

   A. Waive any defect, irregularity or informality in any RFQ or RFQ procedure;
   B. Reject or cancel any or all RFQ's;

C. Reissue the RFQ;
D. Extend the RFQ submission deadline time and date;
E. Consider and accept an alternate RFQ as provided herein when most advantageous to the City.

6. STANDARDS: Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective Respondent has:

   A. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain such, necessary to indicate its capability to meet all contractual requirements;
   B. A satisfactory record of performance;
   C. A satisfactory record of integrity;
   D. Qualified legally to Contract within the State of Florida and the City;
   E. Supplied all necessary information in connection with the inquiry concerning responsibility.

7. INTERPRETATIONS: Any questions concerning conditions and specifications should be directed to the authorized personnel identified in the RFQ document in writing no later than seven (7) days prior to the RFQ deadline. Inquiries must reference the date by which the RFQ is to be received.

8. CONFLICT OF INTEREST: The award hereunder is subject to all conflict-of-interest provisions of the City of Destin, Okaloosa County, the State of Florida, and the federal government.

9. SUBCONTRACTING: If a Respondent subcontracts any portion of a Contract for any reason, the Respondent must state the name and address of the subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors". The City reserves the right to accept or reject any or all RFQs wherein a subcontractor is named and to make the award to the Respondent, who, in the opinion of the City, will be in the best interest of and/or most advantageous to the City. The City also reserves the right to reject a RFQ of any Respondent if the RFQ names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time Contracts of a similar nature, or who is not in a position to perform properly under this award. The City reserves all rights in order to make a determination as to the foregoing.

10. ADDENDA: From time to time, the City may issue an addendum to change the intent or to clarify the meaning of the Contract documents. It is each Respondent's responsibility to check with the City of Destin and immediately secure all addenda before submitting RFQs. Each Respondent shall acknowledge receipt of ALL addenda by notation on the Addenda Acknowledgement form herein and shall adhere to all requirements specified in each addendum prior to submission of the RFQ.

11. ANTITRUST CAUSE OF ACTION: In submitting a RFQ to the City, the Respondent offers and agrees that if the RFQ is accepted, the Respondent will convey, sell, assign or transfer to the City of Destin all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the Finance Department tenders final payment to the Respondent.

12. LEGAL REQUIREMENTS: Federal, State, County, and City laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.

13. ON PUBLIC ENTITY CRIMES: All Invitations to Bid as defined by Section 287.012(16), Florida Statutes, Requests for Qualifications as defined by Section 287.012(23), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

    "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.".

14. ADVERTISING: In submitting a RFQ, the Respondent agrees not to use the results there as a part of any commercial advertising.

15. ASSIGNMENT: Any Purchase Order issued pursuant to this RFQ invitation and the funds which may become due hereunder are not assignable except with the prior written approval of the City.

16. INDEMNIFICATION: The selected Respondent shall hold and save harmless the City of Destin, Florida, its City Council members, its officers, agents, volunteers and employees from liability of any kind in the performance of this Contract. Further, the selected Respondent(s) shall indemnify, save harmless and undertake the defense of the City, its City Council Members, agents, servants and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this Contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Respondent's operation pursuant to this Contract and from and against all costs, counsel fees, expenses and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Respondents within ten (10) days of receipt by the City of any claim, suit or action against the City arising directly or indirectly from the operations of the Respondents hereunder, for which the City may be entitled to a claim or indemnity against the Respondent, under the provisions of this Contract. Respondent shall have the right to control the defense of any such claim, suit or actions. The Respondent shall also be liable to the City for all costs, expenses, attorneys' fees and damages which may be incurred or sustained by the City by reason of the Respondent's breach of any of the provisions of the contract. Respondent shall not be responsible for negligent acts of the City or its employees.

17. CONTRACT AGREEMENT: An Agreement outlining the Scope of Services with the intent of accomplishing a timely, cost-effective completion of a given project will be provided. Specific Task Order stipulating the Scope of Work to be provided will be issued after the execution of said Agreement. The Agreement will be based on successful negotiation.

18. FUNDING OUT: The resultant Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Council for the City of Destin in the annual budget for each fiscal year of this Agreement and is subject to termination based on lack of funding.

19. PUBLIC RECORDS: Sealed documents received by the City in response to an invitation are exempt from public records disclosure until thirty (30) days after the opening of the Response/bid unless the City announces intent to award sooner, in accordance with Florida Statutes 119.07.

    However, certain exemptions to the public records law are statutorily provided for in Florida Statutes 119.07. If the Respondent believes any of the information contained within their response is exempt from the Public Records Law, then the Respondent must identify in their Response, the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Respondent agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages by any person or entity as a result of the City's treatment of records as public records.

    The City of Destin is a public agency subject to Chapter 119, Florida Statutes. The contractor shall comply with Florida's Public Records Law. Effective July 1, 2013, Section 119.071, Fla. Stat., the contractor shall:

    1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

    2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;

    3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

    4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology of the agency.

    Failure of the contractor to comply with the provisions set forth in this General Condition shall constitute a Default and Breach of the Agreement with the City.

SECTION 6 – SPECIAL CONDITIONS

1. The City by written notice may terminate in whole or in part any Contract resulting from this RFQ when such action is in the best interest of the City. If the Contract(s) are so terminated the City shall be liable for only payment for services rendered prior to the effective date of termination. Services rendered will be interpreted to include costs of items already delivered plus reasonable costs of supply actions short of delivery. Such reasonableness shall be at the sole discretion of the City.

2. It shall be the responsibility of the successful Respondent to maintain workers' compensation insurance, professional liability, property damage liability insurance and vehicular liability insurance, during the time any of his personnel are working on City of Destin property. The successful Respondent shall furnish the City with a certificate of insurance after award has been made and prior to the start of any work on City property. Said insured companies must be authorized to do business in the State of Florida.

3. The City reserves the right, before awarding a Contract to require a Respondent to submit such evidence of Proposals as it may deem necessary and may consider any evidence available to it of the financial, technical and other Proposals and abilities of a Respondent, including past performance (experience) with the City in making the award in the best interest of the City.

APPENDIX "A"

THE DOCUMENTS

BEHIND THIS PAGE

MUST ACCOMPANY RESPONSE

IN ORDER FOR SUBMITTAL

TO BE CONSIDERED

COMPLETE AND ACCEPTABLE

RESPONDENT ACKNOWLEDGEMENT

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time**.**

Name of Vendor: _____

Federal I.D. Number: _____

A Corporation of the State of: _____

Area Code: _____ Telephone Number: _____

Area Code: _____ Fax Number: _____

Mailing Address: _____

City/State/Zip: _____

Vendor Mailing Date: _____

_____
Authorized Signature

_____
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:	Check One	
Name: _____	Corporation	
Address: _____	Partnership	
City, State, Zip: _____	Individual	
Telephone No.: _____	Other	
Email:_____		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:

   _____

   The address of the principal place of business is:

   _____

   _____

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   _____

   _____

   _____

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   _____

6. How many years has your organization been in business under its present business name?

   _____

   Under what other former names has your organization operated?

   _____

   _____

   _____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   _____

   _____

   _____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   _____

   _____

   _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

_____

_____

_____

10. State the name of the individual who will have personal supervision of the work:

_____

11. State the name and address of attorney, if any, for the business of the Respondent:

_____

_____

_____

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

_____

_____

_____

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

_____

_____

_____

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

_____

_____

_____

_____

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

_____

_____

_____

_____

18. What will be your turnaround time for written responses to City inquires?

_____

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

_____

_____

_____

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

_____

_____

_____

_____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

_____

_____

_____

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

_____

_____

_____

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: _____

DATE SUBMITTED: _____

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	**DATE**	**ADDENDUM No.**	**DATE**

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 _____
_____

2. This sworn statement is submitted by
_____
_____
whose business address is _____
and (if applicable) Federal Employer Identification Number (FEIN) is
_____(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____

3. My name is _____and my relationship to the entity named above is _____
_____

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
(Signature) Date:

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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:_____

ADDRESS:_____

CITY:_____ STATE:_____ ZIP CODE:_____

TELEPHONE NUMBER:_____

SIGNATURE:_____ DATE:_____

NAME (TYPED OR PRINTED):_____

TITLE: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: _____

BY (PRINTED):_____

BY (SIGNATURE):_____

TITLE: _____

ADDRESS_____

_____

PHONE NO. _____

E-MAIL _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

CONSULTANT's Company Name	Authorized Signature – Manual
Physical Address	Authorized Signature – Typed
Mailing Address	Title
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

_____

Name Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	

Signature_____ Date:_____

Title/Company_____

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I _____ (insert name) as _____ (insert title) on behalf of _____ (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

_____
Printed Name:
Title:
Nongovernmental entity:
Date:

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by _____ as _____ on behalf of _____, who is personally known to me or who produced _____ as identification this _____ day of _____, 202___.

_____
Notary Public

(Notary Seal)

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

APPENDIX "B"

THE DOCUMENT

BEHIND THIS PAGE

IS THE SAMPLE

CONTRACT

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

AGREEMENT FOR PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

This AGREEMENT FOR PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES (the "Agreement") made and entered into this _____day of _____, 20___, between the CITY OF DESTIN, FLORIDA (hereinafter referred to as "CITY" or "OWNER") and Firm, INC. (hereinafter referred to as "CONSULTANT").

WHEREAS, the CITY desires to engage the CONSULTANT to provide for a five (5) year contract with five (5) one-year extensions for a total of ten (10) year contract general Professional Planning and Grant consulting services; and

WHEREAS, the CITY has followed the selection and negotiation process set forth in the Florida Consultant's Competitive Negotiation Act, section 287.055, Florida Statutes (and intends to administer this Agreement as a "continuing contract" as allowed under said statute);

NOW, THEREFORE, for and in consideration of the premises, the mutual covenants hereinafter recited, and for other good, valuable and sufficient consideration, the receipt of which is hereby acknowledged, the CITY and CONSULTANT agree as set forth below.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN CITY AND CONSULTANT

ARTICLE 1- CONSULTANT'S RESPONSIBILITIES

1.1 **CONSULTANT'S SERVICES**

1.1.1 The CONSULTANT'S services consist of those services performed by the CONSULTANT, CONSULTANT'S employees and CONSULTANT'S consultants as enumerated in Article 2 of this Agreement and any other continuing or additional services as may be agreed upon pursuant to this Agreement.

1.1.2 The CONSULTANT shall maintain all professional and business certificates required by law and as necessary to perform the services. The CONSULTANT shall assure the CITY sufficient representation through assignment and performance by a team of qualified, professional employees and consultants.

1.1.3 The CONSULTANT'S services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the services. Upon request of the CITY, the CONSULTANT shall submit schedules for the performance of the CONSULTANT'S services. The schedules may be adjusted as various tasks proceed, and shall include allowances for periods of time required for the CITY'S review and for approval of submissions by authorities having jurisdiction.

ARTICLE 2- CONSULTANT'S SERVICES

2.1 In accordance with REQUEST FOR QUALIFICATIONS NO. 24-12-CD ("RFQ")which is hereby incorporated into this Agreement and attached hereto as Exhibit "A", the CONSULTANT shall provide services as directed by the City Manager or their

designee, including but not limited to: providing various Professional Planning and Grant Consulting services for the City. The professional planning services provided relate to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The grant consulting services provided include, but are not limited to, all forms of grant seeking, grant writing, and project support services.

ARTICLE 3- CONSULTANT'S COMPENSATION

3.1 CONSULTANT shall be compensated in accordance with the Fee Schedule attached hereto as Exhibit "B".

3.2 CITY'S obligation to pay the amount due hereunder in any fiscal year is contingent upon the appropriation by the CITY'S City Council of legally available funds for the purposes set forth in this Agreement. All payments upon Agreement are contingent upon the CONSULTANT'S Work being acceptable to the CITY. For satisfactory completion and acceptance of the Work, the CITY agrees to pay the CONSULTANT in accordance with the CITY'S Purchasing Policies.

3.3 Increases in the CONSULTANT's Fee Schedule, attached as Exhibit "B", may occur annually starting one year after contract execution. The increase must be requested in writing by the CONSULTANT. The annual rate of increase shall not exceed three percent (3%) and shall be based on actual salary increases to employees of the CONSULTANT. The CONSULTANT shall provide documentation of salary changes upon request by the CITY. Upon CITY review and approval, the CITY shall issue a letter of approval signed by the City Manager or his or her designee.

ARTICLE 4- CITY'S RESPONSIBILITIES

4.1 CITY SERVICES

4.1.1 The CITY shall designate a representative authorized to act on the CITY'S behalf as the CONSULTANT'S contact. The CITY or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT in order to avoid unreasonable delay in the orderly and sequential progress of the CONSULTANT'S services. All information and document submittals shall be made directly to this individual.

4.1.2 The CITY shall provide copies of ordinances, maps, studies and any other such documents as are on file with the City and of use to the CONSULTANT in performing the CONSULTANT'S services.

4.1.3 The CITY shall give prompt written notice to the CONSULTANT if the CITY becomes aware of any fault or defect in the services performed or nonconformance of the CONSULTANT'S work products.

ARTICLE 5- OWNERSHIP AND USE OF DOCUMENTS

5.1 The documents prepared by the CONSULTANT pursuant to this Agreement are instruments of the CONSULTANT'S service for use solely with respect to this Agreement.

5.2 All reports, documents and materials prepared relating to services rendered hereunder shall be the property of the CITY provided payment of applicable fees for its production has been made to the CONSULTANT in accordance with the terms of this Agreement. The CITY shall retain and use the CONSULTANT'S documents for public record, information and reference and make use in connection with the CITY'S compliance with any federal, state, county or city laws, codes, requirements, permits or any other mandate whatsoever.

ARTICLE 6- TERMINATION, SUSPENSION OR ABANDONMENT

6.1 This agreement shall terminate upon successful completion of the five (5) year contract and five (5) one-year extensions not to exceed a total of ten (10) year from the date of this contract or as below.

6.2 This Agreement may be terminated by the CITY upon not less than ten (10) days written notice should the CONSULTANT fail substantially to perform in accordance with the terms of this Agreement through no fault of the CITY.

6.3 This Agreement may be terminated by either party for any reason upon not less than thirty (30) days written notice.

6.4 The CITY may suspend an open task order upon not less than ten (10) days written notice.

6.4 If the CITY fails to make payment, within the forty-five (45) days of invoice approval permitted under Florida Statutes, when due the CONSULTANT for services and expenses, the CONSULTANT may, upon seven days written notice to the CITY, suspend performance of services under this Agreement. Unless the CONSULTANT receives payment in full within fifteen (15) days of the date of the notice, the suspension shall take effect without further notice.

6.5 In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination, together with reimbursable expenses.

ARTICLE 7- NOTICES

7.1 All Notices under this Agreement shall be in writing and shall be effective when mailed by certified mail, return receipt requested, or when delivered personally, as provided hereafter or to such other addresses as may be designated by notice:

CITY OF DESTIN	**CONSULTANT**
Lance Johnson, City Manager	Name
City of Destin	Firm
4200 Indian Bayou Trail	Street Address, Suite xxx
Destin, Florida 32541	Destin. Florida 32541
(850) 837-4242	(xxx) – xxx-xxxx

ARTICLE 8- INSURANCE REQUIREMENTS

8.1 During the performance of services under this Agreement, CONSULTANT shall maintain Commercial General Liability, Business Automobile Liability (including hired and non-owned coverage) and Professional Liability. Such coverage shall adequately protect the interest of the CITY in regard to all exposures including design defects and subsequent costs and lost revenue to loss associated with this Agreement. In no circumstance shall the limit of liability be written with limits less than $2,000,000.00 per event/$4,000,000.00 annual aggregate. CONSULTANT shall also maintain Workers' Compensation Insurance at a minimum of the statutory limits. The Workers' Compensation Policy shall contain a waiver of subrogation in favor of the CITY. CONSULTANT shall furnish CITY certificates of insurance which shall include a provision that such insurance shall not be cancelled or coverage reduced without at least 30 days written notice to the CITY. All coverage shall be with carriers admitted to do business in the State of Florida. Carriers shall be A+ rated by A M Best Company and have a financial size of X or higher. The Commercial General Liability, Business Automobile and Workers' Compensation policies shall name City of Destin, Florida as an Additional Insured. City of Destin, Florida shall be listed as the Certificate Holder on all certificates. CITY reserves the right to modify its insurance requirements with sixty (60) days written notice to CONSULTANT.

8.2 CONSULTANT shall supply certificates of insurance specifically stating the RFQ number and title for all coverages required herein prior to execution of this Agreement, such evidence of which shall be attached hereto as Exhibit "C" and made a part hereof.

8.3 The required insurance policies shall contain the following provisions:

8.3.1 There are not to be any special limitations on the protection being provided to the CITY, its officials, employees or volunteers.

8.3.2 The CONSULTANT shall provide timely reporting of incidents to its insurance carrier as required under the provisions of its insurance policies. A copy of any filed reports shall also be sent immediately to the CITY. The CONSULTANT shall exercise due diligence to ensure all reporting provisions are met to protect coverage afforded to the CITY, its officers, officials, employees or volunteers.

8.4 Verification of coverages and continuations of coverage, provision of certificates and endorsements and authorized signatures shall be made in accordance with the following:

8.4.1 Insurance coverage required in these specifications shall be in force throughout this Agreement. Should the CONSULTANT fail to provide acceptable evidence of

current insurance within seven (7) days of receipt of written notice at any time during the Agreement, the CITY shall have the right to consider the Agreement breached and justifying termination thereof.

ARTICLE 9- SOVEREIGN IMMUNITY

9.1 The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the City's rights and immunities under the Florida Constitution, common law or section 768.28, Florida Statutes, as amended from time to time.

ARTICLE 10- INDEMNIFICATION

10.1 CONSULTANT shall indemnify, defend, save, and hold the CITY, its agents, officers and employees, harmless of and from any losses, fines, penalties, costs, damages, claims, demands, suits, and liabilities, including reasonable attorney's fees (including regulatory and appellate fees), arising out of, because of, or due to any accidents arising in any manner on account of the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT, its agents, officers, and employees in the performance of the Agreement.

ARTICLE 11- MISCELLANEOUS PROVISIONS

11.1 The CITY and CONSULTANT intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in the state courts of Okaloosa County, Florida and no where else.

11.2 All of the representation and obligations of the CITY and CONSULTANT are contained in this Agreement and no modification, waiver or amendment of this Agreement or any of its conditions or provisions shall be binding upon a party unless made in writing signed by that party or a duly authorized agent of that party who is empowered by a written authority signed by that party. The waiver by any party of a breach of any provision of this Agreement shall not operate to be construed as a waiver of any subsequent breach of that provision by the same party, or of any other provision or condition of the Agreement.

11.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of completion, or the date of issuance of the Final Certificate for Payment for acts or failures to act occurring after completion.

11.4 This Agreement represents the entire and integrated Agreement between the CITY and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both CITY and CONSULTANT.

11.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CITY or CONSULTANT.

11.6 CONSULTANT warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

11.7 Where CONSULTANT is required to enter upon CITY property to deliver materials or perform work or services, as a result of this Agreement, CONSULTANT shall assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required.

11.8 The headings of articles, paragraphs and subparagraphs are for convenient reference only and shall not be deemed to limit, construe affect, modify or alter the meaning of such articles, paragraphs or subparagraphs.

11.9 Time is of the essence under this Agreement.

11.10 The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

11.11 If any article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application of same to parties or circumstances other than those to which it was held invalid or unenforceable, shall not be affected thereby and each remaining article, paragraph, subparagraph, section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

11.12 In any dispute relating to this Agreement each party shall be responsible for its respective attorney's fees and costs.

11.13 This Agreement is binding on the parties, their successors and assigns.

11.14 Public records. CONSULTANT shall comply with Florida Public Records Laws, specifically to:

11.14.1 Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.

11.14.2 Provide the public with access to public records on the same terms and conditions that the City of Destin would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

11.14.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized

by law.

11.14.4 Meet all requirements for retaining public records and transfer, at no cost, to the City of Destin all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City of Destin in a format that is compatible with the information technology systems of the City of Destin.

THIS AGREEMENT ENTERED INTO AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

CITY:

Larry Jones
Its: Interim City Manager

Date

Attest to Signature:

Rey Bailey, City Clerk

SEAL

Approved as to Legal Form:

Kimberly Romano Kopp, City Attorney

CONSULTANT:

By: _____
Its:

Date

Witness to Signature:

Print Name

Witness to Signature:

Print Name

EXHIBITS
A. Request for Proposal No. 24-12-CD
B. Fee Schedule
C. Certificates of Insurance



Proposal

Grant Consulting Services for the City of Destin, FL (RFQ No. 24-12-CD)

December 5, 2024

Submitted by The Ferguson Group
1901 Pennsylvania Avenue, NW, Suite 700
Washington, DC 20006
www.thefergusongroup.com
Trace Roller
Director of Business Development
PHONE: (202) 868-0278
EMAIL: troller@tfgnet.com

December 5, 2024

Rey Bailey
City Clerk
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

Dear Mr. Bailey:

On behalf of The Ferguson Group, LLC (TFG), I am pleased to submit the enclosed proposal for Grant Consulting Services to the City of Destin, FL. Headquartered in Washington, DC, TFG specializes in providing government advocacy, consulting, and comprehensive grant services to more than 200 state and local governments, special districts, and public agencies across the country. On their behalf, we monitor and track federal, state, and local funding opportunities; identify and provide feedback on potential funding opportunities; develop strategic funding strategies for local and regional priority projects including project readiness; and prepare and submit funding applications.

For more than 42 years, TFG has led the way in the federal, state, and private grant space. We offer a full-service suite of grant services, providing our clients a competitive advantage in securing highly sought-after grant dollars. **Since 2015 alone, we have helped our clients win more than $6 billion in federal grants, loans, and direct funding.**

TFG has reviewed the City's needs and priorities as outlined in the RFQ and looks forward to working with the City to improve your grant successes. You will see throughout this proposal that our professionals have expertise in securing funding for each of the City's priority subject areas. We will work with you to develop a funding needs analysis and will provide on-going grant funding research and grant writing services, as requested.

While this proposal is mainly geared toward our ability to assist the City in the search for and application of grant funding, TFG also has extensive experience aiding local agencies in their quest for funding through other paths, including the congressional earmarking process. We can provide federal advocacy services, when appropriate, to engage the City's elected delegations in supporting funding applications to the various funding agencies.

If you have any questions, please do not hesitate to contact me or Trace Roller, Director of Business Development directly at (202) 868-0278 or via email at troller@tfgnet.com. Thank you for your consideration of this proposal.

Sincerely,

W. Roger Gwinn
CEO

Proposal to City of Destin, Florida for Grant Consulting Services

Contents

Qualifications and Experience 3

About TFG 3
Local Government Experience 3

Proposed Project Team 6

Project Approach 9

TFG 5-Step Grant Services Program 9
Communications Plan and Reporting 11
Role of City Staff and Resources in the Grant Writing Process 12

References 12

Appendix 13

Qualifications and Experience

About TFG

Founded in 1982, TFG provides comprehensive grant research, writing, and management services, as well as federal advocacy services, to public and private entities in 34 states, including Florida. The firm is comprised of seven equity partners and more than 36 professional staff members, senior advisors, and administrative and support personnel. TFG's organizational structure is not based on a traditional hierarchy. Instead, TFG is built on a strong, team-centered approach. Our Washington, DC office houses the majority of the TFG team, but we also have staff strategically located in different regions across the country. All team members are fully integrated into the firm's organizational structure.

TFG is headquartered at 1901 Pennsylvania Avenue, NW, Suite 700, Washington, DC, just three blocks from the White House and a short cab ride to Capitol Hill and the federal agencies that issue grants. In addition to Washington, DC, TFG has offices in ten states.

TFG has a long-standing history of working with local government clients to meet their individual needs. We have positioned ourselves as a trusted partner for clients navigating the complexities grant opportunities. The continued success we have had on our clients' behalf from 1982 to now speaks volumes to our commitment to local communities and our ability to help clients achieve great success at the federal, state, and foundation levels.

Local Government Experience

Representative Grant Success

For more than 42 years, TFG has provided comprehensive grant services to public agencies seeking to advance their interests at the federal and state level. Our work on behalf of local government priorities has focused on Transportation, Parks & Recreation, Economic & Community Development, Public Safety & Emergency Operations, Health & Human Services, Environmental Resources, among many others. **Since 2015 alone, we have helped our clients secure more than $6 billion in federal grants, loans, and direct funding and are proud of the high return on investment we bring to our clients.**

TFG's list of accomplishments and successes on behalf of our clients is extensive. The following examples illustrate TFG's successful grant experience on behalf of other local government entities across the country, working with federal elected officials and projects successfully advanced through the federal agencies over recent years. Additional client successes are available upon request.

Transportation & Infrastructure Development and Maintenance

Client	Agency	Grant Project	Award
Cincinnati, OH	USDOT	Cincinnati Streetcar Project	$36 million
Stamford, CT	USDOT	Bus and Bus Livability Grant Program	$16 million
Mooresville, NC	USDOT	Better Utilizing Investments to Leverage Development (BUILD) Program	$13.6 million
New Rochelle, NY	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program	$11.9 million
Huntsville, AL	USDOT	Consolidated Rail Infrastructure and Safety Improvements	$8 million

Parks & Recreation/Trails

Client	Agency	Grant Project	Award
Cape Coral, FL	USDA	Urban Parks and Greenspace Reforestation Project	$1 million
Greenville, NC	DOT	Greenville Greenway Master Plan Project	$900,000
Cape Coral, FL	FL Environmental Protection	Yellow Fever Creek Preserve Trail Improvement Project	$200,000
Ridgefield, WA	US Soccer Foundation	Safe Places to Play Grant	$90,000
Ridgefield, WA	WA Archaeology Hist Preservation	Historic Cemetery Preservation Capital Grant Program	$29,000

Community/Economic Development

Client	Agency	Grant Project	Award
Fairview, TX	EDA	Public Works and Economic Adjustment Assistance (PWEAA) Programs	$3 million
Palm Bay, FL	EDA	Business Expansion Enhancement Project	$2.8 million
Vallejo, CA	EDA	Coronavirus Aid, Relief, and Economic Security (CARES) Act	$960,000
Cape Coral, FL	FL Environmental Protection	Cape Coral Art Center Renovation Project	$100,000

Town of Ashford, NY	NY Consolidated Funding Program	Welcome Center/Truck Stop	$12,500

Public Safety First Responder Technology and Programs

Client	Agency	Grant Project	Award
Loudoun County, VA	DHS	Assistance to Firefighters Grant (AFG) Program	$4.58 million
Tamarac, FL	DHS	Assistance to Firefighters Program (AFG)	$2.78 million
Livingston County, NY	USDA	Community Facilities Loans and Grants - EOC Expansion Project	$2.23 million
Fairfield, CA	DOJ	Communities Oriented Policing (COPS): Hiring Program	$1.8 million
Los Angeles County, CA	DOJ	Body-Worn Camera Policy and Implementation Program	$999,600
High Point, NC	DOJ	Communities Oriented Policing (COPS): Hiring Program	$875,000

Housing & Human Services

Client	Agency	Grant Project	Award
High Point, NC	HUD	Lead-Based Paint Hazard Control Grants	$5.5 million
Napa County, CA	HUD	Continuum of Care (CoC) Program – Cumulative	$789,928
El Paso County, CO	USDA	Supplemental Nutrition Assistance Program (SNAP): Process and Technology Improvement Grants	$614,736
Kittitas County, WA	DOJ	Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP)	$600,000
Napa County, CA	HUD	Youth Homeless Demonstration Program Renewal and Replacement Grants	$425,569

Environmental

Client	Agency	Grant Project	Award
Sacramento County, CA	EPA	Water Infrastructure Finance and Innovation Act (WIFIA) Program - Arden Service Area Pipe and Meter Installation Project	$59 million

Kittitas County, WA	DHS	Building Resilient Infrastructure and Communities (BRIC) - Solid Waste Transfer Station	$12.65 million
Sonoma County Water Agency	EPA	North Bay Water Reuse Program	$4.7 million
Anderson County, SC	EPA	EPA Brownfields Program	$400,000

Proposed Project Team

TFG's approach to staffing is to assemble a team of individuals who, by education, training, and professional experience, are best positioned to provide the greatest value to the client. One team member is selected as the client manager and serves as the primary point of contact, oversees distribution of work, and ensures quality work product for the client. TFG's professional team works closely together and draws from the expertise of other TFG professionals who are not specifically assigned to the client to provide incomparable service to the client. **An organizational chart for TFG and the resumes of the Destin Client Team are included as attachments in the Appendix.**

In addition to your designated team, the City will have access to all members of TFG's professional staff. Biographies of the firm can be found on our website at www.thefergusongroup.com. With the City's needs in mind and based on the proposed Scope of Work, TFG proposes the following team:

Team Member	Responsibilities
Heidi Schott **Grants Principal**	Heidi will serve as the co-client manager for the Destin Client Team and will work with Marissa on all grant research, writing, submission, notification, and management activities for the City.
Marissa Burger **Grants Specialist**	Marissa will work with Heidi as the co-client manager on writing, submission, notification, and management activities for the City.
Liz Vela **Grants Analyst**	Liz will be responsible for overseeing all grant all grant research, preparation, development, and submission for the City.
Catherine Riggs **Senior Grants Specialist**	Catherine is available to lead any post-award grant management services and will work closely with the team to ensure compliance, reporting, and successful project implementation on an as-needed basis.



Heidi Schott, MPA

GRANTS PRINCIPAL

Heidi Schott is a Grants Principal at TFG. She is an integral part of TFG's Grants discipline and specializes in grants services for public agencies and nonprofit organizations on a wide variety of funding and program operations. Heidi has been successful leading, developing, advising on, and writing competitive grant proposals. Since joining the firm, she has secured over $30 million in federal funding from DOT, DOJ, HUD, DHS, USDA, and EPA on behalf of clients. Heidi also undertakes complex policy and research analysis on housing, public

safety, economic and workforce development, education, transportation, environment and water resources issues.

In addition to her role at TFG, Heidi works as a Legislative and Policy Manager for the National Association of Towns and Townships (NATaT). NATaT is dedicated to providing America's smaller communities, towns and townships, and other suburban and rural localities a strong voice in Washington, DC. The Association's purpose is to champion fair-share federal funding decisions and to promote legislative and regulatory policies designed to strengthen grassroots local government. Heidi tracks and analyzes federal legislation and interacts with Congress and federal agencies on the organizations behalf.

Heidi received her B.A. in European History from the University of Victoria and her Master's in Public Administration, with a concentration in Public Management and Economic Analysis, from George Washington University. She is a member of Pi Alpha Alpha, the national public affairs and administration honors society.



Marissa Burger

GRANTS SPECIALIST

Marissa Burger is a highly accomplished grants professional with over two decades of experience in grant writing, program development, and project management. She is dedicated to helping nonprofit organizations and governments secure funding for vital community programs. With a deep commitment to supporting high-need and underserved populations, Marissa has built a career around navigating the complexities of federal, state, and private funding opportunities.

Marissa's expertise extends across various sectors, including educational initiatives, healthcare services, and cultural preservation efforts. She is known for her strategic approach to grant acquisition, having successfully developed and implemented comprehensive plans to secure substantial client funding. Marissa has served in key roles in managing executive-level operations, designing customer success platforms, and leading a large team of grant-writing subcontractors. Her tenure includes significant achievements such as designing quality control processes to enhance grant proposal success rates.

Marissa's educational background includes a Master of Arts in Communication Studies from Tarleton State University, where she was recognized as the "Outstanding Graduate," and a Bachelor of Science in Journalism from California Polytechnic State University-San Luis Obispo, where she was awarded the "Department Leadership Award."

Beyond her professional accomplishments, Marissa is dedicated to continuous improvement and learning. Her exceptional organizational abilities and proactive approach to her work are a testament to her dedication and drive. Her passion for making a tangible difference in communities nationwide aligns with her career mission to support organizations and municipalities in achieving their funding goals through strategic planning and effective grant writing and management.



Elizabeth (Liz) Vela

GRANTS ANALYST

Elizabeth (Liz) Vela is a Grants Analyst at TFG with extensive experience in public and nonprofit organizations since 1998. Liz specializes in needs assessments, grant writing, research, and policy analysis. She began her career in San Francisco after earning a BA in Political Science from Boston University, where she worked in nonprofit administration with the Foundation Center and community-based groups. Liz earned her Master of Public Affairs (MPA) from The Lyndon B. Johnson School of Public Affairs at UT Austin in 2000, focusing on public policy, and has lived and worked in Austin, Texas, since then.

Liz spent six years in county government as a planner with Travis County's Health and Human Services Department, where she developed data products and led community planning initiatives. She also collaborated with community organizations funded by the County. Liz then worked for the State of Texas for six years, specializing in policy research, federal funding compliance, and reporting across a range of public service sectors.

In recent years, Liz has managed large federal funding proposals, needs assessments, and philanthropic grant writing and reporting for a variety of clients, including community-based organizations, universities, and other nonprofit entities. Her expertise spans multiple areas, with a focus on organizational development, program design, and securing funding for a broad range of initiatives.



Catherine Riggs

SENIOR GRANTS SPECIALIST

Catherine Riggs, a Senior Grants Specialist at TFG with over two decades of experience, has worked in multiple levels of government across the United States and with many nonprofit organizations. She began her journey in government services serving on staff with Congressman Mike Rogers, where she learned about the budgetary process and grant funding at the federal level. Since then, Catherine has been successful in finding funding solutions for a variety of projects in various sized local governments and utilities across the U.S. and territories.

In addition to pre-award grant services, Catherine also provides expertise in negotiating federal grant awards and indirect cost rates for organizations and award level negotiated indirect cost rate agreements (NICRAs). Catherine has written and worked in negotiating federal grant awards and providing post-award services with the DOE for Grid Resilience and Innovation Partnerships (GRIP), Maintaining and Enhancing Hydroelectricity Incentive Section 243 & 247 Programs, Energy Improvements in Rural or Remote Areas, and with other programs administered by the U.S. Department of Agriculture (New ERA, PACE), the U.S. Fish and Wildlife Service, National Oceanic and Atmospheric Administration, the Environmental Protection Agency, U.S. Department of the Interior, the Federal Emergency Management Agency, and Housing and Urban Development.

Catherine received her B.A. in History & B.S. in Political Science and her Master's in Public Administration (MPA) with concentration in political science from Jacksonville State University. She continued her graduate work at Texas A&M University where her dissertation focused on the evolution of bureaucratic structures from colonial governance in North America.

Current Project Work and Labor Commitments

TFG has the capacity, expertise, and resources to meet the commitments outlined in this RFQ. Our team is structured to manage multiple simultaneous projects efficiently, maintaining balanced workloads and leveraging a robust internal support system to ensure seamless execution. Historically, our key project managers handle several projects at once, consistently delivering high-quality outcomes across diverse assignments. TFG staff have sufficient availability to meet the proposed responsibilities, with proactive resource allocation ensuring dedicated project support. While sub-consultants are not anticipated, any engagement will be limited to specific expertise as required, with pre-vetted professionals whose roles are clearly defined. With this proven capacity and structured approach, TFG is well-prepared to meet the RFQ's objectives.

Project Approach

TFG 5-Step Grant Services Program

TFG has developed a 5-Step Grant Services Program and Communication Plan that has proven effective in identifying and winning grants for our clients at all levels. TFG recognizes that each community is unique and has differing needs when it comes to grants. As a result, TFG has developed a grant services approach and fee structure that can be customized to meet the City's exact needs and requirements.

Step 1 – Conduct a Needs Analysis

Before pursuing specific grant opportunities, it is important to identify priorities and projects for which the City will seek federal, state, local, and foundation funding. To gain an in-depth understanding of the City's priority grant projects, TFG will conduct one City-wide virtual meeting with department heads and staff to discuss TFG grant services and how to notify TFG grant staff of priority projects. TFG will establish an **online project portal form** in which City personnel will be able to submit project ideas to TFG for which grant funding is desired. Each department will be encouraged to submit between 2-4 priority projects. Upon receipt of project information through the online portal, TFG will conduct additional meetings, as needed, with each department to learn more about the priority projects that may benefit from federal, state, or private funding.

Step 2 – Grant Funding Research

Once TFG and the City have worked to identify community needs and establish priorities, the road to appropriately identify and secure grant funding begins. TFG will utilize the information gathered through the online project portal form and virtual meetings to produce an **Annual Funding Strategy**, conduct project specific research to produce a **Custom Grant Funding Guide,** and/or develop a **Funding Blueprint.** TFG begins this process with robust grant funding research, utilizing several grant databases, which we scour daily to identify grant opportunities for our local government clients.

The guides and reports produced will highlight select grant programs that support the City's priority projects and include relevant information on eligibility, match requirements, an assessment of the complexity and competitiveness of program, as well as other program-specific information required to prioritize funding opportunities. TFG will **provide clients recommendations** of which grants they may wish to target in the

coming year and produce a **Strategic Grant Outlook** for select programs and projects to help anticipate the timing of future grant offerings.

TFG's long history of working with a wide variety of funding programs, established contacts and relationships with program managers, and understanding of when the program has been offered in the past allows us to help clients prepare in advance for an upcoming solicitation. Our experiences and relationships with funding agencies, including those in the state of Florida, also help us assess if past funding opportunities will be renewed, changed, or shelved. Putting projects through this "reality check" allows TFG to ensure that the City's resources are used as effectively as possible and not spread thin across multiple grant opportunities with little chance of success.

Step 3 – Strategically Position Priority Projects

Once specific grant programs are identified as likely funding sources for relevant priorities, TFG will begin working with the City to strategically develop project proposals to ensure they meet grant eligibility criteria and are positioned to be highly competitive.

Even the most beneficial projects often must be modified or supplemented to successfully compete at the state or federal level. This process may involve building new partnerships with local, regional, state, and national organizations; adding or subtracting project components to better fit federal, state, or private foundation programmatic objectives; leveraging assistance or other local, state, federal resources into the project; and recommending the development or expansion of local programs and initiatives that will bolster the success of grant proposals. We will also collect necessary grant information well in advance of the solicitation release. This process will include identifying and securing the required grant match, as well as project partners, letters of support, and any public notice or public participation requirements.

When possible, we provide our clients with samples of past winning applications. **TFG Grants Showcase is a database of more than 2,000 successful grant applications** from a variety of programs to help inspire and guide preparation of the City's grant submissions. Reviewing past applications also allows TFG to identify trends in funded projects that can help frame the City's projects in future applications.

As appropriate, TFG can also arrange conference calls, video conferences, or in-person meetings with federal, state, and foundation staff in charge of grant programs to solicit feedback on the City's project before the grant application period opens. TFG will set up a schedule of pre-proposal conference calls to ensure everyone involved in the submission understands the detailed outline of the grant requirements and pre-grant solicitation tasks that must be completed.

By the time an agency begins accepting applications for its grant program, TFG will have the City's project teed up to compete for funding.

Step 4 – Grant Writing

TFG understands the importance of ensuring a quality end-product and our grant services do not stop at grant research and strategic advice. Our team is accustomed to **preparing grant applications from idea concept to submission.** To facilitate a smooth grant writing process, we develop customized checklists and schedules for the City and TFG to ensure that all submitted applications are complete and submitted 48 hours prior to the deadline. These checklists and schedules include detailed timelines regarding:

- Relevant grant information the City must provide TFG and the deadlines.
- When the City can expect the first and second drafts of the grant narratives from TFG.
- When City feedback is due back to the TFG grant writers.
- Submitting the final grant application 48 hours before the submission deadline.

TFG will continually update the grant project timeline and make modifications based on issues that arise throughout grant application preparation. Our timeline helps all participants in the grant application effort maintain accountability to provide information by given deadlines, while also ensuring the City has ample opportunity to provide feedback and guidance on the proposal, including final edits and review of grant narratives and accompanying materials.

During the grant writing process, we take the lead on all aspects of the application, including not just writing and submission, but also preparing budgets, budget narratives, federal forms, and drafting letters of support. TFG incorporates all City-approved graphics so that they blend seamlessly into the narrative or appendix. The City will have final approval of all application materials and may choose to submit the application package or have TFG submit the application on the City's behalf. We will notify the City and all relevant partners of application submission and provide confirmation of submission documentation from the funding agency.

For grants that do not receive funding, TFG will arrange for City officials to receive a **grant application debrief** from the state or federal department that issued the grant. We will include in the debrief report an analysis on how to improve the grant for the following year's submission.

Step 5 – Organizing Political Support

Although career agency staff conduct the initial review and ranking of grant applications, in many programs it is political appointees who make the final decision about which applications to fund. These Administration officials must consider multiple factors when making their selections, including an assessment of the political support each project enjoys. Bringing the most effective and targeted political input available to bear on these officials can be the difference between a project that secures funding and one that is highly ranked but not funded. TFG's grant professionals will assist in **drafting letters of support** to secure from your Congressional delegation to further distinguish your project.

Communications Plan and Reporting

TFG's 5-Step Grant Services Program ensures effective project monitoring, budget control, and adherence to project schedules. Our program includes comprehensive project planning, timeline tracking, and regular status updates to maintain accountability. Quality assurance and control are integral, with detailed reviews at each stage to ensure accuracy and compliance with grant requirements. TFG's methods emphasize proactive communication, streamlined processes, and a client-focused approach to deliver results efficiently and effectively. If requested, the TFG Team will submit reports to the City summarizing the amount of time expended and describing activities undertaken.

In addition to providing direct grant writing services, TFG will notify the City of relevant grants in real time, as we are made aware of priorities. We send grant notifications to clients on the day they are released through a **Grants Profile**. The Grants Profile includes a synopsis of the grant program, eligibility requirements, funding level, match commitment, project period, application deadline, and helpful tips and information on previous

grant awards. Every Friday we send our clients the **TFG Weekly Grants Update**, which highlights recently announced federal grants of interest to local governments. The TFG Weekly Grants Update ensures that clients can explore the wide array of grants released throughout the week and offers them the opportunity to contact TFG for more information should they see grants that were not previously discussed.

As an added benefit, TFG offers grant retainer clients with access to its **Grants Funding Hub** – a library of Grant Funding Guides. These guides cover broad topics including Law Enforcement (Police), Historic Preservation, Library and Museum Services, Homelessness, Parks and Recreation, Libraries and Museums, Mental Health and Substance Abuse, and Transportation, among others.

Role of City Staff and Resources in the Grant Writing Process

Successfully securing competitive grants is a team activity and requires communication, collaboration, and information sharing between City personnel and the TFG grants team. To identify grant funding opportunities and properly evaluate project readiness and competitiveness, the City should be prepared to provide TFG with information on project ideas, including background on project need, project details, partnerships, project timeline, and project cost. This basic background information on priority projects is just a starting point for beginning the grant identification process. Projects ready to pursue grant funding will require additional documentation and information be shared with TFG, including but not limited to:

- Required administrative information like Unique Entity Identifier (formerly DUNS number), confirmation of System for Awards Management (SAM) active registration, Federal EIN, and project director and authorized representative contact information.
- Access to grants.gov or other grant submission portals.
- Supporting project documents and information including studies, plans, reports, meeting minutes, budgets, etc.

The City will be responsible for reviewing all draft grant narratives, collecting necessary resolutions and community support letters, providing feedback and edits in a timely manner, and submitting the grant applications through the online portals. TFG will clearly outline roles and responsibilities for all grant preparation activities to ensure all participants are well informed of deadlines and responsibilities.

References

City of New Rochelle, NY

Ms. Kathleen Gill, City Manager
515 North Avenue, New Rochelle, NY 10801
(914) 654-2140
kgill@newrochelleny.com

DESCRITION OF SERVICES: TFG provides comprehensive grant consulting services, offering end-to-end support that includes tailored grant research, strategic funding opportunity identification, and expert grant writing.
LENGTH OF SERVICES: 2019-PRESENT

City of Lake Forest, IL

Ms. Elizabeth Holleb, Finance Director
800 North Field Drive, Lake Forest, Illinois 60045
(847) 810-6312
hollebe@cityoflakeforest.com

DESCRITION OF SERVICES: TFG provides comprehensive grant consulting services, offering end-to-end support that includes tailored grant research, strategic funding opportunity identification, and expert grant writing.
LENGTH OF SERVICES: 2021-PRESENT

Loudoun County, VA

Ms. Megan Cox, Program Evaluation and Research Manager
1 Harrison St. SE, Leesburg, VA 20175
(703) 777-0539
megan.cox@loudoun.gov

DESCRITION OF SERVICES: TFG provides comprehensive grant consulting services, offering end-to-end support that includes tailored grant research, strategic funding opportunity identification, and expert grant writing.
LENGTH OF SERVICES: 2015-PRESENT

Appendix

TFG Grant Services Overview

TFG Organizational Chart

Destin Client Team Resumes

TFG Proof of Professional Liability Insurance

Required Form - Respondent Acknowledgement

Required Form - Addenda Acknowledgement

Required Form - Confirmation of Drug Free Workplace

Required Form - Schedule of Sub-Consultant(s)

Required Form - Completed Public Entity Crimes Statement

RESPONDENT ACKNOWLEDGEMENT

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: The Ferguson Group, LLC (TFG)

Federal I.D. Number: 52-1953168

A Corporation of the State of: District of Columbia

Area Code: 202 Telephone Number: 331-8500

Area Code: _____ Fax Number: _____

Mailing Address: 1901 Pennsylvania Avenue NW Suite 700

City/State/Zip: Washington, DC 20006

Vendor Mailing Date: 12/2/2024

Authorized Signature

Roger Gwinn, CEO
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:
Name: Trace Roller
Address: 1901 Pennsylvania Avenue NW Suite 700
City, State, Zip: Washington, DC 20006
Telephone No.: (202) 868-0278
Email: troller@tfgnet.com

Check One	
Corporation	
Partnership	
Individual	
Other	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is: The Ferguson Group, LLC (TFG)

   The address of the principal place of business is:
   1901 Pennsylvania Avenue NW Suite 700
   Washington, DC 20006

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?

   _____

   Under what other former names has your organization operated?

   N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   N/A

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See proposal for project description

10. State the name of the individual who will have personal supervision of the work:

See proposalfor client team

11. State the name and address of attorney, if any, for the **business** of the Respondent:

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See proposal for project description

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See proposal for project description

18. What will be your turnaround time for written responses to City inquires?

See proposal for project description

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) W. Roger Gwinn

(Title) CEO

STATE OF Virginia
COUNTY OF Prince William.

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this 2nd day of December, 2024.

By:
Roger Gwinn, CEO
(Print name)

Personally known ____ OR Produced Identification VA Drivers License.

Faheem Bilal
Notary Signature

Seal:

Commonwealth Of Virginia
Faheem Bilal - Notary Public
Commission No. 8071926
My Commission Expires 3/31/2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: The Ferguson Group, LLC (TFG)

DATE SUBMITTED: 12/2/2024

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	DATE	ADDENDUM No.	DATE
1	11/21/2024		

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 RFQ-21-12-CD

2. This sworn statement is submitted by
The Ferguson Group, LLC (TFG)

whose business address is 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006
and (if applicable) Federal Employer Identification Number (FEIN) is
52-1953168 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is Roger Gwinn and my relationship to the entity named above is CEO

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 ownership by one of shares constituting a controlling income

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

W. Roger Gwinn 12/2/24
(Signature) Date:

STATE OF Virginia
COUNTY OF Prince William

The foregoing instrument was acknowledged before me by means of physical presence ✓ or online notarization __, this 2nd day of December, 2024.,

By:
Roger Gwinn, CEO
(Print name)

Personally known ____ OR Produced Identification VA Drivers License.

Faheem Bilal
Notary Signature Seal:

Commonwealth Of Virginia
Faheem Bilal - Notary Public
Commission No. 8071926
My Commission Expires 3/31/2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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: The Ferguson Group, LLC (TFG)

ADDRESS: 1901 Pennsylvania Avenue NW Suite 700

CITY: Washington STATE: DC ZIP CODE: 20006

TELEPHONE NUMBER: (202) 331-8500

SIGNATURE: _____ DATE: 12/2/2024

NAME (TYPED OR PRINTED): Roger Gwinn

TITLE: CEO

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO X

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO X

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

FIRM NAME: The Ferguson Group, LLC (TFG)

BY (PRINTED): Roger Gwinn

BY (SIGNATURE): W. Roger Gwinn

TITLE: CEO

ADDRESS 1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006

PHONE NO. (202) 331-8500

E-MAIL rgwinn@tfgnet.com

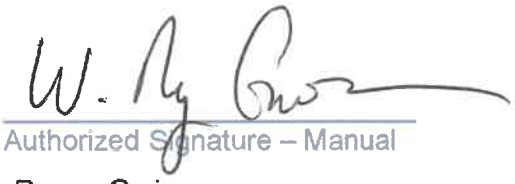
THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

The Ferguson Group, LLC (TFG)	
CONSULTANT's Company Name	Authorized Signature – Manual
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	Roger Gwinn
Physical Address	Authorized Signature – Typed
1901 Pennsylvania Avenue NW Suite 700, Washington, DC 20006	CEO
Mailing Address	Title
(202) 331-8500	
Phone Number	FAX Number
202-255-5759	
Cellular Number	After-Hours Number(s)
rgwinn@tfgnet.com	12/2/2024
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

Roger Gwinn, CEO — CEO

Name — Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	
N/A				

Signature W. Ferguson

Date: 12/2/2024

Title/Company The Ferguson Group, LLC (TFG)

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I Roger Gwinn (insert name) as CEO (insert title) on behalf of The Ferguson Group, LLC (TFG) (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

W. Roy Gwinn

Printed Name: Roger Gwinn
Title: CEO
Nongovernmental entity: The Ferguson Group, LLC (TFG)
Date: 12/2/2024

STATE OF Virginia.
COUNTY OF Prince William.

SWORN TO AND SUBSCRIBED before me ✓ in person or ____ remote notarization by Roger Gwinn as CEO on behalf of The Ferguson Group, LLC (TFG), who is personally known to me or who produced VA Drivers License. as identification this 2nd day of December, 2024.

Faheem Bilal
Notary Public

(Notary Seal)

Commonwealth Of Virginia
Faheem Bilal - Notary Public
Commission No. 8071926
My Commission Expires 3/31/2027

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO BE CONSIDERED COMPLETE AND ACCEPTABLE

REQUEST FOR QUALIFICATIONS
(RFQ)
PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ No. 24-12-CD

RFQ DUE DATE: December 5, 2024 2:00 P.M. CST
4200 Indian Bayou Trail
Destin, FL 32541

City of Destin, Florida
November 5, 2024

Larry Jones, Interim City Manager
Phone (850) 837-4242
Facsimile (850) 837-3267
4200 Indian Bayou Trail
Destin, Florida 32541

TABLE OF CONTENTS

Advertisement…… 2
Section 1 – Scope of Services and Project Information 3
Section 2 – Instruction to Respondents 5
Section 3 –Response Submission Requirements 7
Section 4 – Evaluation of Responses 9
Section 5 – General Conditions 10
Section 6 - Special Conditions 13
Appendix ‘A’ 15
Respondent Acknowledgement 16
Respondent’s Qualification Form Statement 17
Addenda Acknowledgement 22
Public Entity Crimes Form……23
Confirmation of Drug-Free Workplace……25
Conflict of Interest Disclosure Form……26
Liability & Indemnification Form……27
Independence & No Conflict of Interest Form……28
Schedule of Sub-Contractors 29
Appendix ‘B’ 30
Draft Agreement ..... ……31

REQUEST FOR QUALIFICATIONS

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES
RFQ No. 24-12-CD

Sealed Requests for Qualifications (RFQs) will be received in City Clerk's Office, City of Destin, 4200 Indian Bayou Trail, Destin, FL 32541 on or by: **Thursday, December 5, 2024, Not Later Than 2:00 P.M. (CT).**

RFQ's will be opened in: **4200 Indian Bayou Trail, Destin, FL 32541**
CITY HALL BOARD ROOM

One (1) original, so designated, six (6) copies (total of seven (7) submissions) and one digital (USB only) copy of the response shall be submitted in a sealed package clearly marked on the outside: "RFQ No. 24-12-CD, "PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN" and addressed to: City of Destin, City Clerk's Office,4200 Indian Bayou Trail, Destin, FL 32541.

All RFQs will be publicly opened and only the names of the Respondents will be disclosed. RFQ's received after the assigned date and time will NOT be considered.

ATTENTION ALL INTERESTED RESPONDENTS:

Prospective respondents should contact the City Clerk's Office to obtain either an electronic or paper version of the bid documents by calling 850-837-4242 or e-mail: clerk@cityofdestin.com

Any questions relative to any item or portion(s) of this solicitation should be directed to the City Clerk's Office, 850-837-4242 with Office Hours: Monday – Friday, 8:00 A.M. to 5:00 P.M. or email at clerk@cityofdestin.com

CITY OF DESTIN

Larry Jones
Interim City Manager

NOTICE TO PROPOSERS
(Advertisement)

The City of Destin, Florida (City), is currently seeking sealed submittals for "Professional Planning and Grant Consulting Services for City of Destin." The firm with the successful proposal shall be required to supply the City with copies of its current Liability Insurance and Workmen's Compensation coverage. **To bid on a project you must be placed on the Plan Holders List. To do so, obtain the Bid documents (containing the full specifications and requirements) by emailing the City Clerk's Office at cityclerk@cityofdestin.com. Please include "Request for Bid Documents – RFB No. 24-12-CD" in the subject line of the email.** Proposals must be received by the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, in a sealed envelope clearly marked "**RFQ No. 24-12-CD ,** "**PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN**", **along with the name, return address and telephone number of the firm submitting the proposal**, no later than 2:00 p.m. Central Time, on Thursday, December 5, 2024 at which time they will be opened and identified aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the Proposal(s) or take any other actions deemed by the City to be in the City's best interest.

Larry Jones
Interim City Manager

SECTION 1 –SCOPE OF SERVICES AND GENERAL INFORMATION

1.1 SUMMARY OF THE SCOPE OF SERVICES:

The City of Destin, Florida is seeking firms to enter into a "continuing contract" to provide various Professional Planning and Grant Consulting services for the City. The professional planning services required relate to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The grant consulting services shall include, but are not limited to, all forms of grant seeking, grant writing, and project support services.

The intent of this RFQ is to acquire a broad range of Professional Planning and Grant Consulting Services for the City.

The terms "Consultant" and "Respondent" shall mean the firm submitting for this RFQ and will be used interchangeably in this solicitation.

1.2 NO CONTACT CLAUSE

All prospective Respondents are hereby instructed NOT to contact any member of the City of Destin City Council, the City Manager, or City of Destin staff member other than the authorized City contact person identified in this RFQ, or the City's designated procurement staff member, regarding this solicitation package, or the Respondent's submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact may be cause for rejection of your submittal at the City's sole discretion.

1.3 TERM OF THE SERVICE

The City intends to enter into a **five (5) year with five (5) one-year extensions for a total of ten (10) year continuous contract with the successful bidder.** This term may be negotiated by the parties.

A termination clause in the contract will allow either the City or the selected Consultant to terminate with proper notice, which shall be further and specifically defined in the contract between the City and Consultant.

The selected Consultant shall be required to assume responsibility for all services offered in their proposal. The selected Consultant will designate a sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

The resulting contract shall provide for issuance of individual Task Orders based on specific scopes of work. Task Orders will be individually negotiated based on a "Fee Schedule" and any additional negotiated services required within the scope of work.

Once these fixed hourly costs are negotiated and the contracts signed, each project will be negotiated relative to the number of hours required by each position to accomplish the scope of services. The consulting services costs will be based on time and expenses with a not to exceed limit based on the negotiated hours and expenses or a fixed lump sum

fee. The results of this negotiation will result in a Task Order for the miscellaneous project. The City's standard form of consulting agreement will be utilized with appropriate changes and modifications for each specific circumstance.

The selected Consultant shall be required to assume responsibility for all services offered in his proposal. The selected Consultant will be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

Payment schedule and basis for payment will be negotiated and will be based upon documented work completed satisfactorily.

1.4 SCOPE OF SERVICES TO BE PERFORMED:

The City is seeking consulting firms to enter into a "continuing contract" to provide various Professional Planning and Grant Consulting Services for the City. The Professional Planning and Grant Consulting Services required may include, but are not limited to the following:

Professional Planning Services

The City requires the services of a qualified firm to provide professional planning services related to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The selected Consultant will be required to abide by all applicable federal, state and local laws and ordinances that may be required in the conduct or performing such services.

The intent of this RFQ is to acquire a broad range of Professional Planning services for the City of Destin that may include, but are not limited to:

- Planning Review, Development Order(s): Review project submittals for compliance with the City's Land Development Code (LDC); prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code sections; prepare review summaries, inclusive of applicable LDC code sections in preparation for issuance of Final Development Order; consult with City Staff.
    - Serve as a project reviewer for the Community Development Department and serve as the Department's representative on the Technical Review Committee (TRC), as outlined in Article 2 - Administration of the City's Land Development Code (LDC); consult with City Staff.
- Planning: Review project submittals not associated with the Development Order Review Process; prepare review letter(s) describing deficiencies and/or LDC non-compliance, referencing specific code section; prepare review summary, inclusive of applicable LDC code Sections; consult with City Staff.
- Planning Projects: Conduct various planning projects and/or planning studies as assigned by the City Manager and/or Community Development Director; review, apply, and/or study LDC code sections; prepare review summary; consult with Planning Staff.

- Land Development Code maintenance: including the review, study, and proposed modification of LDC sections.

- Comprehensive Plan support: including data collection; analysis and preparation of map and text amendments to the Comprehensive Plan; preparation of Evaluation and Appraisal Reports (EAR); organizing and leading community engagement activities for Comprehensive Plan updates and amendments; conducting planning studies supporting the Comprehensive Plan.

- Transportation planning services: conducting multimodal transportation studies; supporting the development or review of existing transportation related fees including, but not limited to, a transportation impact fee or mobility fee; review and preparation of comments on traffic studies submitted with site development applications.

- Data collection and analysis: including providing collection, research. reporting and presentation of data and analytical findings.

The successful Proposer will meet or exceed the following qualifications:

- Minimum qualifications include five (5) years' experience in professional planning, including experience with all services described above. AICP certification of at least one Project Team Member is preferred.

- Expert knowledge of the Florida Administrative Code and Florida State Statutes pertaining to Comprehensive Plans, Zoning and Growth Management.

- Expertise and practice in Comprehensive Planning, Land Development Codes, transportation planning, and preparing and presenting various planning studies.

- Expertise and practice in reviewing Building Permits, Development Plans, Development Orders, Development Order Deviations, and Subdivisions.

- Competencies: Decision Making, Ethical Conduct, Financial Management, Strategic Thinking, Thoroughness, Collaboration Skills, Communication Proficiency, and Time Management.

- The firm must be available to the Community Development Department Staff as needed, including email communication, virtual meetings, conference calls, and attending meetings, in-person, virtually or by conference call as directed by the Community Development Director.

- The firm must have an office located in the State of Florida, and have at least one Project Team Member located within a 100-mile radius of the City of Destin.

Grant Consulting Services

The City recognizes that obtaining grant funding is a critical and important function to enable the City to leverage public funds to accomplish capital projects.

The City requires the services of a qualified firm to identify possible grant opportunities to support major capital projects identified in the City's comprehensive plan, the City's

strategic plan, the City's 5-year capital improvement plans, and other major capital projects identified by council members as maintained by the City's Project Review Team. The firm will coordinate with City staff on the assimilation of information and data required to put forth a concise and complete grant applications, prepare the grant applications, respond to questions and/or requests from the grant making organization and monitor on behalf of the City the progression of the submitted application until such time the application is awarded or denied. The selected Consultant will be required to abide by all applicable federal, state and local laws and ordinances that may be required in the conduct or performing such services.

The intent of this RFQ is to acquire a broad range of Grant Consulting services for the City of Destin that may include, but are not limited to:

Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, corporations, and organizations that support the City's funding needs and priorities.

Grant writing will include the completion of grant applications on behalf of the City, including preparation of funding abstracts, production and submittal of applications to funding sources. In addition, ongoing technical review of grant applications prepared and submitted by staff when requested are to be provided. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City. Fees for grant application preparation by the Consultant will be negotiated on a case-by-case basis and will documented with a project specific task order. The selected Consultants will meet the following required grant conditions:

- Full proposal review at least two (2) weeks prior to grant submission deadline by City staff assigned to the grant proposal.
- Final proposal that includes all required proposal documents will be submitted to City staff assigned to the grant proposal for final approval at least one (1) week before grant submission deadline.
- Full, City approved grant application documents will be submitted to the funder to meet grant submission deadline.

The successful Proposer will provide the following:

- Thoroughly understand the history, projects, and services of the City to better comprehend all projects for which grants will be sought and to recommend the seeking of grants.
- Be knowledgeable about potential community resources for grant collaboration / partnership.
- Identify prospective grant sources for the project or program.
- Work with City's management team to identity community partners as necessary.
- Attend applicable pre-proposal workshops/webinars and provide City management team with information from workshops/webinars.
- Engage City management team in creatively strategizing for project grant development.
- Provide strategies and recommendations to steer City management team to

success and timely proposal development.

- Demonstrate resourcefulness, creative thinking, and innovation to generate high quality plans for program and proposal development.
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
- Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts and cycles of work/timelines.
- Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funder.
- Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal.
- At the beginning of the proposal process, develop a timeline that is agreeable to the City management team for submission of proposal drafts and review.
- Write well-organized and compelling proposal drafts that follow the requirements of the grant and submit for review to appropriate City Staff, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process.
- Make edits or revisions to drafts as required in a timely manner.
- Submit final proposal after approval by City staff via print, electronic or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements.
- Provide digital and paper copies of complete proposal for City personnel.
- Notify applicable state and/or local partners of grant proposal submission and provide additional advocacy suggestions regarding outreach.
- Keep in contact with grant-making organizations during their review of a submitted grant application to be able to supply additional supportive material, if required. Annual Report and Annual Summary of grants the City has applied for with the grant writer’s assistance and the outcome of each grant request are to be provided.

Project support services will include promoting and establishing relationships with community stakeholders and partners, potential funders, governmental agencies, and the public that will help support the project and advance its development and eventual completion.

Services of the Consultant shall be under the general direction of the City Manager or his designee, who shall act as the City’s representative(s) during the performance of the scope of services.

SECTION 2 – INSTRUCTION TO RESPONDENTS

A. The City will accept RFQ responses until **December 5, 2024** at **2:00 P.M. (CT)** at City Clerk's Office located at City Hall, 4200 Indian Trail Bayou Destin FL. 32541, to provide the City with Qualified Respondents for **RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services.**

B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the Respondent to have their RFQ submittal **delivered to the City Clerk's Office** for receipt on or before the above stated time and date. RFQ responses which arrive after the above stated deadline as a result of delay by the mail service shall not be considered, and arrangements shall be made for their return at the Respondent's request and expense. The City reserves the right to consider submittals that have been determined by the City to be received late due solely to mishandling by the City after receipt of the RFQ and prior to the award being made.

C. All RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **December 5 2024 no later than 2:00 P.M. (CT).** All Respondents or their representatives are invited to be present. The City Hall Boardroom is located in City Hall, 4200 Indian Bayou Trail Destin, FL. 32541.

D. Respondents may request information or clarification regarding the RFQ in writing from City Clerk Rey Bailey, clerk@cityofdestin.com. The City may not accept requests for information or clarification that are propounded seven (7) days or fewer prior to the submittal deadline.

E. If any addendum(s) are issued to this RFQ, the City will attempt to notify all prospective respondents. It shall be the responsibility of each Respondent, prior to submitting the RFQ response, to contact the City Clerk's Office, at (850) 837-4242 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFQ response.

F. **One (1) original, so designated, six (6) copies (total of seven (7) submissions), and one digital (USB Only) copy** of the RFQ responses shall be submitted in a sealed package clearly marked on the outside **"RFQ NO. 24-12-CD Professional Planning and Grant Consulting Services"** and addressed: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541.

G. Responses shall clearly indicate the legal name, address and telephone number of the Respondent. Responses shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Respondent to the submitted RFQ. Respondents must include their Federal I.D. number on their RFQ submittal.

H. All expenses for making RFQ responses to the City shall be borne by the Respondent.

I. Responses shall be evaluated by the City's Bid Committee based on all information submitted, ranking of the respondents will be generated according to evaluation criteria listed within this document. Refer to Section 4 of this RFQ for evaluation criteria. The top two ranked respondents (top ranked and first alternate) will be submitted to the City Council for approval.

J. The Bid Committee shall consist of City of Destin staff members.

K. A **sample** draft agreement that the City intends to execute with the successful respondent is attached to this RFQ as Exhibit "B." The City reserves the right to modify any and all contract language prior to execution. The actual scope of services and consulting fees will be negotiated following selection of the top firm(s).

L. Each Respondent, by submission of an RFQ response, acknowledges that in the event of any legal action challenging the award of a RFQ; the Respondent's damages, if any, shall be limited to the actual cost of the preparation of the RFQ.

M. Termination provisions for cause and convenience including manner and basis for settlement are found in Section 6.0 of the sample contract attached as Exhibit "B".

N. Contracting with City Employees or Board/Committee Members: Any City employee, Board member, Committee member or member of his or her immediate family seeking to Contract with the City shall seek a conflict of interest opinion from the City Manager or their designated representative prior to submittal of a response or application of any type to Contract with the City or as specified in 23 CFR 1.33 and the requirements of 23 CFR 172.7(b)(4). The affected employee or Board member shall disclose his or her assigned function within the City and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

SECTION 3 – RESPONSE SUBMISSION REQUIREMENTS

3.1 SUBMISSION OF RESPONSES

A. **General Requirements.** The purpose of the RESPONSE is to demonstrate the proposals, competence, and capacity of the respondents seeking to undertake the requirements of this RFQ. As such, the substance of the response will carry more weight than their length, form or manner of presentation. The technical response should demonstrate the qualification of the respondent and the particular staff to be assigned to his engagement. It should also specify an approach that will meet or exceed the RFQ requirements.

The selected Consultant shall provide sufficient organization, personnel, and management to carry out the requirements of this RFQ in an expeditious and economical manner, consistent with the needs of the City. Additionally, the selected Consultant will be required to demonstrate recent experience with the successful completion of services similar to those specified within this RFQ.

B. **Certification and Licenses.** Respondents must include with their responses, copies of all applicable certificates and licensing or business permits in accordance with Florida State law.

C. **Detailed Response.** Respondent's detailed Response to the RFQ should be ordered in the following manner:

1. Letter of Interest

The Letter of Interest shall be a maximum of one (1) page that summarizes the Respondent's primary proposals and a firm commitment to provide the proposed services. The Letter of Interest shall be signed by the Respondent or person authorized to bind the Respondent to the submitted RFQ.

2. Firm's Proposals

a) Complete and submit Respondent's Qualification Statement, herein.
b) Describe the Firm and provide a statement of the Respondent's Proposals for performing requested consulting services. Identify the services which would be completed by your Respondent's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you propose to utilize to supplement your Respondent's staff.
c) If the principal place of business is different than the location specified in the respondent's qualification statement, then Respondent shall specify office location where each project will be managed and produced.

3. Proposals of Project Team, (key project members) and availability of specialty resources.

Provide an overview of the Proposals of the specific project team to be submitted by the Firm/Individual to perform the requested services including:

a) **An organizational chart that clearly defines the lines of authority and specifically lists the Client Service Manager, Project Manager, and primary Project Professional. These project team members are hereafter referenced as "key project members".** This information shall be contained on a maximum of one (1) page.

b) Provide a maximum of four resumes for key project members outlining the relevant experience and education for this project. Each resume is limited to one (1) page.

c) Sub-consultant firms and key personnel from these firms shall be clearly identified. Respondents are to recognize that the City will not allow substitution of key project members during the Contract period without the written agreement of the City.

d) Availability location and workload of the proposed team contained on a maximum of one (1) page including:

1. Current project work listing and remaining labor commitments.
2. Historically, describe the typical number of projects handled by the Respondent's key project managers at any given time.
3. Projected workload of project management activities as defined in the scope of services.
4. Identification of any sub-consultant firms providing significant services that may be assigned more than five (5%) of the work.

4. Project Approach, demonstrated skill set, and innovative ideas that will be used to address the Scope of Work

The response should include detailed information that demonstrates the Respondents understanding of the scope of work and how they intend to meet the goals and objections of the project. Consideration shall be given for effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the RFQ deliverables. This section shall be limited to no more than six (6) pages. Work Plans that are longer than 6 pages will not be evaluated after page 6.

5. References – Past Performance

Provide a list of two (2) governmental agencies references for similar Professional Services contracts for which the Respondent has completed or are in progress within the past three (3) years with the following information: 1) name of agency, 2) address, and 3) contact name and telephone number.

Contact persons must be informed that they are being used as reference and that the City or their designee will be contacting them for information. Bid Committee Members or designee will call each reference up to three (3) times. If there is no answer after the third attempt, the City may apply no points for that project experience.

6. Submittal of General Information and Procurement Forms and Documents

Procurement forms can be found in Appendix 'A' and must be completed, signed and notarized when required and submitted. In addition, all other request and supporting documentation should be included in this section, including:

a) Respondent Acknowledgement
b) Addenda Acknowledgement (if applicable)
c) Confirmation of Drug Free Workplace
d) Schedule of Sub-Consultant(s)
e) Submit proof of Professional Liability Insurance at the levels identified on the Insurance Advisory Form herein as an attachment.
f) Submit any Supplemental information relative to this RFQ
g) Completed Public Entity Crimes Statement

SECTION 4 – EVALUATION OF RESPONSES

4.1 SUBMISSION OF RESPONSES

A. RFQ Requirements

The Bid Committee will review and evaluate all RFQ responses. Evaluation shall include Respondent's responses to the minimum requirements outlined in Sections 1 through 3 of this RFQ. A sequential ranking of all respondents will be developed. The top two ranked respondents (top ranked and first alternate) will be presented to the City Council for approval to begin negotiations. The determination shall be based upon the following criteria and respondents shall provide, as a minimum, the information listed under each criterion. Failure to provide adequate information listed on any criterion may result in rejection of the submittal as non-responsive.

The proposal package is designed to provide information about your firm. Therefore, the said information will be used in evaluating the respondent's proposals to perform the advertised work. Responses will be evaluated by the Bid Committee in accordance with weighted criteria listed below:

Description	Point Range
Proposals of the firm to include past performance	35
Assigned Staff Proposals & Experience	25
Project Approach	25
References	15
Total	**100**

B. Selection Process

1. The Bid Committee consisting of City staff will review each written submission for compliance with the requirements of the RFQ, including verifying that each response includes all documents required. In addition, the Bid Committee will ascertain whether the Respondent have met the requirements set forth to render the required services according to federal and State laws and regulations and the requirements of this RFQ.

2. The Bid Committee will score and rank all responses based on the requirements of the RFQ to determine a top ranked firm deemed to be the most highly qualified to perform the required service.

3. The Bid Committee will forward the top ranked firm(s) to the City Council for final approval. The City Council shall have sole approval authority.

4. After final approval by the City Council, the City Manager or designee will begin negotiations with the top ranked firm on an agreement based on the attached draft contract found in Appendix "B" and developed from this REQUEST FOR QUALIFICATIONS. The City reserves the right to include additional provisions if the inclusion is in the best interest of the City, as determined solely by the City. If an agreement cannot be reached with the top ranked firm, then staff will take the first alternate or next top ranked respondent to City Council for approval and begin negotiations with next highest ranked firm from the Bid Committee's list until successful negotiations occur, or the firms on the council approved list is exhausted. Assuming the successful negotiation of an agreement, the final contract will be submitted to the City Council for their consideration and approval. The City Council shall have sole approval authority.

SECTION 5 – GENERAL CONDITIONS FOR RESPONDENTS

1. FAMILIARITY WITH LAWS: The Respondent is presumed to have full knowledge of and be in compliance with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the equipment and the services provided to the City. Ignorance on the part of the Respondent will in no way relieve Respondent of responsibility to adhere to such laws and regulations.

2. RFQ FORMS: The Respondent will submit a RFQ on the RFQ forms provided. All RFQ prices, amounts and descriptive information must be legibly entered. The Respondent must state the price and the time of delivery for which they propose to deliver the equipment or service requested. All RFQ forms must be executed and submitted for easy identification. The face of the envelope shall contain the company's name and address, RFQ title, number, RFQ date and time. RFQs not submitted on RFQ forms herein may be rejected. All RFQs are subject to the conditions specified within this solicitation document. RFQs which do not comply with these conditions are subject to rejection.

3. EXECUTION OF RFQ: RFQ must contain a manual signature of an authorized representative in the space provided on all affidavits and Response sheets.

4. RFQ DEADLINE: It is the Respondent's responsibility to assure that the RFQ is delivered at the proper time and place prior to the RFQ deadline. The City of Destin is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by a specified time so that a Response can be considered. RFQ's which for any reason are not delivered by the deadline will not be considered. The City reserves the right to consider RFQ's that have been determined, by the City, to be received late due to mishandling by the City after receipt of the RFQ, prior to ranking and selection. Offers by telegram or telephone are not acceptable.

5. RIGHTS OF THE CITY: The City expressly reserves the right to:

   A. Waive any defect, irregularity or informality in any RFQ or RFQ procedure;
   B. Reject or cancel any or all RFQ's;

C. Reissue the RFQ;
D. Extend the RFQ submission deadline time and date;
E. Consider and accept an alternate RFQ as provided herein when most advantageous to the City.

6. STANDARDS: Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective Respondent has:

   A. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain such, necessary to indicate its capability to meet all contractual requirements;
   B. A satisfactory record of performance;
   C. A satisfactory record of integrity;
   D. Qualified legally to Contract within the State of Florida and the City;
   E. Supplied all necessary information in connection with the inquiry concerning responsibility.

7. INTERPRETATIONS: Any questions concerning conditions and specifications should be directed to the authorized personnel identified in the RFQ document in writing no later than seven (7) days prior to the RFQ deadline. Inquiries must reference the date by which the RFQ is to be received.

8. CONFLICT OF INTEREST: The award hereunder is subject to all conflict-of-interest provisions of the City of Destin, Okaloosa County, the State of Florida, and the federal government.

9. SUBCONTRACTING: If a Respondent subcontracts any portion of a Contract for any reason, the Respondent must state the name and address of the subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors". The City reserves the right to accept or reject any or all RFQs wherein a subcontractor is named and to make the award to the Respondent, who, in the opinion of the City, will be in the best interest of and/or most advantageous to the City. The City also reserves the right to reject a RFQ of any Respondent if the RFQ names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time Contracts of a similar nature, or who is not in a position to perform properly under this award. The City reserves all rights in order to make a determination as to the foregoing.

10. ADDENDA: From time to time, the City may issue an addendum to change the intent or to clarify the meaning of the Contract documents. It is each Respondent's responsibility to check with the City of Destin and immediately secure all addenda before submitting RFQs. Each Respondent shall acknowledge receipt of ALL addenda by notation on the Addenda Acknowledgement form herein and shall adhere to all requirements specified in each addendum prior to submission of the RFQ.

11. ANTITRUST CAUSE OF ACTION: In submitting a RFQ to the City, the Respondent offers and agrees that if the RFQ is accepted, the Respondent will convey, sell, assign or transfer to the City of Destin all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the Finance Department tenders final payment to the Respondent.

12. LEGAL REQUIREMENTS: Federal, State, County, and City laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.

13. ON PUBLIC ENTITY CRIMES: All Invitations to Bid as defined by Section 287.012(16), Florida Statutes, Requests for Qualifications as defined by Section 287.012(23), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

    "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.".

14. ADVERTISING: In submitting a RFQ, the Respondent agrees not to use the results there as a part of any commercial advertising.

15. ASSIGNMENT: Any Purchase Order issued pursuant to this RFQ invitation and the funds which may become due hereunder are not assignable except with the prior written approval of the City.

16. INDEMNIFICATION: The selected Respondent shall hold and save harmless the City of Destin, Florida, its City Council members, its officers, agents, volunteers and employees from liability of any kind in the performance of this Contract. Further, the selected Respondent(s) shall indemnify, save harmless and undertake the defense of the City, its City Council Members, agents, servants and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this Contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Respondent's operation pursuant to this Contract and from and against all costs, counsel fees, expenses and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Respondents within ten (10) days of receipt by the City of any claim, suit or action against the City arising directly or indirectly from the operations of the Respondents hereunder, for which the City may be entitled to a claim or indemnity against the Respondent, under the provisions of this Contract. Respondent shall have the right to control the defense of any such claim, suit or actions. The Respondent shall also be liable to the City for all costs, expenses, attorneys' fees and damages which may be incurred or sustained by the City by reason of the Respondent's breach of any of the provisions of the contract. Respondent shall not be responsible for negligent acts of the City or its employees.

17. CONTRACT AGREEMENT: An Agreement outlining the Scope of Services with the intent of accomplishing a timely, cost-effective completion of a given project will be provided. Specific Task Order stipulating the Scope of Work to be provided will be issued after the execution of said Agreement. The Agreement will be based on successful negotiation.

18. FUNDING OUT: The resultant Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Council for the City of Destin in the annual budget for each fiscal year of this Agreement and is subject to termination based on lack of funding.

19. PUBLIC RECORDS: Sealed documents received by the City in response to an invitation are exempt from public records disclosure until thirty (30) days after the opening of the Response/bid unless the City announces intent to award sooner, in accordance with Florida Statutes 119.07.

    However, certain exemptions to the public records law are statutorily provided for in Florida Statutes 119.07. If the Respondent believes any of the information contained within their response is exempt from the Public Records Law, then the Respondent must identify in their Response, the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Respondent agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages by any person or entity as a result of the City's treatment of records as public records.

    The City of Destin is a public agency subject to Chapter 119, Florida Statutes. The contractor shall comply with Florida's Public Records Law. Effective July 1, 2013, Section 119.071, Fla. Stat., the contractor shall:

    1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

    2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;

    3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

    4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology of the agency.

    Failure of the contractor to comply with the provisions set forth in this General Condition shall constitute a Default and Breach of the Agreement with the City.

SECTION 6 – SPECIAL CONDITIONS

1. The City by written notice may terminate in whole or in part any Contract resulting from this RFQ when such action is in the best interest of the City. If the Contract(s) are so terminated the City shall be liable for only payment for services rendered prior to the effective date of termination. Services rendered will be interpreted to include costs of items already delivered plus reasonable costs of supply actions short of delivery. Such reasonableness shall be at the sole discretion of the City.

2. It shall be the responsibility of the successful Respondent to maintain workers' compensation insurance, professional liability, property damage liability insurance and vehicular liability insurance, during the time any of his personnel are working on City of Destin property. The successful Respondent shall furnish the City with a certificate of insurance after award has been made and prior to the start of any work on City property. Said insured companies must be authorized to do business in the State of Florida.

3. The City reserves the right, before awarding a Contract to require a Respondent to submit such evidence of Proposals as it may deem necessary and may consider any evidence available to it of the financial, technical and other Proposals and abilities of a Respondent, including past performance (experience) with the City in making the award in the best interest of the City.

APPENDIX "A"

THE DOCUMENTS

BEHIND THIS PAGE

MUST ACCOMPANY RESPONSE

IN ORDER FOR SUBMITTAL

TO BE CONSIDERED

COMPLETE AND ACCEPTABLE

RESPONDENT ACKNOWLEDGEMENT

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

RFQ Number: 24-12-CD

RFQ Received By: **December 5, 2024, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **December 5, 2024, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time**.**

Name of Vendor: _____

Federal I.D. Number: _____

A Corporation of the State of: _____

Area Code: _____ Telephone Number: _____

Area Code: _____ Fax Number: _____

Mailing Address: _____

City/State/Zip: _____

Vendor Mailing Date: _____

_____
Authorized Signature

_____
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
City Clerk's Office
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone: (850) 837-4242

Submitted By:	Check One	
Name: _____	Corporation	
Address: _____	Partnership	
City, State, Zip: _____	Individual	
Telephone No.: _____	Other	
Email:_____		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Respondent is:

   _____

   The address of the principal place of business is:

   _____

   _____

2. If Respondent is a corporation, answer the following:

   a. Date of Incorporation: _____
   b. State of Incorporation: _____
   c. President's name: _____
   d. Vice President's name: _____
   e. Secretary's name: _____
   f. Treasurer's name: _____
   g. Name and address of Resident Agent: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

   a. Date of organization: _____

   b. Name, address and ownership units of all partners:

   _____

   _____

   _____

   c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   _____

   _____

   _____

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   _____

6. How many years has your organization been in business under its present business name?

   _____

   Under what other former names has your organization operated?

   _____

   _____

   _____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

   _____

   _____

   _____

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

   _____

   _____

   _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

_____

_____

_____

10. State the name of the individual who will have personal supervision of the work:

_____

11. State the name and address of attorney, if any, for the business of the Respondent:

_____

_____

_____

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

_____

_____

_____

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

_____

_____

_____

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	Total Work (a +b):	

Revenue Index Number

1.	Less than $100,000
2.	$100,000 to less than $250,000
3.	$250,000 to less than $500,000
4.	$500,000 to less than $1 million
5.	$1 million to less than $2 million
6.	$2 million to less than $5 million
7.	$5 million to less than $10 million
8.	$10 million to less than $25 million
9.	$25 million to less than $50 million
10.	$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

_____

_____

_____

_____

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

_____

_____

_____

_____

18. What will be your turnaround time for written responses to City inquires?

_____

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

_____

_____

_____

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

_____

_____

_____

_____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

_____

_____

_____

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

_____

_____

_____

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **RFQ No. 24-12-CD, PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES**

RESPONDENT: _____

DATE SUBMITTED: _____

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

ADDENDUM NO.	**DATE**	**ADDENDUM No.**	**DATE**

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, 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 _____
_____

2. This sworn statement is submitted by
_____
_____
whose business address is _____
and (if applicable) Federal Employer Identification Number (FEIN) is
_____(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____

3. My name is _____and my relationship to the entity named above is _____
_____

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 bid 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(1)(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 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, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall 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 n 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 vendor 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 vendor list. (please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
(Signature) Date:

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence __ or online notarization __, this ___ day of _____, 20____,

By:

_____
(Print name)

Personally known ____ OR Produced Identification_____

_____ Seal:
Notary Signature

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require the 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:_____

ADDRESS:_____

CITY:_____ STATE:_____ ZIP CODE:_____

TELEPHONE NUMBER:_____

SIGNATURE:_____ DATE:_____

NAME (TYPED OR PRINTED):_____

TITLE: _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA
REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more that 5% of the bidder/proposer's interest?

YES_____ NO_____

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES_____ NO_____

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

YES_____ NO_____

If YES, please describe:

_____

_____

_____

_____

FIRM NAME: _____

BY (PRINTED):_____

BY (SIGNATURE):_____

TITLE: _____

ADDRESS_____

_____

PHONE NO. _____

E-MAIL _____

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

CONSULTANT's Company Name	Authorized Signature – Manual
Physical Address	Authorized Signature – Typed
Mailing Address	Title
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
Email address	DATE

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

REQUEST FOR QUALIFICATION (RFQ) NO. 24-12-CD
"PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 24-12-CD. – PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.

4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,

_____

Name Title

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES SCHEDULE OF SUB-CONSULTANTS

The Undersigned Consultant proposes the following major sub-consultant(s) for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub- consultant(s), if required.

Name of Sub- Consultant	Address of Sub-Consultant	License No.:	Task	

Signature_____ Date:_____

Title/Company_____

The City reserves the right to reject any sub- consultant(s) who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub- consultant(s) in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

I _____ (insert name) as _____ (insert title) on behalf of _____ (insert entity name) under penalty of perjury hereby attest as follows:

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

FURTHER AFFIANT SAYETH NAUGHT.

_____
Printed Name:
Title:
Nongovernmental entity:
Date:

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ____ in person or _____ remote notarization by _____ as _____ on behalf of _____, who is personally known to me or who produced _____ as identification this _____ day of _____, 202___.

_____
Notary Public

(Notary Seal)

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

APPENDIX "B"

THE DOCUMENT

BEHIND THIS PAGE

IS THE SAMPLE

CONTRACT

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

CITY OF DESTIN, FLORIDA

AGREEMENT FOR PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES

This AGREEMENT FOR PROFESSIONAL PLANNING AND GRANT CONSULTING SERVICES (the "Agreement") made and entered into this _____day of _____, 20___, between the CITY OF DESTIN, FLORIDA (hereinafter referred to as "CITY" or "OWNER") and Firm, INC. (hereinafter referred to as "CONSULTANT").

WHEREAS, the CITY desires to engage the CONSULTANT to provide for a five (5) year contract with five (5) one-year extensions for a total of ten (10) year contract general Professional Planning and Grant consulting services; and

WHEREAS, the CITY has followed the selection and negotiation process set forth in the Florida Consultant's Competitive Negotiation Act, section 287.055, Florida Statutes (and intends to administer this Agreement as a "continuing contract" as allowed under said statute);

NOW, THEREFORE, for and in consideration of the premises, the mutual covenants hereinafter recited, and for other good, valuable and sufficient consideration, the receipt of which is hereby acknowledged, the CITY and CONSULTANT agree as set forth below.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN CITY AND CONSULTANT

ARTICLE 1- CONSULTANT'S RESPONSIBILITIES

1.1 **CONSULTANT'S SERVICES**

1.1.1 The CONSULTANT'S services consist of those services performed by the CONSULTANT, CONSULTANT'S employees and CONSULTANT'S consultants as enumerated in Article 2 of this Agreement and any other continuing or additional services as may be agreed upon pursuant to this Agreement.

1.1.2 The CONSULTANT shall maintain all professional and business certificates required by law and as necessary to perform the services. The CONSULTANT shall assure the CITY sufficient representation through assignment and performance by a team of qualified, professional employees and consultants.

1.1.3 The CONSULTANT'S services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the services. Upon request of the CITY, the CONSULTANT shall submit schedules for the performance of the CONSULTANT'S services. The schedules may be adjusted as various tasks proceed, and shall include allowances for periods of time required for the CITY'S review and for approval of submissions by authorities having jurisdiction.

ARTICLE 2- CONSULTANT'S SERVICES

2.1 In accordance with REQUEST FOR QUALIFICATIONS NO. 24-12-CD ("RFQ")which is hereby incorporated into this Agreement and attached hereto as Exhibit "A", the CONSULTANT shall provide services as directed by the City Manager or their

designee, including but not limited to: providing various Professional Planning and Grant Consulting services for the City. The professional planning services provided relate to the Community Development Department's Development Order Review process, the Land Development Code, the Comprehensive Plan, and other professional planning reviews, studies and/or planning projects as assigned by the City Manager or Community Development Director. The grant consulting services provided include, but are not limited to, all forms of grant seeking, grant writing, and project support services.

ARTICLE 3- CONSULTANT'S COMPENSATION

3.1 CONSULTANT shall be compensated in accordance with the Fee Schedule attached hereto as Exhibit "B".

3.2 CITY'S obligation to pay the amount due hereunder in any fiscal year is contingent upon the appropriation by the CITY'S City Council of legally available funds for the purposes set forth in this Agreement. All payments upon Agreement are contingent upon the CONSULTANT'S Work being acceptable to the CITY. For satisfactory completion and acceptance of the Work, the CITY agrees to pay the CONSULTANT in accordance with the CITY'S Purchasing Policies.

3.3 Increases in the CONSULTANT's Fee Schedule, attached as Exhibit "B", may occur annually starting one year after contract execution. The increase must be requested in writing by the CONSULTANT. The annual rate of increase shall not exceed three percent (3%) and shall be based on actual salary increases to employees of the CONSULTANT. The CONSULTANT shall provide documentation of salary changes upon request by the CITY. Upon CITY review and approval, the CITY shall issue a letter of approval signed by the City Manager or his or her designee.

ARTICLE 4- CITY'S RESPONSIBILITIES

4.1 CITY SERVICES

4.1.1 The CITY shall designate a representative authorized to act on the CITY'S behalf as the CONSULTANT'S contact. The CITY or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT in order to avoid unreasonable delay in the orderly and sequential progress of the CONSULTANT'S services. All information and document submittals shall be made directly to this individual.

4.1.2 The CITY shall provide copies of ordinances, maps, studies and any other such documents as are on file with the City and of use to the CONSULTANT in performing the CONSULTANT'S services.

4.1.3 The CITY shall give prompt written notice to the CONSULTANT if the CITY becomes aware of any fault or defect in the services performed or nonconformance of the CONSULTANT'S work products.

ARTICLE 5- OWNERSHIP AND USE OF DOCUMENTS

5.1 The documents prepared by the CONSULTANT pursuant to this Agreement are instruments of the CONSULTANT'S service for use solely with respect to this Agreement.

5.2 All reports, documents and materials prepared relating to services rendered hereunder shall be the property of the CITY provided payment of applicable fees for its production has been made to the CONSULTANT in accordance with the terms of this Agreement. The CITY shall retain and use the CONSULTANT'S documents for public record, information and reference and make use in connection with the CITY'S compliance with any federal, state, county or city laws, codes, requirements, permits or any other mandate whatsoever.

ARTICLE 6- TERMINATION, SUSPENSION OR ABANDONMENT

6.1 This agreement shall terminate upon successful completion of the five (5) year contract and five (5) one-year extensions not to exceed a total of ten (10) year from the date of this contract or as below.

6.2 This Agreement may be terminated by the CITY upon not less than ten (10) days written notice should the CONSULTANT fail substantially to perform in accordance with the terms of this Agreement through no fault of the CITY.

6.3 This Agreement may be terminated by either party for any reason upon not less than thirty (30) days written notice.

6.4 The CITY may suspend an open task order upon not less than ten (10) days written notice.

6.4 If the CITY fails to make payment, within the forty-five (45) days of invoice approval permitted under Florida Statutes, when due the CONSULTANT for services and expenses, the CONSULTANT may, upon seven days written notice to the CITY, suspend performance of services under this Agreement. Unless the CONSULTANT receives payment in full within fifteen (15) days of the date of the notice, the suspension shall take effect without further notice.

6.5 In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination, together with reimbursable expenses.

ARTICLE 7- NOTICES

7.1 All Notices under this Agreement shall be in writing and shall be effective when mailed by certified mail, return receipt requested, or when delivered personally, as provided hereafter or to such other addresses as may be designated by notice:

CITY OF DESTIN	**CONSULTANT**
Lance Johnson, City Manager	Name
City of Destin	Firm
4200 Indian Bayou Trail	Street Address, Suite xxx
Destin, Florida 32541	Destin. Florida 32541
(850) 837-4242	(xxx) – xxx-xxxx

ARTICLE 8- INSURANCE REQUIREMENTS

8.1 During the performance of services under this Agreement, CONSULTANT shall maintain Commercial General Liability, Business Automobile Liability (including hired and non-owned coverage) and Professional Liability. Such coverage shall adequately protect the interest of the CITY in regard to all exposures including design defects and subsequent costs and lost revenue to loss associated with this Agreement. In no circumstance shall the limit of liability be written with limits less than $2,000,000.00 per event/$4,000,000.00 annual aggregate. CONSULTANT shall also maintain Workers' Compensation Insurance at a minimum of the statutory limits. The Workers' Compensation Policy shall contain a waiver of subrogation in favor of the CITY. CONSULTANT shall furnish CITY certificates of insurance which shall include a provision that such insurance shall not be cancelled or coverage reduced without at least 30 days written notice to the CITY. All coverage shall be with carriers admitted to do business in the State of Florida. Carriers shall be A+ rated by A M Best Company and have a financial size of X or higher. The Commercial General Liability, Business Automobile and Workers' Compensation policies shall name City of Destin, Florida as an Additional Insured. City of Destin, Florida shall be listed as the Certificate Holder on all certificates. CITY reserves the right to modify its insurance requirements with sixty (60) days written notice to CONSULTANT.

8.2 CONSULTANT shall supply certificates of insurance specifically stating the RFQ number and title for all coverages required herein prior to execution of this Agreement, such evidence of which shall be attached hereto as Exhibit "C" and made a part hereof.

8.3 The required insurance policies shall contain the following provisions:

8.3.1 There are not to be any special limitations on the protection being provided to the CITY, its officials, employees or volunteers.

8.3.2 The CONSULTANT shall provide timely reporting of incidents to its insurance carrier as required under the provisions of its insurance policies. A copy of any filed reports shall also be sent immediately to the CITY. The CONSULTANT shall exercise due diligence to ensure all reporting provisions are met to protect coverage afforded to the CITY, its officers, officials, employees or volunteers.

8.4 Verification of coverages and continuations of coverage, provision of certificates and endorsements and authorized signatures shall be made in accordance with the following:

8.4.1 Insurance coverage required in these specifications shall be in force throughout this Agreement. Should the CONSULTANT fail to provide acceptable evidence of

current insurance within seven (7) days of receipt of written notice at any time during the Agreement, the CITY shall have the right to consider the Agreement breached and justifying termination thereof.

ARTICLE 9- SOVEREIGN IMMUNITY

9.1 The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the City's rights and immunities under the Florida Constitution, common law or section 768.28, Florida Statutes, as amended from time to time.

ARTICLE 10- INDEMNIFICATION

10.1 CONSULTANT shall indemnify, defend, save, and hold the CITY, its agents, officers and employees, harmless of and from any losses, fines, penalties, costs, damages, claims, demands, suits, and liabilities, including reasonable attorney's fees (including regulatory and appellate fees), arising out of, because of, or due to any accidents arising in any manner on account of the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT, its agents, officers, and employees in the performance of the Agreement.

ARTICLE 11- MISCELLANEOUS PROVISIONS

11.1 The CITY and CONSULTANT intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in the state courts of Okaloosa County, Florida and no where else.

11.2 All of the representation and obligations of the CITY and CONSULTANT are contained in this Agreement and no modification, waiver or amendment of this Agreement or any of its conditions or provisions shall be binding upon a party unless made in writing signed by that party or a duly authorized agent of that party who is empowered by a written authority signed by that party. The waiver by any party of a breach of any provision of this Agreement shall not operate to be construed as a waiver of any subsequent breach of that provision by the same party, or of any other provision or condition of the Agreement.

11.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of completion, or the date of issuance of the Final Certificate for Payment for acts or failures to act occurring after completion.

11.4 This Agreement represents the entire and integrated Agreement between the CITY and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both CITY and CONSULTANT.

11.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CITY or CONSULTANT.

11.6 CONSULTANT warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

11.7 Where CONSULTANT is required to enter upon CITY property to deliver materials or perform work or services, as a result of this Agreement, CONSULTANT shall assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required.

11.8 The headings of articles, paragraphs and subparagraphs are for convenient reference only and shall not be deemed to limit, construe affect, modify or alter the meaning of such articles, paragraphs or subparagraphs.

11.9 Time is of the essence under this Agreement.

11.10 The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

11.11 If any article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application of same to parties or circumstances other than those to which it was held invalid or unenforceable, shall not be affected thereby and each remaining article, paragraph, subparagraph, section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

11.12 In any dispute relating to this Agreement each party shall be responsible for its respective attorney's fees and costs.

11.13 This Agreement is binding on the parties, their successors and assigns.

11.14 Public records. CONSULTANT shall comply with Florida Public Records Laws, specifically to:

11.14.1 Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.

11.14.2 Provide the public with access to public records on the same terms and conditions that the City of Destin would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

11.14.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized

by law.

11.14.4 Meet all requirements for retaining public records and transfer, at no cost, to the City of Destin all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City of Destin in a format that is compatible with the information technology systems of the City of Destin.

THIS AGREEMENT ENTERED INTO AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

CITY:

Larry Jones
Its: Interim City Manager

Date

Attest to Signature:

Rey Bailey, City Clerk

SEAL

Approved as to Legal Form:

Kimberly Romano Kopp, City Attorney

CONSULTANT:

By: _____
Its:

Date

Witness to Signature:

Print Name

Witness to Signature:

Print Name

EXHIBITS
A. Request for Proposal No. 24-12-CD
B. Fee Schedule
C. Certificates of Insurance

ITEM # 2024-951

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.E.

TO: City Council

THRU: Larry Jones , Interim City Manager
Kimberly Kopp, City Attorney

FROM: Rey Bailey, City Clerk

DATE: December 20, 2024

SUBJECT: Volunteer Boards and Committees Recommendations

I. BACKGROUND: At the November 18, 2024, City Council meeting, Council asked the City Manager to work with City staff and Councilmember Trammell to develop recommendations to help mitigate issues of quorum for the City's boards and committees. At that meeting, City Council approved the consolidation of duties for the Harbor Capacity Steering Committee with the Harbor and Waterways Board. Since then, the City Manager, City staff and Councilmember Trammell have met twice to discuss the issues and potential recommendations moving forward.

II. DISCUSSION: Councilmember Trammell, the Interim City Manager, and City staff reviewed the various City Boards and Committees, as well as the State Statutes, to understand which ones are required by the State and which ones are enabled by City Ordinance. The list below shows the following:

- Board of Adjustment (BOA) – State Statute
- Harbor & Waterways Board (HWB) – City Ordinance
- Harbor CRA Advisory Committee (H-CRA) – City Ordinance/Resolution
- Harbor Capacity Steering Committee (HCSC) - City Resolution
- Local Planning Agency (LPA) – State Statute
- Parks & Recreation Committee (P&R) – City Ordinance
- Public Works & Public Safety Committee (PW/PS) – City Ordinance
- Town Center CRA Advisory Committee (TC-CRA) – City Ordinance/Resolution

The BOA and the LPA need to be retained and maintained in their current configuration since they are required by State Statutes. The rest of the Boards and Committees are enabled and enacted by City Council action, and there is no statutory requirement for them. They could all be disbanded or combined in any configuration as the Council sees fit. This

is not a recommendation from the group due to the unique nature and purpose of the Boards and Committees. For example, the Parks & Recreation and Public Works & Public Safety Committees could be combined into their own “Citizen Advisory Committee." However, they have such specific and unique rolls that it is not recommended to combine or consolidate their roles and responsibilities. Therefore, it is recommended that these two committees be retained and maintained in their current configuration. That leaves the Harbor committees (HWB, HCRA, and HCSC) and the TCCRA. On November 18th, Council approved to consolidate and move the responsibilities of the Harbor Capacity Steering Committee with the Harbor & Waterways Board, leaving just the Harbor CRA and the Town Center CRA.

Given this, after discussion, there are three options concerning the two CRA Committees:

Option 1: Retain and maintain the two committees in their current configuration having 7 members appointed by the council.

Option 2: Combine the two CRA committees to create one Community Redevelopment Advisory Committee with the following membership structure:

- All members must be residents of the City of Destin.
- Three members must work (at management level or higher), own a business, own property, or live within the Harbor CRA
- Three members must work (at management level or higher), own a business, own property, or live within the Town Center CRA
- One at-large member

Option 3: To disband the CRA Advisory Committees since State Statute does not require them. The State’s CRA enabling language, per State Statute 163.357, allows the governing body to appoint themselves as the CRA Board. This action satisfies all the state's required membership criteria for a CRA Board. The two CRA advisory committees are established solely by action of the city council and can be populated the way the city council sees fit. If the council wishes to go this route or another option that alters the composition of the CRA advisory committees, the city will have to amend the enabling ordinance/resolution for the two CRA advisory committees. Option 3 is also possible because the city council sits as the appointed CRA Board, as allowed by State Statute 163.357, and the ordinance/resolution establishing the CRA advisory committees would have to be repealed.

The following recommendations have also been proposed to ensure the effectiveness of City Committees and provide robust training and support for their operations.
To enhance the committee's effectiveness, several measures are suggested.

- Committee chairs should be empowered to recruit qualified members actively, ensuring that committees are composed of individuals who can contribute meaningfully to their objectives. Additionally, committees should implement a system of quarterly reporting to the city council, detailing their activities, achievements, and any challenges encountered, such as issues with quorum or vacancies. A clear mechanism for addressing chronic absenteeism among committee members is also recommended. This would involve empowering

committee chairs to flag attendance concerns to the city manager, who could then escalate the matter for council action. Committees should also be encouraged to self-report attendance issues proactively, fostering greater accountability.

- In terms of training and support, the development of a formal training program for committee members and chairs is proposed. This program would cover critical topics such as setting goals and objectives, effective recruitment strategies, and operational expectations. Initial training sessions for committee members and chairs are targeted to begin in February, marking an important step toward better equipping committees for success. Additionally, ongoing efforts will focus on refining the appointment process and identifying further strategies to enhance committee operations. These recommendations aim to create a more effective, accountable, and well-supported committee system, ensuring these bodies can serve their intended purposes more efficiently.

A. Link to Strategic Goals / Objectives: Enhanced Quality of Life

B. Effect on Budget (EOB): None. These are volunteer positions.

C. Level of Service (LOS): Each committee is composed of seven members, with a quorum requiring the presence of four members. Full membership is essential for each committee to effectively carry out the tasks and responsibilities for which it was established.

D. Legislative Sponsor: Councilmember Sandy Trammell

III. CONCLUSION: If the Council decides to proceed with appointing members to Boards and Committees during this meeting, A*ttachment 1* provides a detailed roster of current Board and Committee members, as well as a list of applicants seeking to fill vacant positions. *Attachments 2 through 29* contain the application forms submitted by interested residents. While Council members have full access to these applications, they retain the discretion to nominate any individual who resides within the City of Destin.

The officials listed below will be asked to nominate individuals for service on the respective Boards and/or Committees associated with their names.

Councilmember Schmidt:
Board of Adjustment
Harbor & Waterways Board
Harbor CRA Advisory Committee
Local Planning Agency
Parks & Recreation Committee
Public Works/Safety Committee
Town Center CRA Advisory Committee

Councilmember Hebert:
Harbor & Waterways Board
Harbor CRA Advisory Committee
Local Planning Agency
Parks & Recreation Committee

Public Works/Safety Committee
Town Center CRA Advisory Committee

Councilmember Destin:
Harbor & Waterways Board
Harbor CRA Advisory Committee
Parks & Recreation Committee
Public Works/Safety Committee
Town Center CRA Advisory Committee

Councilmember Trammell:
Harbor & Waterways Board
Harbor CRA Advisory Committee
Parks & Recreation Committee
Public Works/Safety Committee
Town Center CRA Advisory Committee

Councilmember Braden:
Board of Adjustment
Harbor & Waterways Board
Harbor CRA Advisory Committee
Parks & Recreation Committee
Public Works/Safety Committee
Town Center CRA Advisory Committee

Councilmember Geile:
Town Center CRA Advisory Committee

IV. RECOMMENDED MOTION: Council's discretion.

Attachments:

1. Committee Membership Roster
2. Clifford Atwell - Harbor & Waterways
3. Bill McKissick - Harbor & Waterways
4. Gene Eisenmann - Harbor & Waterways
5. John Stephens - Harbor & Waterways
6. James Green - Harbor & Waterways
7. Jerod Hayden - Harbor & Waterways
8. Ryan Holloway - Harbor & Waterways
9. Walter Casey Jones - Harbor & Waterways
10. Michael Doughty - Harbor & Waterways
11. Kirstie Weimer - Harbor & Waterways
12. Brady Stebbins - Harbor CRA
13. John Stephens - Harbor CRA
14. Clifford Atwell - Harbor CRA

15. Gene Eisenmann - Harbor CRA
16. Ryan Holloway - Harbor CRA
17. Lance Johnson - Harbor CRA
18. James Green - Harbor CRA
19. Corey Ledbetter - LPA
20. Marcie Bell - LPA
21. Autumn Weidenhamer - Parks & Rec
22. L'Rena Anderson - Parks & Rec Committee
23. Mike Jones - Parks & Rec
24. Nikki Johnson - Parks & Rec
25. Jim Wood - Public Works
26. John Green - Public Works
27. Marcie Bell - Public Works
28. Tammy Weidenhamer - Public Works
29. Mike Jones (Town Center CRA)

BOARD OF ADJUSTMENT

MEMBER	NOMINATED BY	DATE APPTD.	EXP. DATE
Tom Weidenhamer 808 Wild Oak Avenue Destin, FL 32541 585-1400 cell & preferred contact # 837-7600 (Hm) tweidenhamer@cityofdestin.com	Geile	12/12/2022	**11 / 2026**
Chatham Morgan 339 Calhoun Avenue Destin, FL 32541 (850) 687-4775 chathammorgan@gmail.com / cmorgan@cityofdestin.com	Hebert	11/18/2024	**11 / 2028**
James Moomaw 1048 Hwy 98 E, Unit 303W Destin, FL 32541 214-683-0484 (cell) j.moomaw@sbcglobal.net / jmoomaw@cityofdestin.com	Bagby	11/18/2024	**11 / 2026**
Matthew Sweetser 402 Bay Oaks Ct. Destin, FL 32541 (850) 830-4433 mattsweetser4@gmail.com / msweetser@cityofdestin.com	Trammell	11/18/2024	**11 / 2028**
Lance Johnson 624 Sea Oats Drive Destin, FL 32541 (850) 333-3786 destinrecmgr@gmail.com / ljohnson@cityofdestin.com	Destin	11/18/2024	**11 / 2028**
VACANT	Braden		**11 / 2026**
VACANT (prior nominee David Emerson did not reapply)	Schmidt		**11 / 2028**

HARBOR AND WATERWAYS BOARD

MEMBER	NOMINATED BY	DATE APPTD.	EXP. DATE
Richard Hoey 3819 Indian Bayou Trail Destin, FL 32541 (404) 457-5158 rhoey@cityofdestin.com	Bagby	12/12/2022	**11 / 2026**
Guy Tadlock 502 Norriego Road Destin, FL 32541 837-7078 334-728-0091 gtadlock@cityofdestin.com	Geile	12/12/2022	**11 / 2026**
VACANT	Schmidt		**11 / 2028**
VACANT	Hebert		**11 / 2028**
VACANT	Destin		**11 / 2028**
VACANT	Trammell		**11 / 2028**
VACANT	Braden		**11 / 2026**

Previous members with expired terms reapplying for membership (previous sponsor)

Bill McKissick (Hebert)
James Green (Schmidt)
Jerod Hayden
Walter "Casey" Jones

New applicants (Council member consulted on the application)

Michael Doughty
Kirstie Weimer
Ryan Holloway (Schmidt)
Clifford Atwell
Gene Eisenmann
John Stephens (Trammell)

HARBOR COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE

MEMBERS	APPTD. BY	DATE APPTD.	EXP. DATE
Casey Jones 3830 Indian Trail Destin, FL 32541 837-6935 (H) 259-5531 (C) cjones@cityofdestin.com	Geile	12/12/2022	**11 / 2026**
Guy Tadlock 502 Norriego Road Destin, FL 32541 837-7078 334-728-0091 gtadlock@cityofdestin.com	Bagby	11/6/2023	**11 / 2026**
VACANT	Schmidt		**11 / 2028**
VACANT	Hebert		**11 / 2028**
VACANT	Destin		**11 / 2028**
VACANT	Trammell		**11 / 2028**
VACANT	Braden		**11 / 2026**

Previous members with expired terms reapplying for membership (previous sponsor)

James Green

New applicants (Council member consulted on the application)

Lance Johnson (Trammell)
Gene Eisenmann
Ryan Holloway (Schmidt)
Clifford Atwell
Brody Stebbins
John Stephen (Destin)

LOCAL PLANNING AGENCY

MEMBERS	NOMINATED BY	DATE APPTD.	EXP. DATE
Jim T. Wood, Jr. 3790 Misty Way 269-0196 (home) jwood@cityofdestin.com	Braden	12/16/2024	**11 / 2026**
Todd Buhr 4510 Luke Avenue Destin, FL 32541 334-494-3749	Bagby	12/12/2022	**11 / 2026**
Tammy Weidenhamer 2004 98 Palms Blvd. Unit 4309 Destin, FL 32541 (248) 231-1777 tweidenhamer1@cityofdestin.com	Destin	12/16/2024	**11 / 2028**
Jay Purut 148 Kel-Wen Circle Destin, FL 32541 (404) 354-1200 jpurut@cityofdestin.com	Geile	12/12/2022	**11 / 2026**
Ken Wampler 4320 Commons Drive W., Box 206 Destin, FL 32541 (850) 259-1356 kwampler@cityofdestin.com	Trammell	12/16/2024	**11 / 2028**
VACANT	Schmidt		**11 / 2028**
VACANT	Hebert		**11 / 2028**

Previous members with expired terms reapplying for membership (previous sponsor)

Corey Ledbetter (Schmidt)
Marcie Bell (Hebert)

New applicants: None

PARKS & RECREATION COMMITTEE

MEMBER	NOMINATED BY	DATE APPTD.	EXP. DATE
Bryan Otto 3826 Indian Trail Destin, FL 32541 (703) 973-0043 botto@cityofdestin.com	Bagby	7/22/2024	**11 / 2026**
Isaac Birch 719 Legion Drive Destin, FL 32541 850-585-6588 ibirch@cityofdestin.com	Geile	12/12/2022	**11 / 2026**
VACANT	Schmidt		**11 / 2028**
VACANT	Hebert		**11 / 2028**
VACANT	Destin		**11 / 2028**
VACANT	Trammell		**11 / 2028**
VACANT	Braden		**11 / 2026**

Previous members with expired terms reapplying for membership (previous sponsor)

Autumn Weidenhamer (Hebert)
Nikki Johnson
L'Rena Anderson

New applicants (Council member consulted on the application)

Mike Jones

PUBLIC WORKS/PUBLIC SAFETY

MEMBER	NOMINATED BY	DATE APPTD.	EXP.DATE
Tom Weidenhamer 808 Wild Oak Avenue Destin, FL 32541 585-1400 cell & preferred contact # 837-7600 (Hm) tweidenhamer@cityofdestin.com	Geile	12/12/2022	**11 / 2026**
Curtis Smith 65 Siesta Bluff Destin, FL 32541 (615) 210-2150 csmith@cityofdestin.com	Bagby	12/12/2022	**11 / 2026**
VACANT	Schmidt		**11 / 2028**
VACANT	Hebert		**11 / 2028**
VACANT	Destin		**11 / 2028**
VACANT	Trammell		**11 / 2028**
VACANT	Braden		**11 / 2026**

Previous members with expired terms reapplying for membership (previous sponsor)

John Green (Hebert)
Tammy Weidenhamer (Schmidt)
Jim Wood
Marcie Bell

New applicants: None

TOWN CENTER COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE

MEMBERS	NOMINATED BY	DATE APPTD.	EXP. DATE
Lockwood Wernet 10 Country Club Dr Destin, FL 32541 837-6146 (wk) 200-2028 (c) 654-5173 (fax) lwernet@cityofdestin.com	Bagby	12/12/2022	**11 / 2026**
VACANT (Prior appointee – Dorothy Robinson – resigned from the committee)	Geile		**11 / 2026**
VACANT	Schmidt		**11 / 2028**
VACANT	Hebert		**11 / 2028**
VACANT	Destin		**11 / 2028**
VACANT	Trammell		**11 / 2028**
VACANT	Braden		**11 / 2026**

New applicants: None

Mike Jones (Trammell)

First Name	Cliff
Last Name	Atwell
Home Address	1180 Bay Court
City	Destin
State	FL
Zip	32541
Phone	8502597869
Email	cliff.atwell@gmail.com
Business Name	Reel Grace Fishing Charters
Business Address	10 Harbor Blvd
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Graduated from Gulf Coast School of Navigation, lifelong Destin resident, business owner/operator, 100 Ton Merchant Mariner Master, operator of private and passenger vessels for over 35 years.
How long have you lived in Destin?	60 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Over 35 years of experience operating 100 Ton Vessels in Destin, Charter Boat owner/operator, former Captain of passenger vessels and tour boats
What do you consider the purpose of this board/committee to be?	Making decisions about local harbor and waterways including dock use and development
What would you like to see this board/committee accomplish?	Responsible growth and upkeep of our waterways
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	John Stephens

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/26/2024

Email not displaying correctly? View it in your browser.

First Name	BILL
Last Name	MCKISSICK
Home Address	151 Calhoun Ave #109
City	DESTIN
State	FL
Zip	32541
Phone	8508034269
Email	bmckissick@legendarymarine.com
Business Name	122331
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	20+ years of running Luxury automotive dealerships with multiple training courses in Customer relations, technical repairs and Business management. 14 years of experience in the boating and yacht industry. 2 years of drafting classes. Hobbies include Remodeling old homes, Fishing and boating.

How long have you lived in Destin?	29 yr
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Harbor and Waterways Board
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	I have served on this board for many years, and I was the Chairman (until medical issue) and now serve as the Vice Chairman
What do you consider the purpose of this board/committee to be?	To help monitor the growth and health of our Harbor and water
What would you like to see this board/committee accomplish?	To see it stay Healthy and safe for all Boaters and be the Light of Destin
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Teresa Herbert

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/6/2024

Email not displaying correctly? View it in your browser.

First Name	Gene
Last Name	Eisenmann
Home Address	775 Gulf Shore Drive, Villa 42
City	Destin
State	Fl
Zip	32541
Phone	2142021426
Email	Captaingenefl@gmail.com
Business Name	Destin Pontoon Charters
Business Address	314 Harbor Blvd
City	Destin
State	Fl
Zip	32541
Brief description of education and experience:	BA Political Science. University of Oklahoma Captain Certified Insurance Counselor Pilot
How long have you lived in Destin?	7 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Ex President of the Okaloosa County Watersports Coalition. Business owner on Destin Harbor
What do you consider the purpose of this board/committee to be?	Review plans for future growth and monitor the overall conditions of Destin harbor
What would you like to see this board/committee accomplish?	Help keep our waters clean and the use of harbor in accordance to the desires of Destin residents
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	*Field not completed.*

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/25/2024

Email not displaying correctly? View it in your browser.

First Name	John
Last Name	Stephens
Home Address	4025 Indian Trail
City	Destin
State	FL
Zip	32541
Phone	8502174777
Email	john@lutherspontoon.com
Business Name	Luther's Pontoon, Waverunner, & Kayak Rentals
Business Address	4025 Indian Trail
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	High School - Choctawhatchee High School College - University of West Florida - B.S. in Computer Science Work - Contractor for Military with Computer technology. Work - Currently own a watersports business
How long have you lived in Destin?	16 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	None
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Having served as City of Destin Interim City Council, FWC's Boating Advisory Council, Chairman of Harbor & Waterways. I have a watersport business on the Harbor, started a Watersport Coalition. I feel I have a vast understanding of the Harbor Distict.
What do you consider the purpose of this board/committee to be?	The Destin Harbor & Waterways Board is focused on protecting and managing Destin's harbor and waterways, ensuring they are safe, accessible, and environmentally sustainable. The board serves an advisory role to the Destin City Council and helps in shaping policies that preserve the waterways' natural resources and support public use.
What would you like to see this board/committee accomplish?	I would like to be involved with getting 1 Harbor Blvd moving the right direction, making sure the NPEB is working properly, helping with getting a Harbormastor with jurisdiction, coming up with solutions to keep our waterways clean and sustainable, & seeing the possible Mooring Harbor be established.
If you have discussed this application with any member(s) of the Destin	Sandy Trammell

City Council, please identify them.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/8/2024

Email not displaying correctly? View it in your browser.

First Name	James
Last Name	Green
Home Address	824 N Lakeside Dr
City	Destin
State	FL
Zip	32541
Phone	8502595308
Email	destinfisherman@yahoo.com
Business Name	American Spirit Party Boat
Business Address	116 Harbor Blvd, Destin, Flroida 32541
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Some college, 100 Ton Master Merchant Mariner Officer, Captain and General Manager of the party boat American Spirit. 30+ years of fishing experience out of Destin, Florida. President of the Destin Charter Boat Association, Director of the Destin Seafood Festival, Board member of the Destin Fishing Rodeo.

How long have you lived in Destin?	43 Years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Destin Harbor CRA Advisory Committee, Harbor and Waterways Board, Harbor Capacity Study Steering Committee
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Over 5 years of membership of the Harbor and Waterways Board as a member and Chairman with acquired knowledge of the purpose and process of the Board.
What do you consider the purpose of this board/committee to be?	To assess and work in the best interests of the City and residents on all issues, private and public projects, and development of Destin's waterways.
What would you like to see this board/committee accomplish?	To continue to improve Destin's harbor and waterways concerning water quality, development, and maintaining navigability for better enjoyment and safety for recreation and commerce.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Not as of now. Waiting for election resluts.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/24/2024

Email not displaying correctly? View it in your browser.

First Name	Jerod
Last Name	Hayden
Home Address	757 Benning Dr
City	Destin
State	FL
Zip	32541
Phone	8506215811
Email	jerodhayden@gmail.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	- Master's Degree in Operations Management - 15 years Department of Defense civil service (Program Management) - 1 year on Harbor and Waterways Board
How long have you lived in Destin?	40 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Harbor and Waterways
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Current boardmember
What do you consider the purpose of this board/committee to be?	Pollution mitigation, future growth management
What would you like to see this board/committee accomplish?	Successfully manage development on local waterways
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	*Field not completed.*

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/28/2024

Email not displaying correctly? View it in your browser.

First Name	Ryan
Last Name	Holloway
Home Address	530 Beach Drive
City	Destin
State	FL
Zip	32541
Phone	334-462-8860
Email	RHolloway@HollowayYachts.com
Business Name	Holloway Yacht Charters, LLC
Business Address	530 Beach Drive
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Education: 1. Auburn University – Major Finance, Minor International Business. Bachelor's Degree 2. Auburn University at Montgomery – MBA, Direction in Finance Experience: I spent ten years in hospital revenue cycle management for

	major hospitals before moving to Destin. My specialty was in insurance. During my tenure, I worked my way up to National Director of Public Relations in that company. I was able to retire at a young age and pursue a new career in Destin, FL. In three years, I have built the largest luxury charter fleet from Texas to Miami in respect to profits and size of the fleet. Holloway Yacht Charters also owns Fish & Fun Destin along with being a partner in two other local charter yacht companies. I obtained my real estate license in 2023 and I am a Realtor with the Beasley Group – Compass Real Estate.
How long have you lived in Destin?	Almost four years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	N/A
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Local realtor, Charter yacht company owner, Charter fishing company owner, 100 Ton Master Captain
What do you consider the purpose of this board/committee to be?	To make sure the harbor grows properly and brings visitors that have the capability to spend more money. I also feel that their actions are very important in keeping the local waterways clean

What would you like to see this board/committee accomplish?	Bring a better quality of client to Destin. Safety and cleanliness is also a major concern.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Kevin Schmidt and John Stephens in detail but the entire city council is aware of this. I also have much of the community supporting me

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/22/2024

Email not displaying correctly? View it in your browser.

First Name	Walter CASEY
Last Name	Jones
Home Address	3830 INDIAN TRAIL
City	DESTIN
State	Florida
Zip	32541-1830
Phone	8502595531
Email	Captcasey5@aol.com
Business Name	CJS Harbor Hangout
Business Address	385 Harbor BLVD Suite 102
City	DESTIN
State	Florida
Zip	32541-1830
Brief description of education and experience:	Some College education
How long have you lived in Destin?	50 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	Yes
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Harbor CRA
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Been on it for a few years
What do you consider the purpose of this board/committee to be?	Harbor safety and approval of new structures
What would you like to see this board/committee accomplish?	A Clean Harbor
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	DESTIN

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/15/2024

Email not displaying correctly? View it in your browser.

First Name	Michael
Last Name	Doughty
Home Address	512 Driftwood Cir
City	Destin
State	FL
Zip	32541
Phone	8509778131
Email	michael32541@gmail.com
Business Name	Retired
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	Former member on Harbour board, like to serve again
How long have you lived in Destin?	14 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Boater
What do you consider the purpose of this board/committee to be?	Safe guard of harbor and waterways
What would you like to see this board/committee accomplish?	Safe waters
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Na

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	8/30/2024

Email not displaying correctly? View it in your browser.

First Name	Kirstie
Last Name	Weimer
Home Address	125 Crystal Beach Dr Unit 137
City	Destin
State	FL
Zip	32541
Phone	5185771374
Email	kweimer16@gmail.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	Bachelor of Science, Mechanical Engineering Master of Science, Industrial & Systems Engineering Currently a technology project manager. Previously worked at Lockheed Martin as an engineer.
How long have you lived in Destin?	9 months

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Harbor & Waterways Board
List your qualifications to serve on the selected board or committee.	Project management experience, frequent visitor to harbor via snorkeling, walking, enjoyment. Passionate about water accessibility.
What do you consider the purpose of this board/committee to be?	Inventory current pollution sources. Monitor Destin harbor and review / recommend future plans.
What would you like to see this board/committee accomplish?	Continue to protect and improve Destin harbor for visitors and residents to continue to enjoy the waterways for many many years to come.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	*Field not completed.*

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/17/2024

Email not displaying correctly? View it in your browser.

First Name	Brady
Last Name	Stebbins
Home Address	2004 98 Palms Blvd Unit 4328
City	Destin
State	FL
Zip	32541
Phone	2074676247
Email	brady@southernstardolphincruise.com
Business Name	Southern Star Dolphin Cruise / Buccaneer Pirate Cruise / HarborWalk Adventures
Business Address	100 Harbor Boulevard
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	After graduating from the University of Maine with a degree in Finance, I worked in both the insurance and marine engineering fields before transitioning to small business management. In Maine I managed boat tour and ferry services along the mid-coast for three years, and due to common company ownership I was presented with an opportunity to

	move to Destin to manage three tourism brands here at the Harbor. I'm currently the CEO of Southern Star Dolphin Cruise, Buccaneer Pirate Cruise, and HarborWalk Adventures.
How long have you lived in Destin?	2 years in January 2025.
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	No
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	Stakeholder, investor, and operator of small businesses along the harbor with plans for growth.
What do you consider the purpose of this board/committee to be?	Promote responsible and equitable redevelopment opportunities, focusing on maintaining the health of our natural resources and public accessibility of amenities.
What would you like to see this board/committee accomplish?	This board should support any opportunity that will allow Destin to continue being a place where folks want to live, work, and play.
If you have discussed this application with any	John Stephens

member(s) of the Destin City Council, please identify them.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/25/2024

Email not displaying correctly? View it in your browser.

First Name	John
Last Name	Stephens
Home Address	4025 Indian Trail
City	Destin
State	FL
Zip	32541
Phone	8502174777
Email	john@lutherspontoon.com
Business Name	Luther's Pontoon, Waverunner, & Kayak Rentals
Business Address	4025 Indian Trail
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	High School - Choctawhatchee High School College - University of West Florida - B.S. in Computer Science Work - Contractor for Military with Computer technology. Work - Currently own a watersports business
How long have you lived in Destin?	16 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	None
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	Having served as City of Destin Interim City Council, FWC's Boating Advisory Council, Chairman of Harbor & Waterways. I have a watersport business on the Harbor, started a Watersport Coalition. I feel I have a vast understanding of the Harbor Distict.
What do you consider the purpose of this board/committee to be?	The Destin Harbor Community Redevelopment Agency aims to promote the revitalization, enhancement, and sustainable development of the Destin Harbor area. This agency's goals include improving infrastructure, attracting new businesses, enhancing public access, preserving the natural beauty of the harbor, and fostering a sense of community through public amenities and events.
What would you like to see this board/committee accomplish?	I would like to be involved with getting 1 Harbor Blvd moving the right direction, making sure the NPEB is working properly, helping with getting a Harbormastor with jurisdiction, coming up with solutions to keep our waterways clean and sustainable, & seeing the possible Mooring Harbor be established.
If you have discussed this application with any member(s) of the Destin	Dewey Destin

City Council, please identify them.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/8/2024

Email not displaying correctly? View it in your browser.

First Name	Clifford
Last Name	Atwell
Home Address	1180 Bay Court
City	Destin
State	FL
Zip	32541
Phone	8502597869
Email	cliff.atwell@gmail.com
Business Name	Reel Grace Fishing Charters
Business Address	10 Harbor Blvd
City	Destin
State	Fl
Zip	32541
Brief description of education and experience:	Graduated from Gulf Coast School of Navigation, 100 Ton Merchant Mariner Master, have worked on and operated boats since I was 17 years old, lifelong resident of Destin.
How long have you lived in Destin?	60 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	Lifelong resident, fisherman, knowledge of the area, business owner
What do you consider the purpose of this board/committee to be?	Development of land along the Harbor
What would you like to see this board/committee accomplish?	Responsible growth and upkeep of our Harbor area and its waterways
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	John Stephens

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/25/2024

Email not displaying correctly? View it in your browser.

First Name	Gene
Last Name	Eisenmann
Home Address	775 Gulf Shore Drive Villa 42
City	Destin
State	Fl
Zip	32541
Phone	(214)202 1426
Email	Captaingenefl@gmail.com
Business Name	Destin Pontoon Charters
Business Address	314 Harbor Blvd
City	Destin
State	Fl
Zip	32541
Brief description of education and experience:	Bachelors degree in Political Science from the University of Oklahoma 33 years as a business owner and entrepreneur
How long have you lived in Destin?	7 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	None
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	Business owner on the Destin Harbor. Past President of the Okaloosa County Watersport's Coalition
What do you consider the purpose of this board/committee to be?	Collaborating with others to advise city officials on harbor issues
What would you like to see this board/committee accomplish?	Represent residents concerns and needs
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	*Field not completed.*

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/15/2024

Email not displaying correctly? View it in your browser.

First Name	Ryan
Last Name	Holloway
Home Address	530 Beach Drive
City	Destin
State	FL
Zip	32541
Phone	334-462-8860
Email	RHolloway@HollowayYachts.com
Business Name	Holloway Yacht Charters, LLC
Business Address	314 Harbor Blvd.
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Education: 1. Auburn University – Major Finance, Minor International Business. Bachelor's Degree 2. Auburn University at Montgomery – MBA, Direction in Finance Experience: I spent ten years in hospital revenue cycle management for

	major hospitals before moving to Destin. My specialty was in insurance. During my tenure, I worked my way up to National Director of Public Relations in that company. I was able to retire at a young age and pursue a new career in Destin, FL. In three years, I have built the largest luxury charter fleet from Texas to Miami in respect to profits and size of the fleet. Holloway Yacht Charters also owns Fish & Fun Destin along with being a partner in two other local charter yacht companies. I obtained my real estate license in 2023 and I am a Realtor with the Beasley Group – Compass Real Estate.
How long have you lived in Destin?	Almost 4 years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	N/A
List any city boards or committees you are currently a member of.	N/A
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	Local realtor, Charter yacht company owner, Charter fishing company owner, 100 Ton Master Captain
What do you consider the purpose of this board/committee to be?	to ensure the harbor CRA plan is properly followed.

What would you like to see this board/committee accomplish?	I would like to see the overall condition of the structures in the harbor improved while maintaining the charm that makes Destin so special
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Kevin Schmidt and John Stephens in detail but the entire city council is aware of this. I also have much of the community supporting me

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/22/2024

Email not displaying correctly? View it in your browser.

First Name	Lance
Last Name	Johnson
Home Address	624 Sea Oats Drive
City	Destin
State	FL
Zip	32541
Phone	8503333786
Email	destinrecmgr@gmail.com
Business Name	None
Business Address	None
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	MS, BS, AS, CPM
How long have you lived in Destin?	18

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	None
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	30+ years admin experience.
What do you consider the purpose of this board/committee to be?	Help guide the future of the Harbor district.
What would you like to see this board/committee accomplish?	Maintain the heritage of the harbor, increase safety.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Sandy Tramell

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/18/2024

Email not displaying correctly? View it in your browser.

First Name	James
Last Name	Green
Home Address	824 N Lakeside Dr
City	Destin
State	FL
Zip	32541
Phone	8502595308
Email	destinfisherman@yahoo.com
Business Name	American Spirit Party Boat
Business Address	116 Harbor Blvd, Destin, Florida 32541
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Some college, 100 Ton Master Merchant Mariner Officer, Captain and General Manager of the party boat American Spirit. 30+ years of fishing experience out of Destin, Florida. President of the Destin Charter Boat Association, Director of the Destin Seafood Festival, Board member of the Destin Fishing Rodeo.

How long have you lived in Destin?	43 Years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Destin Harbor CRA Advisory Committee, Harbor and Waterways Board, Harbor Capcity Study Steering Committee
Select the board or committee you are interested in serving on.	Harbor CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	Over 12 years of experience as a member, Vice Chairman, and Chairman of the Harbor CRA with an acquired understanding of the Harbor CRA purpose and goals.
What do you consider the purpose of this board/committee to be?	To advise the CRA Board on issues, projects, and future developments and improvements to remove blight.
What would you like to see this board/committee accomplish?	The continued improvements to parking, ascetics, and public benefits for residents, visitors, and businesses within the Harbor District.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Not as of yet, waiting to see election results.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/24/2024

Email not displaying correctly? View it in your browser.

First Name	Corey
Last Name	Ledbetter
Home Address	564 Calhoun Ave
City	Destin
State	FL
Zip	32541
Phone	850-240-2449
Email	corey@scenicsir.com
Business Name	Scenic Sotheby's Int Realty
Business Address	3305 W. Cty Hwy 30A
City	Santa Rosa Bch
State	FL
Zip	32549
Brief description of education and experience:	I graduated from the University of Arkansas Bacherlors Degree in Journalism in 2003.
How long have you lived in Destin?	19 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	Yes
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Destin LPA
Select the board or committee you are interested in serving on.	Local Planning Agency
List your qualifications to serve on the selected board or committee.	I have been in the real estate industry for 20 years and a licensed realtor for 14 years
What do you consider the purpose of this board/committee to be?	to oversee and implement the healthy growth for the City of Destin
What would you like to see this board/committee accomplish?	To modernize the comp plan
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Destin

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/5/2024

Email not displaying correctly? View it in your browser.

First Name	Marcie
Last Name	Bell
Home Address	3 Gulf Breeze Ct
City	Destin
State	FL
Zip	32541
Phone	8509742711
Email	Marciebell1@aol.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Current member of LPA, and participated in process
How long have you lived in Destin?	12 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	Yes
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	N/A
List any city boards or committees you are currently a member of.	Destin
Select the board or committee you are interested in serving on.	Local Planning Agency
List your qualifications to serve on the selected board or committee.	Current Member
What do you consider the purpose of this board/committee to be?	The Local Planning Agency (LPA) has the general responsibility for the conduct of the comprehensive planning program, as provided for in the Local Government Comprehensive Planning and Land Development Regulation Act (Chapter 163, Part II Florida Statutes). Specifically the LPA is responsible for the preparation of the Comprehensive Plan and any amendments to the Plan. The LPA also makes recommendations to the City Council regarding the adoption or amendment of the Comprehensive Plan, Land Development Code and Code of Ordinances. The LPA is also responsible for the periodic preparation of Evaluation and Appraisal Reports (EAR) of the Comprehensive Plan.
What would you like to see this board/committee accomplish?	Complete work of the past 4 years regarding LDC, etc.

If you have discussed this application with any member(s) of the Destin City Council, please identify them.	*Field not completed.*

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/23/2024

Email not displaying correctly? View it in your browser.

First Name	Autumn
Last Name	Weidenhamer
Home Address	2004 98 Palms Blvd Unit 4316
City	Destin
State	FL
Zip	32541
Phone	2489311277
Email	autumnweidenhamer@gmail.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	Bachelors degree from Michigan State University Broad experience in the Human Resources field Former small business owner
How long have you lived in Destin?	2 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Parks and Recreation
Select the board or committee you are interested in serving on.	Parks & Recreation Committee
List your qualifications to serve on the selected board or committee.	Current seat on committee with perfect attendance. Plus, a balance between experience in a corporate environment and volunteering for the local community. I am passionate about driving improvements and serving on this committee.
What do you consider the purpose of this board/committee to be?	Enhance the parks for the local community and visitors. Raise personal ideas and be a voice for the community.
What would you like to see this board/committee accomplish?	Bring back Pooch Palooza (in progress), preserve nature, enhance the beautification of Destin, keep our parks safe.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	N/A.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY

CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/23/2024

Email not displaying correctly? View it in your browser.

First Name	L'Rena
Last Name	Anderson
Home Address	417 Main Street
City	Destin
State	FI
Zip	32541
Phone	8505439745
Email	Landerson@cityofdestin.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	I've worked in the children and adult with disabilities for many years. I wish to help contribute more ADA compliant equipment in all our city parks.
How long have you lived in Destin?	40 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Parks and recreation committee
Select the board or committee you are interested in serving on.	Parks & Recreation Committee
List your qualifications to serve on the selected board or committee.	I have the knowledge and contacts to help improve our parks to be safer and spent many years with my grandma, Mrs. Dot Jones when she was on parks and recreation.
What do you consider the purpose of this board/committee to be?	To help staff and council by giving our input to improve and sustain our parks.
What would you like to see this board/committee accomplish?	More ADA park equipment for all children with disabilities and alike.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	I was originally appointed by Matthew Sweetser, I have not spoken to any of the current council members but, hoping someone will reappoint me to this position.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	12/2/2024

Email not displaying correctly? View it in your browser.

First Name	Mike
Last Name	Jones
Home Address	2004 98 Palms Blvd Unit 4209
City	Destin
State	FL
Zip	32541
Phone	850-420-6053
Email	mikejones32109@gmail.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	15 1/2 years Active Duty Air Force. Associates Degree in Logistics. Pursing Bachelor's in Psychology.
How long have you lived in Destin?	3 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	N/A
Select the board or committee you are interested in serving on.	Parks & Recreation Committee
List your qualifications to serve on the selected board or committee.	Community Involvement, Leadership Skills, Communication Skills, Commitment to Public Service, Problem-Solving Abilities, Teamwork, Time Commitment, Vision for the Future
What do you consider the purpose of this board/committee to be?	The purpose of a Parks and Rec Committee is to enhance community well-being by promoting health and quality of life through the provision and maintenance of recreational facilities and programs. This committee should advise on the development, management, and improvement of parks, ensuring that these spaces meet the needs and preferences of the community. By developing and supporting a variety of recreational activities and events, the committee engages the community and encourages public participation. It also works to ensure that parks and programs are accessible and inclusive for all residents.
What would you like to see this board/committee accomplish?	I would like to see a Parks and Recreation Committee create vibrant, well-maintained parks that serve as community hubs. They should develop diverse programs for all ages, ensuring accessibility and inclusivity for everyone. The committee should promote environmental sustainability and secure funding to improve facilities. By collaborating with local organizations and

	residents, they can enhance the quality of life, creating safe, engaging, and beautiful outdoor spaces for the community.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Bobby Wagner

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	6/19/2024

Email not displaying correctly? View it in your browser.

First Name	Nikki
Last Name	Johnson
Home Address	402 BAY OAKS CT
City	DESTIN
State	Florida
Zip	32541
Phone	8502250562
Email	NIKKI-JOHNSON@HOTMAIL.COM
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	I am a chemical/environmental engineer by trade. I have been a member of the parks and recreation committee since 2018 and the Town Center CRA since 2020 (I think). I am current the vice chair of the parks and recreation committee. I would love to continue to help shape the future of Destin for its residents and visitors.

How long have you lived in Destin?	19 Years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Parks and Recreation, Town Center CRA
Select the board or committee you are interested in serving on.	Parks & Recreation Committee
List your qualifications to serve on the selected board or committee.	I have been an active member of this committee for 6 years. I have an environmental background which I thnik is relevant for work related to our parks and conserving our green space.
What do you consider the purpose of this board/committee to be?	To help maintain and develop the parks in Destin and associated recreation facilities. We focus on ways to improve the parks and assist in inspecting the parks and keeping them clean.
What would you like to see this board/committee accomplish?	Continue to grow the current parks. Identify any places new parks or green space can be located. Bring more local events into our parks like art festivals.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	I have had no discussions with any current members of the city council regarding the application and my previous appointer is not running this year.

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/28/2024

Email not displaying correctly? View it in your browser.

First Name	James
Last Name	Wood
Home Address	3790 Misty Way
City	Destin
State	fL
Zip	32541
Phone	850 592-9468
Email	armyguyindestin@embarqmail.com
Business Name	U.S. Army Retired
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	BA - Political Science MA - Public Administration 20 Years as a U.S. Army Officer with both command and combat experience 20 Years as a City of Destin Volunteer Sec/Treasurer of Destin Water Users Inc. Sec/Treasurer of the Mud-Bay Bridge Authority

How long have you lived in Destin?	20 years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	*Field not completed.*
Select the board or committee you are interested in serving on.	Public Works/Public Safety Committee
List your qualifications to serve on the selected board or committee.	Current Chairman
What do you consider the purpose of this board/committee to be?	Provide well thought out, reasonable and common sense recommendations to the Destin City Council
What would you like to see this board/committee accomplish?	Continue to improve overall safety for residents, businesses and visitors
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	E-mail to Destin, Steven's, Trammel and Hebert

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/9/2024

Email not displaying correctly? View it in your browser.

First Name	John
Last Name	Green
Home Address	3792 Indian Trail
City	Destin
State	FL
Zip	32541
Phone	7706307555
Email	beachsideconstructiongroup@gmail.com
Business Name	Beachside Construction Group, LLC
Business Address	3792 Indian Trail
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	• University of Miami -Bachelor of Science Civil Engineer, • Florida Engineer Intern #1082ET196 • Florida Roofer Contractor License #1333682 Beachside Construction Group, LLC Destin, FL 2011 – Present Roofing Contractor and Project Management Services

	ECM Destin, FL 2018 – Present Civil Engineering Manager * Civil Design Consulting, Planning, Land Use Change, Engineered Stormwater Design * Architectural and Structural Consulting Services UNITED PARCEL SERVICE Various US Locations Prior to 2000 Plant Engineering Manager Chicago, IL Project Manager - New Construction/Conveyor Design
How long have you lived in Destin?	2017
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	Public Works/Public Safety Committee
Select the board or committee you are interested in serving on.	Public Works/Public Safety Committee
List your qualifications to serve on the selected board or committee.	Management, Engineering and Construction Experience. I love Destin and wish it to continue to grow and prosper.

What do you consider the purpose of this board/committee to be?	Listen to citizens' concerns, recommend allocation of funds for street, sidewalk projects that enhance the safety of residence and vistors to Destin.
What would you like to see this board/committee accomplish?	A defined ordinance for bicycles and e-bike; safe operation guidelines, licensure and training program.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	N/A

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/19/2024

Email not displaying correctly? View it in your browser.

First Name	Marcie
Last Name	Bell
Home Address	3 Gulf Breeze Ct
City	Destin
State	FL
Zip	32541
Phone	8509742711
Email	Marciebell1@aol.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	Destin
State	FL
Zip	32541
Brief description of education and experience:	Current member of PWS Committee
How long have you lived in Destin?	12 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	Yes
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	N/A
List any city boards or committees you are currently a member of.	Destin
Select the board or committee you are interested in serving on.	Public Works/Public Safety Committee
List your qualifications to serve on the selected board or committee.	Current Member
What do you consider the purpose of this board/committee to be?	The Public Works/Public Safety Committee's role is to identify and review various functional areas relating to public works, including street construction and maintenance, public parking areas, sidewalks, city rights-of-way and the like; assess the need for projects relating to matters of public safety including, but not limited to traffic signals, street lights, crosswalks and the like and to make recommendations to the City Council.
What would you like to see this board/committee accomplish?	Continue work over the past 4 years making Destin a safe place to live snd visit.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Destin

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	10/23/2024

Email not displaying correctly? View it in your browser.

First Name	Tammy
Last Name	Weidenhamer
Home Address	2004 98 Pslms Blvd #4309
City	Destin
State	FL
Zip	32541
Phone	2482311777
Email	TalkingtoTammy@icloud.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	Currently serving on PWPS committee and would love the opportunity to keep serving the residents of Destin.
How long have you lived in Destin?	3yrs

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	PWPS
Select the board or committee you are interested in serving on.	Public Works/Public Safety Committee
List your qualifications to serve on the selected board or committee.	Experience serving the public in former resident state. Currently serving the residents of Destin on PWPS committee
What do you consider the purpose of this board/committee to be?	To serve and be a voice for the residents of Destin.
What would you like to see this board/committee accomplish?	To keep our city safe, usable and beautiful.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	*Field not completed.*

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS

OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	11/5/2024

Email not displaying correctly? View it in your browser.

First Name	Mike
Last Name	Jones
Home Address	2004 98 Palms Blvd Unit 4209
City	Destin
State	Florida
Zip	32541
Phone	850-420-6053
Email	Mikejones32109@gmail.com
Business Name	*Field not completed.*
Business Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Brief description of education and experience:	Currently enrolled to get my BAS in Psychology and I have an Associates in Logistics.
How long have you lived in Destin?	3 years

Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	*Field not completed.*
List any city boards or committees you are currently a member of.	N/A
Select the board or committee you are interested in serving on.	Town Center CRA Advisory Committee
List your qualifications to serve on the selected board or committee.	which have enhanced my ability to collaborate and contribute effectively. With a current 16-year career in the Air Force, I bring discipline, strategic thinking, and a devotion to serving others. While I may not have direct experience, I offer fresh viewpoints, a willingness to learn, and a desire to help shape a vibrant and thriving town center.
What do you consider the purpose of this board/committee to be?	I believe the purpose of the Town Center Community Redevelopment Agency (CRA) Advisory Committee is to provide guidance and recommendations to the City of Destin's Community Redevelopment Agency on initiatives and projects aimed at revitalizing and improving the Town Center Redevelopment Area. The committee's primary goals could include promoting economic development, preserving community character and promoting community engagement
What would you like to see this board/committee accomplish?	I would like to see the Town Center CRA Advisory Committee accomplish the following goals: revitalizing the Town Center, creating a welcoming environment, supporting economic growth, preserving Destin's unique character and promoting sustainability

If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Councilwoman Sandy Trammell

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	12/2/2024

Email not displaying correctly? View it in your browser.

LOCAL PLANNING AGENCY
MEETING MINUTES
NOVEMBER 7, 2024 - 5:30 P.M.
DESTIN CITY HALL BOARDROOM

1. CALL TO ORDER:

Chairman Wood called the Local Planning Agency Workshop to order on Thursday, November 7, 2024, at 5:30 p.m., in the Destin City Annex Chambers; with the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present	Members Absent	Staff Members Present
James T. Wood, Jr.	Corey Ledbetter	Kimberly Montgomery Deputy City Clerk
Todd Buhr		Steven O'Connor Principal Planner
Jay Purut		Sherry Burney Planner
Marcie Bell		Ashley Dominguez Planner
Gary Jarvis		Jesse Hernandez Planner
		Kim Kopp, City Attorney

3. APPROVAL OF MINUTES: October 3, 2024, Minutes

Motion by Agency member Bell to approve the minutes of the October 3, 2024, meeting with Agency member Jarvis providing the second. The motion passed 5-0.

4. NEW BUSINESS:

A. LDC Draft Article 8 - Signs

Regarding 8.07 – Prohibited signs, Agency member Jarvis inquired about vehicle signs that are added to the vehicle, for instance, campaign signs that people have driving around locally, and asked what type, if any, of those are prohibited signs. According to Mr. O'Connor, if the signs are constructed for the back of the truck, they are prohibited. If they are attached to the vehicle, such as a magnetic sign, or wrapped on the body of the vehicle, they are prohibited.

Chairman Wood questioned vehicles he's seen that have a large American flag that protrudes overhead and wave as they are driven. Mr. O'Connor referred the members to Exempt signs and read, "Standards of political or religious, governmental or other jurisdictional authority, provided that these do not contain any commercial speech, commonly known as flags, are exempt." Chairman Wood referred to the chart in portable signs and spoke of how generally, in a residential neighborhoods, property owners are not going to have permanent commercial signs and questioned staff what kind of noncommercial 25' square foot max, individual sign with a total of 50', would

normally be allowed. According to Mr. O'Connor, any kind of sign, thought or idea that promotes and is protected by the First Amendment, and provided some examples.

Regarding the language for permanent noncommercial language, Agency member Buhr suggested making it N/A across the board for residential neighborhoods, which would in turn make it default to whatever is exempt. Mr. O'Connor agreed, and Chairman Wood agreed to that change as well with no other comments from the Agency members.

The City Attorney informed the members that they can regulate time, place and manner but not content. She then advised that as they are going through the language to keep in mind where, how, and when they can go, for what period of time, if permanent or temporary, and nothing more, not what type of sign it is or what it's going to say.

In Section 08.08.02(D) on page 2, Agency member Buhr suggested adjusting the language referencing the application. In 08.03.04(C) on page 6, for the public traffic control signs, he asked staff who it is intended for. According to Mr. O'Connor, it is intended for the Governing Jurisdiction of the right of way, and he can add language to make it clear of that intent. In 08.02.04(A) on Page 3, for near straight and driveway sections, he feels that signs should not be able to go in those areas at all. Staff agrees that there is not a reason to have a sign in a clear visible triangle, at all. In 08.03.04, page 6, in the digital and electronic signage section, the members discussed at length there being a timeline to be put in place making any of those types of signs nonconforming, with an attrition date to where the property owners would be given a certain length of time, then at that timeline date, they would have to be removed. According to the City Attorney, she has had discussions on this subject with Council, individually, and expects it to be discussed at an upcoming Council meeting, adding that it is considered a time, place and manner restriction. Staff informed the Agency members that they would start working on the draft language to be brought back for their review and input, as well as it will be sent to Council at their workshop on this article for their input.

In Section 08.07.01 (E), page 10, Agency member Buhr asked staff's input on signs in the right-of-way (ROW). Mr. O'Connor asked the Agency members if they wanted to allow signs or not in the ROW, because if not, it would need to stay. The members agreed for it to stay as it is. In Section 08.07.01 (J), prohibited signs, Agency member Buhr asked for clarification on the difference between inflatable signs and holiday decorations. Mr. O'Connor explained that any holiday decorations are allowed during the timeframe for the holiday, but inflatable commercial signs are not. Regarding rigid materials language, Agency member Buhr feels that needs to be defined. According to Mr. O'Connor, staff could either add a definition or add regulations into the sign code that are clear to what rigid materials are, and asked which he would prefer. According to Agency member Buhr, he would defer to whatever staff decides is best.

B. LDC Draft Article 11 - Glossary discussion

According to Mr. O'Connor, for the definition of Open Space, in Article 4, anything not for vehicular use or covered by a building, is considered open space. Meaning that an entire backyard could be covered by concrete and so long as they have their stormwater properly installed, it counts towards open space, noting Destin is the only municipality he has ever heard or worked for with this in the open space definition or requirements. Staff is proposing the following language, "A portion of the space that is not occupied by the building coverage or vehicular usage, or impervious surfaces, for the purposes of this paver usage is not considered open space." If the paver surface is pervious.

Agency member Jarvis suggests the definition of helmsman to State of Florida US Coast Guard Captain and change Party Boats / Charter Fishing Boats to Charter for Hire Vessel. In additional discussions, the decision was to change it to Fare Carrying Vessels and refer any other language throughout to the Fare Carrying Vessels definition.

Agency member Bell thanked staff for adding East Pass to the beach definition, but suggested adding "of Mexico" after the word, "Gulf".

The definition for a bedroom was agreed to be updated to FDE definition. There was a brief discussion regarding Substantial Improvement definition, which is regulated by FEMA. The City Attorney noted that she and staff have been discussing this and would ensure that they have the correct verbiage for their review before their next meeting.

5. PUBLIC COMMENTS:

Chairman Wood opened the public for comment, but with no one present, he closed the public portion of the meeting.

7. ADJOURNMENT:

Having no further discussion at this time, the meeting adjourned at 7:00 p.m.

Adopted and approved this _____ day of _____ 2024.

_____ _____

James Wood, Jr. Chairman Kimberly Montgomery Deputy City Clerk

LOCAL PLANNING AGENCY
MEETING MINUTES
NOVEMBER 21, 2024 - 5:30 P.M.
DESTIN CITY HALL BOARDROOM

1. CALL TO ORDER:

Chairman Wood called the Local Planning Agency Workshop to order on Thursday, November 21, 2024, at 5:30 p.m., in the Destin City Annex Chambers; with the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present	Members Absent	Staff Members Present
Todd Buhr	James T. Wood, Jr.	Kimberly Montgomery Deputy City Clerk
Jay Purut	Gary Jarvis	Steven O'Connor Deputy CD Director
Marcie Bell		Daniel Butler Principal Planner
Corey Ledbetter		Sherry Burney Planner
		Ashley Dominguez Planner
		Jesse Hernandez Planner
		Kim Kopp, City Attorney

3. APPROVAL OF MINUTES:

- **June 6, 2024 Minutes**

Motion by Agency member Bell to approve the minutes of the June 6, 2024, meeting with Agency member Ledbetter providing the second. The motion passed 4-0.

- **October 17, 2024 Minutes**

Since these were not included in the Agency members meeting packet, they will be moved to the next meeting for approval.

4. NEW BUSINESS:

Motion to change the order of the day to hear Items C & D first was made by Agency member Bell with Agency member Purut providing the second. The motion passed 4-0.

C. Ordinance 24-20-LC – Remove Building Permit Regulations from LDC
D. Ordinance 24-21-CC – Building Permit Regulations added to Code of Ordinances, Chapter 6, Building Regulations – Article I

- **Item C. Ordinance 24-20-LC – Remove Building Permit Regulations from the LDC**

Mrs. Noell Bell, Building Official explained how the following sections in the Land Development Code (LDC) are being moved to the Code of Ordinance Building Permit Regulations:

- 2.10.00. - Construction permits.
- 2.11.00. - Post-permit changes.
- 2.12.00. - Building permits.
- 2.13.00. - Application for building permit.
- 2.14.00. - Expiration of building permit.
- 20.05.00. - Foundation surveys for certain work.
- 20.07.00. - Inspections and certificates of occupancy.
- 20.09.00. - Fire District Review

Additionally, the associated Ordinance, 24-21-CC, creates the following sections in the Code of Ordinances, Chapter 6, Building Regulations, Article I – In General, section 6-1 – 6-8.

- 6-1 – Construction permits.
- 6-2 – Post-permit changes.
- 6-3 – Building permits.
- 6-4 – Application for building permits.
- 6-5 – Expiration of building permits.
- 6-6 – Foundation surveys for certain work.
- 6-7 – Inspections and certification of occupancy.
- 6-8 – Fire District Review.

Sections 6-3 and 6-4 being created in the Code of Ordinances have revisions from the previous LDC version, where language is proposed to be deleted that is no longer applicable.

The following language has been removed:

- Items C & D, Under 2.12.00. Building permits.

C. No nonconforming use shall be maintained until a certificate of zoning noncompliance shall have been issued by the City Manager or his designee. The certificate of zoning noncompliance shall state specifically wherein the nonconforming use differs from the provisions of this article; provided that, upon amendment of this article owners or occupants of nonconforming uses shall have six months to apply for certificates of zoning noncompliance. In cases where nonconforming uses existed at the time of enactment of Okaloosa County Ordinance No. 74-4 on March 11, 1974, certificates of zoning noncompliance shall be issued based upon facts stated in affidavits. Failure to make such application within six months shall be presumptive evidence that the property was in nonconforming use at the time of the enactment or amendment of such ordinance.

D. The City Manager or his designee shall maintain a record of all certificates of zoning compliance, and a copy shall be furnished upon request to any person. According to the Building Official, these are no longer in effect and staff now send out Zoning Compliance Letters.

• Item B, Under 2.13.00. Application for building permit, this is no longer in effect as paper plans are no longer accepted, and only in digital format.

B. One copy of the plans shall be returned to the applicant by the Chief Building Inspector, after he shall have marked such copy either as approved or disapproved. One copy of the plans, similarly marked, shall be retained by the City Manager or his designee for at least two years. There was a brief discussion regarding the retention and are kept permanently.

Agency member Bell made the motion to recommend City Council adopt Ordinance 24-20-LC with Agency member Purut providing the second. In discussion, Agency member Bell asked about a general statement to be included in the notification process for applicants who reside in HOA's, as a reminder of sorts, that they may have to adhere to those rules. Staff informed Agency member Bell there already is similar language in the permitting application, and the LDC or the Code may not be the appropriate place for what she is referring to. There was a brief discussion regarding plans being made public on Compass. The Building Official explained how they have to be moved over by staff to the approved tab in order for the public to access them.

Vice Chairman Buhr expressed concern over the retention schedule for building plans and the City Attorney explained that the retention schedule is mandated by the State.

With no further discussion, Vice Chairman Buhr called for the vote and the motion passed 4-0.

- **Ordinance 24-21-CC – Building Permit Regulations added to Code of Ordinances, Chapter 6, Building Regulations – Article I**

Agency member Purut made the motion for the Local Planning Agency to recommend City Council adopt Ordinance 24-21-CC, Building Permit Regulations added to Code of Ordinances, Chapter 6, Building Regulations – Article I, with Agency member Ledbetter providing the second, the motion passed 4-0, with no discussion.

A. Draft Land Development Code Article 8 – Sign Regulations

Mr. O'Connor informed the members that staff integrated all of their previous comments into this draft, with the biggest item being the removal of digital signage. Explaining further that a new section was added specifically for them, under Prohibited Signs, 8.07.02.

Vice Chairman Buhr stated he is in favor of the language and if the City Attorney was comfortable with the verbiage and the six years attrition language. He then asked Mr. O'Connor to go through each of the public comments that came through the website.

According to Mr. O'Connor, staff contacted several sign companies and asked for their review and comments on this draft Article 8 and the comments provided are what was submitted.

Public Comments via website:

• The Free-Standing column allows 150 Sq. Ft. Maximum, but only allows a maximum height of 8'. Those two numbers potentially make for an odd, shaped sign, 18'5" feet wide by 8' tall. 8' seems really restrictive.

• I don't see an allowance for Harbor District signs to be less than the 10' setback. Will that no longer be allowed? Discussed adding an attrition sunset provision for these types of signs. *Mr. O'Connor suggested to make a provision for the SHMU district. Vice Chairman Buhr asked for staff to bring this additional language back for review and discussion.*

• Non-Commercial allowances seem generous. 3'x10' foot sign in a residential yard? *No additional comments from the Agency members.*

• I have always argued that this calculation for determining square footage is not a fair figure. In the sample provided, there is a great deal of negative space that is getting calculated into the square footage. It really hinders logos/clients that aren't nice tidy rectangles. *According to Mr. O'Connor, the way they measure, the outer most extremities of a rectangle, is a simple method of measuring that a lot of municipalities use and is not uncommon.*

• It [the motion of the sign] helps to sell the displays when clients can use them for dynamic advertising. Pensacola, Crestview, and Fort Walton Beach, do a very good job of creating content and have lots of motion and animation, 10 second still is even more than the state requires of the Billboard industry, which is 6 seconds. My understanding is that there is not a substantial amount of evidence that links the EMC's to increased accidents. The City of Crestview board we installed at the corner of 85 and 90 is one of the highest traffic counts in our area. *No additional comments from the Agency members.*

Regarding temporary signs, Agency member Buhr spoke of a situation in how Panama City regulates political signs with provisions on when they can be put up as well as the timeframe for them to be removed after the event. According to the City Attorney, they would need to have language for those types of events and not just one certain type of event, such as elections.

Mr. O'Connor spoke of how staff will draft up language for their review at their next meeting.

Motion by Vice Chairman Buhr that the Local Planning Agency forward a positive recommendation to City Council for Draft Article 8, Sign Regulations, with the understanding that the two areas will be brought back to them for additional review. Agency member Purut provided the second, the motion passed 4-0.

B. Draft Land Development Code Article 11 – Glossary

Agency member Buhr provided the following comments:

Commercial Special Events definition was struck through, but Commercial Special Events Venue is not and asked why. According to Mr. O'Connor, Commercial Special Events such as weddings are not defined, and will have to be clearly identified as to what the event will be in Article 2. Additionally, the venue has to have a defined use.

Under the definition Development, why is mining mentioned? Mr. O'Connor explained that sand is considered mined.

Accessory dwellings and other dwellings, in the definition of "dwelling unit, accessory [attached or detached]" he asked what specifically they are referring to. Mr. O'Connor explained they can be attached by some means to the main dwelling, such as a wall, with no connecting door.

Dwelling Unit, Guest/Cottage/Carriage House the decision was to remove the word "Dwelling" since guest, cottage, carriage house are not a dwelling, since they do not provide living, sleeping, cooking, sanitation quarters.

Discussed having eBikes included in the definition for bicycles and where they can and cannot be ridden. Mr. O'Connor explained that there is not a current ordinance in place regulating that so, they can be ridden wherever bicycles are, additionally staff was informed by the Sheriff's department they would not be able to regulate such an ordinance.

Hardship Case definition suggests since there are conditions listed that have to be qualified in order to meet a hardship, it should be removed. The City Attorney Kim Kopp added that regardless, if it is an ADA accommodation, they will get it. The Agency members agreed to remove it from the Glossary.

Definition of Board of Adjustment and Local Planning Agency needs to stay in the glossary.

Open Space – Artificial Turf aspect was briefly discussed and how the regulations are in Article 6.

Special Events – add that a permit has to be obtained.

Substantial Improvement – definition is a FEMA requirement and stays as written.

Travel Trailer and Travel Trailer Park needs to be removed since there is a definition for Recreational Vehicle and Recreational Vehicle Park.

Agency member Bell provided to following comments:

Certificate of Occupancy is defined but there is not a definition for temporary certificate of occupancy. Staff agreed to add the definition.

Beach definition – Gulf of Mexico should be corrected from Gulf.

Collocation – Asked staff to explain what it is, staff provided the information.

Family – Discussion how per State Statutes, they cannot define family for short term rentals in single family residential areas.

Flagpole - Asked why it was removed. According to Staff, it's not used anywhere in the LDC.

Marine Turtle Conservation Zone – Feels that a more detailed description of the area needs to be included in the definition. Mr. O'Connor suggested to define it as anything seaward of the Coastal Control Zone.

Seasonal – asked staff to explain what does "in the context of change of use permit applications" means. In explaining this, Mr. O'Connor suggested for it to be removed entirely since Article 2 regulates special events which makes this mute.

Waterbody – Asked what term defines the East Pass. According to Mr. O'Connor, it is considered an inlet.

Motion by Agency member Bell to forward a positive recommendation of adoption of Draft Article 11, Glossary to City Council with the recommended modifications as discussed, with Agency member Purut providing the second. The motion passed 4-0.

5. PUBLIC COMMENTS:

Vice Chairman Buhr opened the public for comment, but with no one present, he closed the public portion of the meeting.

7. ADJOURNMENT:

Having no further discussion at this time, the meeting adjourned at 6:45 p.m.

Adopted and approved this _____ day of _____ 2024.

_____ _____

James Wood, Jr. Chairman Kimberly Montgomery Deputy City Clerk

BOARD OF ADJUSTMENT
DESTIN CITY HALL ANNEX CHAMBERS
WEDNESDAY, DECEMBER 4, 2024
5:30 P.M.

1. CALL TO ORDER:

Chairman Weidenhamer called the Board of Adjustment Meeting to order at 6:00 p.m., on Wednesday, December 4, 2024, at Destin City Hall Annex Chambers.

2. ROLL CALL & PLEDGE OF ALLEGIANCE:

Present:	**Staff Present:**
Tom Weidenhamer	Kim Montgomery, Deputy City Clerk
James Moomaw	Daniel Butler Principal Planner
Lance Johnson	Steve O'Connor, Deputy CD Director
Chatham Morgan	Kim Kopp City Attorney
Matthew Sweetser	

4. NOMINATION OF CHAIR & VICE CHAIR

Nomination by Board member Lance Johnson for Tom Weidenhamer as Chairman of the Board was made with Board member Chatham Morgan providing the second, the nomination was approved by a 5-0 vote.

Nomination by Board member Chatham Morgan for Lance Johnson as Vice Chair of the Board was made with Matthew Sweetser providing the second, the nomination was approved by a 5-0 vote.

5. APPROVAL OF MINUTES: September 4, 2024 Meeting Minutes

Motion to approve the September 4, 2024 minutes as written was made by Chairman Weidenhamer with Board member Moomaw providing the second. Motion passed 5-0.

6. NEW BUSINESS:

A. BOA-001496-2024 - 125 Main St. Variance Request

Mr. Daniel Butler, Principal Planner explained to the board the applicant Mr. David Campbell of Civil Engineering, Inc., on behalf of Grace Evangelical Lutheran Church, is seeking relief from Land Development Code (LDC) Section 8.05.03.E & Section 8.09.03.A.6.b, which require a minimum buffer area of four feet be maintained between the street and required sidewalk width. The applicant is requesting to maintain the existing sidewalk in its current location. Staff has provided their findings, site plans and all applicable documentation in their packet.

Mr. O'Connor Community Development Deputy Director entered the staff report into the record, with Chairman Weidenhamer accepting the staff report, for the record.

Board member Moomaw stated for the record, he went to the site and saw no issues and supports this Variance request.

Motion by Board member Moomaw to recommend the Board of Adjustment approve the proposed Variance Request, BOA-001496-2024, allowing the applicant to retain the sidewalk in its existing location with no buffer, Board member Johnson provided the second, the motion passed 5-0.

B. BOA-001492-2024 – 201 Bent Arrow Drive Variance Request

Mr. Butler explained to the Board that the applicants Sean Van Blerk and Shelley Waller are seeking relief from Land Development Code (LDC) Section 8.04.03.G, which regulates the maximum allowable accessway width for single-family dwellings. The applicant is requesting relief from this Code Section to construct a 36-foot-wide (36') accessway in order to construct two parking spaces. Additionally, Mr. Butler spoke of how this subdivision was established in 1979 with the 2nd and 3rd subdivisions being established in 1980 & 1982, prior to the city's incorporation, and the plot size of the properties are 40-feet in width and 80-85 feet in depth. The subject property does contain a single family dwelling with and existing conforming accessway of approximately 18-feet. On September 24, 2024, a Code Compliance Case was initiated on the property for parking in the right-of-way. In response, the applicant filed the Variance Request to accommodate four vehicles to park on the property.

Mr. O'Connor entered the staff report into the record, with Chairman Weidenhamer accepting the staff report for the record.

The City Attorney called the applicants up for comment on their request.

Mrs. and Mr. Van Blerk both spoke of how they initially planned to move their parents from overseas to their home, however while getting the paperwork in order, Covid hit, and their parents were unable to get out of their country. Since they had already spent money on the additions, after they were finished, they chose to rent the rooms, and although they were aware that they needed to register with the city, it slipped their mind, however, they have registered, as of today. Mrs. Van Blerk spoke of how their next door neighbor is agreeable to their renters and has been allowing them to park in his driveway, however, he now needs his space therefore, they are here requesting the Variance in order to accommodate the two extra cars. She briefly spoke of the Code Compliance warning they got when they parked their car on the street adding that there are others in the subdivision that have done the same thing.

The Chairman opened the hearing for public comment.

Ms. Sandi Farr 203 Bent Arrow Drive stated for the record that she is against this request pointing out that it is her understanding that Variances are when the land creates the hardship and if so, that is not the case for this instance, as the land has not changed since they purchased the property, but the use has. She stated that the overbuilding and misuse of the property is what has created the hardship with the additions being built specifically for tenant use with separate entrances/exits and living spaces. Adding there is plenty of space for the additional parking, and the Van Blerk's are only requesting the additional parking to accommodate their renters, who are living in the additional rooms that were supposedly built for parents, who never moved in. She also mentioned that 25% of the open space requirement would go away if the Variance Request were to be approved, and how allowing the Variance sets a precedence in the city that would be hard to walk back from.

In rebuttal, Mr. Van Blerk stated that his parents were unable to travel at the time they were going to come to the country, due to Covid and now they can no longer afford to move here, therefore, they (the Van Blerk's) decided to rent the extra spaces.

Chairman Weidenhamer asked if their intention for the driveway is to be for tire strips and not an entire driveway, according to Mr. Van Blerk, that is correct.

Board member Sweetser asked staff if they have looked into options for this particular neighborhood because of the congestion. According to Mr. O'Connor, staff is researching ways to help alleviate the crowding issues that are a result of subdivisions that do not meet the current Land Development Code minimums for width, depth and plot size. Noting that this is not unique to just this subdivision, there are others in the city with these similar issues, and staff is looking into coming up with solutions for subdivisions such as this, where they may not use a Variance for a solution, but possibly a different process for a special consideration or setting out specific criteria for the issues such as this that similar subdivisions are experiencing.

Chairman Weidenhamer asked for additional public input, with none, he closed the public portion of the hearing.

City Attorney Kimberly Kopp broached the comment to staff regarding the Open Space in the public portion of the hearing. She asked Mr. O'Connor if the Open Space would be affected by the Variance. According to Mr. O'Connor, the Open Space will be evaluated during the review process for the permit and would have to be maintained. Ms. Kopp then asked if the Variance is approved, the applicants would not be able to install anything that would violate the 25% Open Space? Mr. O'Connor stipulated for the record, that is correct. She then asked Mr. O'Connor to address the long term single room occupancy issue that was mentioned. According to Mr. O'Connor, long term single occupancy is an allowed use in this zoning district.

According to Chairman Weidenhamer, having knowledge of this subdivision, as he travels through it often, and spoke of how often it is congested, he would rather see the cars on the driveways, and off the street.

Motion by Chairman Weidenhamer to approve Variance Request BOA-001492-2024, 201 Bent Arrow Drive, with the condition that the additional parking strips will be used, rather than a solid concrete driveway. Board member Morgan provided the second.

In discussion, Board member Johnson questioned staff if this board has to first approve the Variance request before it goes to the permit process. Mr. O'Connor stipulated that is correct, they cannot review or approve anything that does not meet the LDC, if not already granted a Variance. For clarification purposes, Board member Johnson asked if the applicant cannot meet the 20% Open Space Requirements for what they plan to install, then would the permit would be denied? Mr. O'Connor stipulated that is correct.

Board member Morgan spoke of how this neighborhood is incredibly congested and narrow, as well as poorly designed for today's standards, however, on the other hand, there are those that purchase property next to, for example, the airport, then come to the city and complain about the airport noise. So, when the property was purchased, the issues were known, and any deviations from how it was when purchased, such as adding on two additional rooms that require more parking, was maybe not the best thing to do in a neighborhood that is already congested.

Chairman Weidenhamer stated that he understands Board member Morgan's statement, however, he would still rather see parking on the property and off the streets. **With no further discussion, he called for the vote, and the motion passed 3-2 with Board member Johnson and Morgan dissenting.**

7. OTHER BUSINESS:

Chairman Weidenhamer welcomed the new members to the Board and thanked them for their service

- **Sunshine Law Training – City Attorney Kim Kopp**

The City Attorney spoke how all the new members should be aware of the Sunshine Law however, for the record, she informed them that they should not communicate with each other about anything that could conceivably come before them at a public hearing. She informed the members that she would send them each information on Public Records, and once they read through the information, if they still have questions or required additional training, she would provide it to each of them.

8. ADJOURNMENT:

There being no further business the meeting was adjourned at 6:05 p.m.

Adopted and approved this _____ day of _____ 2024.

_____ _____

Tom Weidenhamer, Chairman Kim Montgomery, Deputy City Clerk

ITEM # 2024-945

CITY OF DESTIN – COMMUNITY DEVELOPMENT

AGENDA ITEM

MEETING DATE: January 6, 2025
BOARD/COMMITTEE: City Council
TYPE OF AGENDA ITEM: Ordinance
OUTLINE NUMBER: 5.A.

TO: City Council

THRU: Larry Jones , Interim City Manager
Kimberly Kopp, City Attorney

FROM: Noell Bell, Chief Building Official
Louis Zunguze, Community Development Director

DATE: December 17, 2024

SUBJECT: Second Reading of Ordinance 24-20-LC – Amending Article 2 "Administration" and Article 20 "Building Regulations" of the Land Development Code (LDC) to remove provisions related to construction permits, building permits, inspections, certificates of occupancy, and Fire District reviews from the LDC.

I. BACKGROUND: Staff has found during the rewrite of the Land Development Code (LDC) that specific regulations related to permitting, permit application and inspection requirements which are currently located in **LDC Article 2 and Article 20** are more appropriate in the Code of Ordinances, under **Chapter 6, Building Regulations,** as they are administrative regulations relating to permits. Thus, we have established under the Code of Ordinance, **Chapter 6 - Building Regulation, Article 1 – In General, sections 6-1 – 6-8** and recommend moving the regulations there.

II. DISCUSSION: This agenda item, **Ordinance 24-20-LC, removes** the following sections from the Land Development Code (LDC):

- 2.10.00. - Construction permits.
- 2.11.00. - Post-permit changes.
- 2.12.00. - Building permits.
- 2.13.00. - Application for building permit.
- 2.14.00. - Expiration of building permit.
- 20.05.00. Foundation surveys for certain work.
- 20.07.00. - Inspections and certificates of occupancy.
- 20.09.00. - Fire District Review

Associated **Ordinance, 21-24-CC**, **creates** the following sections in the Code of Ordinances, **Chapter 6, Building Regulations, Article I – In General, Sections 6-1 – 6-8.**

- 6-1 – Construction permits.
- 6-2 – Post-permit changes.
- 6-3 – Building permits.
- 6-4 – Application for building permits.
- 6-5 – Expiration of building permits.
- 6-6 – Foundation surveys for certain work.
- 6-7 – Inspections and certification of occupancy.
- 6-8 – Fire District Review.

Sections 6-3 and 6-4 being **created** in the Code of Ordinances are revised from the previous LDC version, because language is proposed for deletion that is no longer applicable due to changes in the City's processes:

The following language has been **removed**:

- **Items C & D, Under 2.12.00. Building permits.**

C. No nonconforming use shall be maintained until a certificate of zoning noncompliance shall have been issued by the City Manager or his designee. The certificate of zoning noncompliance shall state specifically wherein the nonconforming use differs from the provisions of this article; provided that, upon amendment of this article owners or occupants of nonconforming uses shall have six months to apply for certificates of zoning noncompliance. In cases where nonconforming uses existed at the time of enactment of Okaloosa County Ordinance No. 74-4 on March 11, 1974, certificates of zoning noncompliance shall be issued based upon facts stated in affidavits. Failure to make such application within six months shall be presumptive evidence that the property was in nonconforming use at the time of the enactment or amendment of such ordinance.

D. The City Manager or his designee shall maintain a record of all certificates of zoning compliance, and a copy shall be furnished upon request to any person.

- **Item B, Under 2.13.00. Application for building permit.**

B. One copy of the plans shall be returned to the applicant by the Chief Building Inspector, after he shall have marked such copy either as approved or disapproved. One copy of the plans, similarly marked, shall be retained by the City Manager or his designee for at least two years.

A. Link to Strategic Goals / Objectives: I. Financially sound City providing service excellence.

B. Effect on Budget (EOB): N/A

C. Level of Service (LOS): N/A

D. Legislative Sponsor:

III. CONCLUSION: Community Development's goal is to properly align the language in the LDC and the Code of Ordinances. Staff has found during the rewrite of the Land Development Code (LDC) that specific regulations related to permitting, permit application and inspection requirements which are currently located in **LDC Article 2 and Article 20** are more appropriate in the Code of Ordinances, under **Chapter 6, Building Regulations,** as they are administrative regulations relating to permits. Thus, we have established under the Code of Ordinances, **Chapter 6 - Building Regulation, Article 1 – In General, Sections 6-1 – 6-8** and recommend moving the regulations there.

At the regularly scheduled Local Planning Agency (LPA) meeting on November 21, 2024, the LPA made the recommendation that City Council approve Ordinance 24-20-LC removing the following from the LDC:

- **2.10.00. - Construction permits.**
- **2.11.00. - Post-permit changes.**
- **2.12.00. - Building permits.**
- **2.13.00. - Application for building permit.**
- **2.14.00. - Expiration of building permit.**
- **20.05.00. - Foundation surveys for certain work.**
- **20.07.00. - Inspections and certificates of occupancy.**
- **20.09.00. - Fire District Review**

It is hereby understood that the deleted sections from the LDC will be placed in the Code of Ordinance, Chapter 6 - Building regulations, Article I.

IV. RECOMMENDED MOTION: I move that the City Council adopt Ordinance 24-20-LC on Second Reading.

Attachments:

1. Ordinance 24-20-LC 11.11.24 Building Remove (1)
2. Business Impact Statement 24-20-LC

ORDINANCE NO. 24-20-LC

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA; AMENDING ARTICLE 2 "ADMINISTRATION" AND ARTICLE 20 "BUILDING REGULATIONS" OF THE LAND DEVELOPMENT CODE TO REMOVE PROVISIONS RELATED TO CONSTRUCTION PERMITS, BUILDING PERMITS, INSPECTIONS, CERTIFICATES OF OCCUPANCY, AND FIRE DISTRICT REVIEWS FROM THE LAND DEVELOPMENT CODE; PROVIDING FOR A FISCAL IMPACT STATEMENT; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR INCORPORATION INTO THE CITY LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. AUTHORITY.

The authority for enactment of this Ordinance is Article 1, Section l.0l (b) of the City Charter and Section 166.021, Florida Statutes.

SECTION 2. FINDINGS OF FACT.

WHEREAS, in order to most efficiently protect the health, safety and welfare of the public, the City Council desires to add provisions regarding construction permits, building permitting, inspections, certificates of occupancy and fire district review to the Code of Ordinances and to remove such provisions from the Land Development Code; and

WHEREAS, the City Council desires to remove building regulations from the Land Development Code and intends to subsequently amend the Code of Ordinances to include such regulations relating to construction permitting, building permitting, inspections, certificates of occupancy, and fire district review, to ensure the health and safety of the public; and

WHEREAS, City Council has determined that this ordinance is consistent with the adopted comprehensive plan and is in the best interests of the City and its citizens; and

WHEREAS, a public hearing has been conducted after due public notice by the Local Planning Agency and its recommendations reported to the City Council; and

WHEREAS, a public hearing has been conducted by the City Council after due public notice.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AS FOLLOWS:

NOTE: Language in all sections of this ordinance that is ~~strike-thru~~ is language proposed to be deleted, <u>underline language</u> is language to be added, language that is not in strike-thru or

underlined is not to be changed. The symbol * represents sections of the Land Development Code that have been skipped and remain unchanged.**

SECTION 3. AMENDMENTS TO CHAPTERS 2 AND 20, LAND DEVELOPMENT CODE.

Chapters 2 and 20 of the Laned Development Code are hereby amended as follows:

***

Article 2 – ADMINISTRATION

***

~~2.10.00. - Construction permits.~~

~~After a development order has been issued, the applicant may, within 12 months of the issuance of the development order, apply for the necessary construction permits. The City shall issue the necessary construction permits if the proposed construction is consistent with and approved pursuant to the development order. If the application for a construction permit deviates from the development plan the City shall notify the applicant within five working days of the construction permit application. Warning: If the applicant has not obtained a construction permit(s) within 365 days of issuance of the development order, the development order is void and the application for plan approval must be re-initiated.~~
~~The necessary construction permits may include building permits, harbor construction permits and engineering permits.~~

~~2.11.00. - Post-permit changes.~~
~~After a construction permit has been issued, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of the development order without first obtaining a deviation to the order. Similarly, except for minor field modifications as may be allowed by the building codes and associated mechanical, electrical, plumbing, gas and fire safety codes (reference article 7 and Section 2.05.01 of this Code), it shall be unlawful to change, modify, alter or otherwise deviate from the terms and conditions of the construction permit without first obtaining a City-approved modification to the permit. Note: Construction standard field changes must be made available to the City Inspector for inspection purposes consistent with the building, mechanical, electrical, plumbing, gas and fire safety codes adopted by the City.~~

~~2.12.00. - Building permits.~~

~~A. No building or other structure shall be erected, moved, added to, or structurally altered without a permit therefor, issued by the City Manager or his designee. No building permit shall be issued by the City Manager or his designee except in conformity with the provisions of this article, unless~~

he receives an order from the Board of Adjustment in the form of an administrative review, special exception, or variance as provided by this article.

B. No permit for erection, alteration, moving or repair of any building shall be issued until an application has been reviewed and approved by the Community Development Director or his or her designee.

C. No nonconforming use shall be maintained until a certificate of zoning noncompliance shall have been issued by the City Manager or his designee. The certificate of zoning noncompliance shall state specifically wherein the nonconforming use differs from the provisions of this article; provided that, upon amendment of this article owners or occupants of nonconforming uses shall have six months to apply for certificates of zoning noncompliance. In cases where nonconforming uses existed at the time of enactment of Okaloosa County Ordinance No. 74-4 on March 11, 1974, certificates of zoning noncompliance shall be issued based upon facts stated in affidavits. Failure to make such application within six months shall be presumptive evidence that the property was in nonconforming use at the time of the enactment or amendment of such ordinance.

D. The City Manager or his designee shall maintain a record of all certificates of zoning compliance, and a copy shall be furnished upon request to any person.

E. Upon application, the City Manager or his designee may issue a 12-month permit for the temporary parking of a construction trailer on a lot during the construction of a permanent structure on such lot; the construction trailer is to be removed within two weeks following the completion of construction. Renewal of a 12-month permit shall be at the discretion of the City Manager or his designee.

F. In addition to all other building permit requirements, all construction involving the paving or increasing of the impervious coverage of properties will require a building permit subject to City Engineer approval.

2.13.00. - Application for building permit.

A. All applications for building permits shall be accompanied by plans and a survey or plot plan in duplicate drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and location on the lot of buildings or improvements already existing, if any; the location of any existing easements; and the location and dimensions of the proposed buildings or alterations. The application shall include only such other information as lawfully may be required by the City Manager or his designee, including existing or proposed uses of the building and land, the number of families, housekeeping units or rental units the building is designed to accommodate, conditions existing on the lot, and such matters as may be necessary to determine conformance with, and provide for the enforcement of, this article. The application shall be certified as correct by the applicant. Complete plans are not required for buildings which are exempt from requiring an architect's signature and seal by Florida Statutes. Architects' affidavits are required in accordance with the Standard Building Code.

B. One copy of the plans shall be returned to the applicant by the Chief Building Inspector, after

he shall have marked such copy either as approved or disapproved. One copy of the plans, similarly marked, shall be retained by the City Manager or his designee for at least two years.

2.14.00. - Expiration of building permit.

If the work described in any building permit has not been initiated within six months after the date of issuance thereof, such permit shall expire. No further work as described in the expired permit shall proceed unless and until a new building permit has been obtained. Additionally, if work described in the building permit issued was commenced within six months after the date of issuance thereof, then work must be substantially completed within two years from the date of issuance.

***

Article 20 - BUILDING REGULATIONS

***

20.05.00. – Reserved. Generally.

20.05.01. *Foundation surveys for certain work.*

(A) Foundation survey requirement. For all building projects which require construction of a foundation of 100 square feet or more, a foundation survey shall be submitted to the City Building Division prior to the dry-in inspection. Such foundation survey shall be prepared by or under the direct supervision of a registered land surveyor and certified by same. Any work undertaken prior to submission of the foundation survey shall be done at the builder's risk.

(B) As-built survey. For all building projects requiring a foundation survey, an as-built survey shall also be submitted to the City Building Division prior to the issuance of a certificate of occupancy. The as-built survey shall be prepared by or under the direct supervision of a registered land surveyor and certified by same. No certificate of occupancy shall be issued until the Building Division has received and the Planning Division has examined the survey to determine there are no violations of city code requirements. If a violation is determined to exist, no certificate of occupancy shall be issued, no permanent electric power shall be connected and the structure shall not be occupied until the violation has been remedied.

***

20.07.00. -Reserved. Inspections and certificates of occupancy.

20.07.01. *Purpose.* This article establishes the requirement for builders and/or developers to obtain a "certificate of occupancy" prior to using any building or structure for business, residential or other uses in which the public health, safety and welfare are involved.

~~20.07.02. *Certificate of occupancy requirement.* A certificate of occupancy shall be obtained from the planning and inspections department for all buildings and structures for which utility service is required. No building or structure within the city for which utility service is required shall be occupied or used without first obtaining a certificate of occupancy from the city.~~

~~20.07.03. *Inspection requirements*. The building inspector shall inspect the construction site during each phase of construction to ensure compliance with the approved site plans and applicable codes and regulations of the city.~~

~~20.07.04. *Inspection procedures*. Upon successful completion of the final inspection of a building or structure for which utilities are required, the building inspector will authorize the utilities to be turned on. The building inspector shall conduct an operational check of all electrical, water, sewer, gas, air conditioning and heating systems, and:~~

> ~~(1) All units or systems that are found to be defective or inoperative shall be identified by the building inspector on a discrepancy form, with the original provided to the builder, contractor or developer, as appropriate, and a copy to the planning and inspections department.~~
>
> ~~(2) The builder, contractor or developer shall correct all discrepancies noted on the discrepancy form within 14 days of notification and shall certify on the original discrepancy form that corrective action has been completed. One 14-day extension may be authorized by the planning and inspections department in cases where the discrepancy cannot be corrected due to circumstances beyond the control of the builder, contractor or developer.~~
>
> ~~(3) The building inspector shall notify the planning and inspections department when the building and/or structure has received a successful final inspection, whereupon the planning and inspections department will issue a certificate of occupancy.~~

****

20.09.00. -Reserved. ~~– Fire district review.~~

~~Review of projects located in the Destin Fire District by such district is required. All Building Permits for non-residential and multi-family projects shall be approved by the Destin Fire Control District. Minor alterations, single-family and duplex dwellings are exempt. Approvals or disapprovals by the fire district are not required for issuing certificates of completion or occupancy.~~

****

SECTION 4. INCORPORATION INTO LAND DEVELOPMENT CODE. This ordinance shall be incorporated into the City of Destin's Land Development Code and any section or paragraph number or letter and any heading may be changed or modified as necessary to effectuate the foregoing.

SECTION 5. CONFLICTING PROVISIONS. City Ordinances and City Resolutions, or parts, thereof, in conflict with the provisions of this ordinance are hereby superseded by this ordinance to the extent of such conflict.

SECTION 6. SEVERABILITY. If any section, phase, sentence, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of

the remaining portions thereof.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

ADOPTED THIS _____ DAY OF _____, 202___.

By: _____
Bobby Wagner, Mayor

ATTEST:

The form and legal sufficiency of the foregoing has been reviewed and approved by the City Attorney, for the City of Destin, only.

_____
Rey Bailey, City Clerk

_____
Kimberly Romano Kopp, City Attorney

First Reading: _____
Second Reading: _____

Community Development Department

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119|www.cityofdestin.com

Business Impact Statement for Proposed Ordinance 24-20-LC

1. Summary of proposed Ordinance 24-20-LC

An Ordinance amending Article II "Administration" and Article 20 "Building Regulations" of the Land Development Code to remove provisions related to construction permits, building permits, inspections, certificate of occupancy, and Fire District review.

2. Estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the city.

a. Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted.

None.

b. Identification of any new charge or fee on businesses subject to the proposed ordinance or for which businesses will be financially responsible.

None.

c. An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

None.

3. A good faith estimate of the number of businesses likely to be impacted by the ordinance.

None.

4. Any additional information the board determines may be useful.

None.

ITEM # 2024-946

CITY OF DESTIN – COMMUNITY DEVELOPMENT

AGENDA ITEM

MEETING DATE: January 6, 2025
BOARD/COMMITTEE: City Council
TYPE OF AGENDA ITEM: Ordinance
OUTLINE NUMBER: 5.B.

TO: City Council

THRU: Larry Jones , Interim City Manager
Kimberly Kopp, City Attorney

FROM: Noell Bell, Chief Building Official
Louis Zunguze, Community Development Director

DATE: December 17, 2024

SUBJECT: Second reading of Ordinance 24-21-CC – Amending Chapter 6 of the Code of Ordinances "Buildings and Building Regulations" to address construction permits, building permits, inspections, certificates of occupancy, and Fire District reviews within the Code of Ordinances.

I. BACKGROUND: Staff has found during the rewrite of the Land Development Code (LDC) that specific regulations related to permitting, permit application and inspection requirements which are currently located in **LDC Article 2 and Article 20** are more appropriate in the Code of Ordinances, under **Chapter 6, Building Regulations,** as they are administrative regulations relating to permits. Thus, we have established under the Code of Ordinances, **Chapter 6 - Building Regulation, Article 1 – In General, Sections 6-1 – 6-8** and recommend moving the regulations there.

II. DISCUSSION: The proposed **Ordinance 24-21-CC adds** the following sections to the Code of Ordinances, **Chapter 6, Building Regulations, Article I – In General, Sections 6-1 – 6-8:**

- 6-1 – Construction permits.
- 6-2 – Post-permit changes.
- 6-3 – Building permits. (Except items C & D, from the original LDC, 2.12.00 Building permits language)
- 6-4 – Application for building permits. (Except item B, from the original LDC, 2.13.00 Application for building permit language)
- 6-5 – Expiration of building permits.
- 6-6 – Foundation surveys for certain work.
- 6-7 – Inspections and certification of occupancy.

- 6-8 – Fire District Review.

And, the associated **Ordinance 24-20-LC deletes** the following sections from the LDC:

- 2.10.00. - Construction permits.
- 2.11.00. - Post-permit changes.
- 2.12.00. - Building permits.
- 2.13.00. - Application for building permit.
- 2.14.00. - Expiration of building permit.
- 20.05.00. - Foundation surveys for certain work.
- 20.07.00. - Inspections and certificates of occupancy.
- 20.09.00. - Fire District Review

The following language was not brought over to the Code of Ordinance, as the language is **no longer applicable**due to changes in City processes:

- **Items C & D, Under 2.12.00. Building permits.**

  C. No nonconforming use shall be maintained until a certificate of zoning noncompliance shall have been issued by the City Manager or his designee. The certificate of zoning noncompliance shall state specifically wherein the nonconforming use differs from the provisions of this article; provided that, upon amendment of this article owners or occupants of nonconforming uses shall have six months to apply for certificates of zoning noncompliance. In cases where nonconforming uses existed at the time of enactment of Okaloosa County Ordinance No. 74-4 on March 11, 1974, certificates of zoning noncompliance shall be issued based upon facts stated in affidavits. Failure to make such application within six months shall be presumptive evidence that the property was in nonconforming use at the time of the enactment or amendment of such ordinance.

  D. The City Manager or his designee shall maintain a record of all certificates of zoning compliance, and a copy shall be furnished upon request to any person.

- **Item B, Under 2.13.00. Application for building permit.**

  B. One copy of the plans shall be returned to the applicant by the Chief Building Inspector, after he shall have marked such copy either as approved or disapproved. One copy of the plans, similarly marked, shall be retained by the City Manager or his designee for at least two years.

A. Link to Strategic Goals / Objectives: I. Financially sound City providing service excellence.

B. Effect on Budget (EOB): N/A

C. Level of Service (LOS): N/A

D. Legislative Sponsor:

III. CONCLUSION: Community Development's goal is to properly align the language in the LDC and the Code of Ordinances. Staff has found during the rewrite of the Land

Development Code (LDC) that specific regulations related to permitting, permit application and inspection requirements which are currently located in **LDC Article 2 and Article 20** are more appropriate in the Code of Ordinances, under **Chapter 6, Building Regulations,** as they are administrative regulations relating to permits. Thus, we have established under the Code of Ordinances, **Chapter 6 - Building Regulation, Article 1 – In General, Sections 6-1 – 6-8** and recommend moving the regulations there.

At the regularly scheduled Local Planning Agency (LPA) meeting on November 21, 2024, the LPA made the recommendation that City Council approve Ordinance 24-21-CC, which will create the following sections in the **Code of Ordinances under Chapter 6 – Building regulations, Article I, section 6-1 – 6-8:**

- **6-1 – Construction permits.**
- **6-2 – Post-permit changes.**
- **6-3 – Building permits.**
- **6-4 – Application for building permits.**
- **6-5 – Expiration of building permits.**
- **6-6 – Foundation surveys for certain work.**
- **6-7 – Inspections and certification of occupancy.**
- **6-8 – Fire District Review.**

IV. RECOMMENDED MOTION: I move that the City Council adopt Ordinance 24-21-CC on Second Reading.

Attachments:

1. Ordinance 24-21-CC 11.11.24 Building Add
2. Business Impact Statement 24-21-CC

ORDINANCE NO. 24-21-CC

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA; AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES "BUILDINGS AND BUILDING REGULATIONS" TO ADDRESS CONSTRUCTION PERMITS, BUILDING PERMITS, INSPECTIONS, CERTIFICATES OF OCCUPANCY, AND FIRE DISTRICT REVIEWS WITHIN THE CODE OF ORDINANCES; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR INCORPORATION INTO THE CITY CODE OF ORDINANCES; PROVIDING FOR A FISCAL IMPACT STATEMENT; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. AUTHORITY.

The authority for enactment of this Ordinance is Article 1, Section l.0l (b) of the City Charter and Section 166.021, Florida Statutes.

SECTION 2. FINDINGS OF FACT.

WHEREAS, in order to most efficiently protect the health, safety and welfare of the public, the City Council desires to add provisions regarding construction permits, building permitting, inspections, certificates of occupancy and fire district review to the Code of Ordinances and to remove such provisions from the Land Development Code; and

WHEREAS, City Council has determined that this ordinance is consistent with the adopted comprehensive plan and is in the best interests of the City and its citizens; and

WHEREAS, a public hearing has been conducted after due public notice by the Local Planning Agency and its recommendations reported to the City Council; and

WHEREAS, a public hearing has been conducted by the City Council after due public notice.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AS FOLLOWS:

NOTE: Language in all sections of this ordinance that is ~~strike-thru~~ is language proposed to be deleted, <u>underline language</u> is language to be added, language that is not in strike-thru or underlined is not to be changed. The symbol * represents sections of the Code of Ordinances that have been skipped and remain unchanged.**

SECTION 3. AMENDMENTS TO CHAPTER 6, CITY CODE OF ORDINANCES.

Chapter 6 of the Code of Ordinances is hereby amended as follows:

***

Chapter 6. Buildings and Building Regulations.

***

ARTICLE I. - IN GENERAL

~~**Sec. 6-1 – 6-45. Reserved.**~~

Secs. 6-1. Construction Permits.

After a development order has been issued, the applicant may, within 12 months of the issuance of the development order, apply for the necessary construction permits. The City shall issue the necessary construction permits if the proposed construction is consistent with and approved pursuant to the development order. If the application for a construction permit deviates from the development plan the City shall notify the applicant within five working days of the construction permit application. Warning: If the applicant has not obtained a construction permit(s) within 365 days of issuance of the development order, the development order is void and the application for plan approval must be re-initiated.

The necessary construction permits may include building permits, harbor construction permits and engineering permits.

Secs. 6-2. Post-permit changes.

After a construction permit has been issued, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of the development order without first obtaining a deviation to the order. Similarly, except for minor field modifications as may be allowed by the building codes and associated mechanical, electrical, plumbing, gas and fire safety codes, it shall be unlawful to change, modify, alter or otherwise deviate from the terms and conditions of the construction permit without first obtaining a City-approved modification to the permit. Note: Construction standard field changes must be made available to the City Inspector for inspection purposes consistent with the building, mechanical, electrical, plumbing, gas and fire safety codes adopted by the City.

Secs. 6-3. Building Permits.

A. No building or other structure shall be erected, moved, added to, or structurally altered without a permit therefor, issued by the City Manager or his designee. No building permit shall be issued by the City Manager or his designee except in conformity with the provisions of this article, unless he receives an order from the Board of Adjustment in the form of an administrative review, special exception, or variance as provided by this article.

B. No permit for erection, alteration, moving or repair of any building shall be issued until an application has been reviewed and approved by the Community Development Director or his or her designee.

C. Upon application, the City Manager or his designee may issue a 12-month permit for the temporary parking of a construction trailer on a lot during the construction of a permanent structure on such lot;

the construction trailer is to be removed within two weeks following the completion of construction. Renewal of a 12-month permit shall be at the discretion of the City Manager or his designee.

D. In addition to all other building permit requirements, all construction involving the paving or increasing of the impervious coverage of properties will require a building permit subject to City Engineer approval.

Secs. 6-4. Application for Building Permit.

A. Applications for building permits shall be accompanied by plans and a survey or plot plan in duplicate drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and location on the lot of buildings or improvements already existing, if any; the location of any existing easements; and the location and dimensions of the proposed buildings or alterations. The application shall include only such other information as lawfully may be required by the City Manager or his designee, including existing or proposed uses of the building and land, the number of families, housekeeping units or rental units the building is designed to accommodate, conditions existing on the lot, and such matters as may be necessary to determine conformance with, and provide for the enforcement of, this article. The application shall be certified as correct by the applicant. Complete plans are not required for buildings which are exempt from requiring an architect's signature and seal by Florida Statutes. Architects' affidavits are required in accordance with the Standard Building Code.

Secs. 6-5. Expiration of building permit.

See Section 6-47 of this Code (**105.4 Conditions of the permit. Article II, Building Code, Sec. 6-47. - Administrative amendments to the Florida Building Code, Section 101).**

Secs, 6-6. Foundation surveys for certain work.

A. Foundation survey requirement. For all building projects which require construction of a foundation of 100 square feet or more, a foundation survey shall be submitted to the City Building Division prior to the dry-in inspection. Such foundation survey shall be prepared by or under the direct supervision of a registered land surveyor and certified by same. Any work undertaken prior to submission of the foundation survey shall be done at the builder's risk.

B. As-built survey. For all building projects requiring a foundation survey, an as-built survey shall also be submitted to the City Building Division prior to the issuance of a certificate of occupancy. The as-built survey shall be prepared by or under the direct supervision of a registered land surveyor and certified by same. No certificate of occupancy shall be issued until the Building Division has received and the Planning Division has examined the survey to determine there are no violations of city code requirements. If a violation is determined to exist, no certificate of occupancy shall be issued, no permanent electric power shall be connected, and the structure shall not be occupied until the violation has been remedied.

Secs. 6-7. Inspections and certificates of occupancy.

Purpose. This article establishes the requirement for builders and/or developers to obtain a "certificate of occupancy" prior to using any building or structure for business, residential or other uses in which the public health, safety and welfare are involved.

Certificate of occupancy requirement. A certificate of occupancy shall be obtained from the Building Division once reviewed, inspected and approved by the Building, Planning, and Engineering Divisions

for which utility service is required. No building or structure within the city for which utility service is required shall be occupied or used without first obtaining a certificate of occupancy from the city.

Inspection requirements. The building inspector shall inspect the construction site during each phase of construction to ensure compliance with the approved project plans and applicable codes and regulations of the city.

Inspection procedures. Upon successful completion of the final inspection of a building or structure for which utilities are required, the building inspector will authorize the utilities to be turned on. The building inspector shall conduct an operational check of all electrical, water, sewer, gas, air conditioning and heating systems, and:

(1) All units or systems that are found to be defective or inoperative shall be identified by the building inspector on a discrepancy form, with the original provided to the builder, contractor or developer, as appropriate, and a copy to the planning and inspections department.

(2) The builder, contractor or developer shall correct all discrepancies noted on the discrepancy form within 14 days of notification and shall certify on the original discrepancy form that corrective action has been completed. One 14-day extension may be authorized by the planning and inspections department in cases where the discrepancy cannot be corrected due to circumstances beyond the control of the builder, contractor or developer.

(3) The building inspector shall notify the planning and inspections department when the building and/or structure has received a successful final inspection, whereupon the planning and inspections department will issue a certificate of occupancy.

Secs. 6-8. Fire District Review.

Review of projects located in the Destin Fire District by such district is required. All Building Permits for non-residential and multi-family projects shall be approved by the Destin Fire Control District. Minor alterations, single-family and duplex dwellings are exempt. Approvals or disapprovals by the fire district are not required for issuing certificates of completion or occupancy.

Secs. 6-9 – 6.45. -Reserved.

***

SECTION 4. INCORPORATION INTO CODE OF ORDINANCES. This ordinance shall be incorporated into the City of Destin's Code of Ordinances and any section or paragraph number or letter and any heading may be changed or modified as necessary to effectuate the foregoing.

SECTION 5. CONFLICTING PROVISIONS. City Ordinances and City Resolutions, or parts, thereof, in conflict with the provisions of this ordinance are hereby superseded by this ordinance to the extent of such conflict.

SECTION 6. SEVERABILITY. If any section, phase, sentence, or portion of this Ordinance is, for

any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

ADOPTED THIS _____ DAY OF _____, 202___.

By: _____
Bobby Wagner, Mayor

ATTEST:

The form and legal sufficiency of the foregoing has been reviewed and approved by the City Attorney, for the City of Destin, only.

_____
Rey Bailey, City Clerk

_____
Kimberly Romano Kopp, City Attorney

First Reading: _____
Second Reading: _____

Community Development Department

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119|www.cityofdestin.com

Business Impact Statement for Proposed Ordinance 24-21-CC

1. Summary of proposed Ordinance 24-21-CC

An Ordinance amending Article I in the Code of Ordinance under Chapter 6 Buildings and Building Regulations related to construction permits, building permits, inspections, certificate of occupancy, and Fire District review.

2. Estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the city.

a. Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted.

None.

b. Identification of any new charge or fee on businesses subject to the proposed ordinance or for which businesses will be financially responsible.

None.

c. An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

None.

3. A good faith estimate of the number of businesses likely to be impacted by the ordinance.

None.

4. Any additional information the board determines may be useful.

None.

ITEM # 2024-959

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 6.I.

TO: City Council

THRU: Kimberly Kopp, City Attorney

FROM: Kimberly Kopp, City Attorney
Larry Jones , Interim City Manager

DATE: December 26, 2024

SUBJECT: 1. City Manager Contract

I. BACKGROUND: On December 16, 2024, the City Council directed the City Attorney and HR Director to confer with Interim City Manager Larry Jones to negotiate a contract for a full-time City Manager with a total compensation not to exceed $255,000. The direction also stated that the contract will include clause specifying a five-day workweek and prohibiting Mr. Jones from taking on new contracts for the consulting company he works with for the duration of his contract with the City of Destin. Motion by Council Member Bagby. Councilmember Destin seconded the motion, which passed 6-0.

II. DISCUSSION: The proposed contract, consistent with the City Charter, provides that the City Manager serves at the pleasure of the City Council. It further provides that the City agrees to pay TOF a consulting fee of $255,000 annually, payable in monthly installments of $21,250. This fee will increase annually by the amount of any annual cost-of-living adjustment granted to City employees. Further, Jones will be considered for a performance/retention bonus of up to 4% of the contract value, on each anniversary of this agreement. The amount of such bonus will be at the sole discretion of the City Council and will be determined at the first council meeting in January each year that this agreement is in force. Mr. Jones will not receive City benefits to include medical insurance, dental insurance, vision insurance, life insurance, hospital indemnity, short-term disability, long-term disability and shall not accrue retirement benefits.

Section 4.02 of the City Charter requires a 70 percent vote of approval by the council for appointment of a City Manager.

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB): In order to honor this contract for the period January 2025 - September 2025, an internal budget transfer is required. The adopted 2025 budget includes executive salary, city manager retirement, and benefits, which need to be transferred into Professional Services within the City Manager's department.

If the proposed internal budget transfer is accepted, the impact on the FY 2025 Budget will be as follows:

Annual	$	255,000
Monthly	$	21,250
# of Months (Jan-Sept 2025)		9
FY 2025 Impact on Budget	$	191,250

	0151212-531000 City Manager Professional Services	0151212-511000 - Executive Salaries	0151212-522001 City Manager Retirement
FY 25 Adopted Budget*	$ 81,000	$ 213,940	$ 10,697
Budget Amendments/Transfers	196,500	(166,000)	(500)
Revised Budget	277,500	47,940	10,197
Previous Expenses/Encumbrances	(86,219)	(47,713)	(2,336)
Available Program Budget	191,281	227	7,861
This Agreement +(-)	(191,250)	-	-
FY 25 Remaining Program Budget	$ 31	$ 227	$ 7,861

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION: I move to approve the attached city manager contract with TOF Executive Consulting, LLC, as presented.
I move to adopt the attached internal budget transfer from City Manager Salary and City Manager Retirement accounts to City Manager Professional Services.

Attachments:

1. 1.6.2025 City Manager Contract Larry Jones

2. 2025 0106 Budget Txfr for new City Manager

CITY MANAGER INDEPENDENT CONTRACTOR AGREEMENT FOR THE CITY OF DESTIN, FLORIDA

THIS INDEPENDENT CONTRACTOR AGREEMENT (hereinafter referred to as "Agreement"), made and entered into this 6th day of January, 2025, by and between the City of Destin, Florida, a Florida municipal corporation (hereinafter referred to as " **City**"), the Destin City Council (hereinafter referred to as "**City Council**" or "**Council**"), and TOF Executive Consulting, LLC (hereinafter referred to as "TOF"), through which Larry Jones (hereinafter referred to by name, "**Mr. Jones**" or as " **City Manager**") will provide services to the City of Destin as set forth herein.

RECITALS

WHEREAS, "There shall be a city manager ***who shalL..serve at the pleasure of the city council"*** Article IV, Section 4.01, Destin City Charter (emphasis added); and

WHEREAS, Article IV, Section 4.02, of the Destin City Charter states: "The city manager shall be appointed by the council subject to a 70 percent vote of approval by the council"; and

WHEREAS, Article IV, Section 4.03, of Destin City Charter states: "The compensation for city manager shall be fixed by the council"; and

WHEREAS, Article IV, Section 4.04, Destin City Charter states: "Any vacancy in the office of city manager shall be filled by the city council"; and

WHEREAS, the Destin City Council desires to hire, or contract for the services of a City Manager, whom shall assume all powers of the City Manager position subject to this Agreement; and

WHEREAS, the City has contracted with Mr. Larry Jones as Interim City Manager since August 16, 2024; and

WHEREAS, on December 16, 2024, at a regular City Council meeting the Destin City Council expressed the desire to appoint Larry Jones as City Manager subject to a contract being brought back to the City Council for formal consideration on January 6, 2025; and

WHEREAS, the City Council has affirmatively determined that the services of Mr. Jones as City Manager serves a legitimate public purpose and is in the best interest of the City; and

WHEREAS, Mr. Jones has indicated a willingness to accept the duties, obligations and responsibilities and render service to the City as its City Manager as an independent contractor, pursuant to the terms and conditions set forth in this Agreement; and

WHEREAS, the City Council desires to appoint and contract with TOF Executive Consulting, LLC for Larry Jones to serve as City Manager for the City, and Larry Jones has accepted the appointment; and

WHEREAS, the City Council and City Manager desire to establish an independent contractor relationship and nothing herein shall be construed to create an employment relationship; and

WHEREAS, this Agreement shall continue until formally terminated by either Larry Jones or by the City Council in the Council's sole discretion; and

WITNESSETH:

The recitals outlined above are true and correct, and are incorporated into, and a part of this Agreement, as if set forth fully herein. In consideration of the mutual promises hereinafter set forth, and such other good and valuable consideration, the sufficiency of which is hereby acknowledged, the City Council appoints Mr. Jones to be the City Manager, as follows:

1. **TERM:** The City Council appoints, Mr. Jones as City Manager of the City of Destin, Florida, pursuant to the Charter of the City of Destin, effective January 6, 2024, until either party exercises their right to terminate this agreement pursuant to sections 3, 5 & 6 of this Agreement.

2. **SERVE AT THE PLEASURE OF CITY COUNCIL:** Pursuant to Article IV, Section 4.01, of the Destin City Charter, in the capacity of City Manager, Mr. Jones serves at the pleasure of the City Council. By executing this agreement, Mr. Jones stipulates that any duties prescribed herein, are in conformity with the Charter, and that this Agreement is an accurate interpretation of his obligation to serve at the pleasure of the City Council. This Agreement creates an independent contractor relationship between Mr. Jones and The City, and nothing herein shall be construed to create an employment relationship between Mr. Jones and the City.

3. **BENEFITS:**

   a. The City agrees to pay TOF a consulting fee of $255,000 annually, payable in monthly installments of $21,250. This fee will increase annually by the amount of any annual cost-of-living adjustment granted by the City Council to City employees. Further, Jones will be considered for a performance/retention bonus of up to 4% of the contract value, on each anniversary of this Agreement. The amount of such bonus will be at the sole discretion of the City Council and will be determined at the first council meeting of January each year that this Agreement is in force.

   b. Mr. Jones will not receive City benefits to include medical insurance, dental insurance, vision insurance, life insurance, hospital indemnity, short-term disability, long-term disability and shall not accrue retirement benefits.

   c. As an independent contractor, the City Manager is entitled to 2 days of paid time off (which encompasses what an employee would know as vacation and sick leave) per month, for a total of 24 days per year during year one of the agreement and an increase to 2.5 days per month beginning in year two. Unused PTO will carry forward each year

but is not subject to payout upon termination of this contract. 2 PTO days of Jones' current agreement will carry forward.

d. The City will provide the City Manager with a cell phone and data plan for unlimited use as defined by the City accepted service plan.

e. In the event health issues prevents Jones for performing all or a portion of duties assigned in this agreement beyond the number of accrued paid time off days, the City Council may at their sole discretion elect to proceed with any of the following, without penalty and without creating precedent:

1. Extend additional PTO, or
2. Extend the Agreement via unpaid time off, or
3. Terminate the Agreement.

f. The City shall reimburse TOF for reasonable professional development, educational and training activities relevant to benefiting the city, including dues and professional development activities related to the Florida League of Cities, FCCMA, and ICMA. In no event shall participation in such activities detract from the responsibilities of the assigned duties of the city manager.

4. DUTIES: The City Manager has a duty to serve at the pleasure of the City Council, which includes the following duties:

a. The City Manager shall not take any action that contradicts the position/direction that the City Council takes upon a majority vote, nor shall City Manager willfully disregard the directives of the City Council.

b. The City Manager recognizes that the City government exists first and foremost to serve the citizens of Destin, and that the members of the City Council are the duly elected representatives of the citizens of Destin. Accordingly, the City Manager owes a duty of loyalty to the City Council, because the City Manager is the chief executive of the City government's administrative component, and the City government exists first and foremost to serve the citizens of Destin.

c. The City Manager shall report to the City Council and shall perform his duties as City Manager under the direction of the City Council, and he shall answer to the City Council. Individual City Councilmembers cannot individually mandate that the City Manager perform any task, outside of those items expressly mentioned in the City Charter, Code of Ordinances, and other state law.

d. The City Manager shall not act outside of the duties assigned to him by the City Council, the Charter, or any City ordinances.

e. If the City Manager disagrees with a direction or task given to him by the City Council

at a public meeting, of any kind, then the City Manager shall immediately communicate his disagreement to the City Council at the public meeting. Otherwise, the City Manager waives any objection he has to the task assigned by the City Council. The intent of this provision is to encourage the City Manager be transparent with the City Council, as the City Council prefers clarification up front, in lieu of the City Manager remaining silent, and simply refusing to perform the task given to him. It is a better practice to provide clarification up front, because it maintains trust between the City Council and the City Manager, and ultimately with staff.

f. If the City Council directs the City Manager to contact any County Commissioners, or the members of another municipality's city council, then the City Manager shall not simply contact the head administrative official for the other board, and expect the message to be relayed to the other board's members. Instead, the City Manager, or his designee, shall contact the members of the other board directly to communicate what the City Council directs it wants communicated.

g. The City Manager shall entrust all of the City's legal work to the City Attorney, other attorneys approved by a vote of the City Council, and any litigation attorneys approved by a vote of the City Council. The City Manager shall not hire any attorneys to perform work for the City, without both notifying the City Attorney, and then obtaining approval by a majority vote of the City Council. This process shall be utilized even if the City Manager elects to pay for an attorney out of the City Manager's discretionary fund.

h. The City Manager shall, as soon as reasonably practicable, provide to the City Council any information about a potential or current department head that could affect the City's public image, or whom has committed an action that could cause the City to be sued for anything other than a tort that is limited by sovereign immunity.

i. If, at a public meeting, pursuant to the express duty of the City Manager to serve at the pleasure of the City Council, which is contained in Article IV, Section 4.01, of the Destin City Charter, a majority of the City Council vote to direct the City Manager, pursuant to Article III, Section 3.08 (c), of the Destin City Charter, to take action in a manner consistent with the powers afforded to the City Council, whether expressly or implicitly, pursuant to Article III, Sections 3.08(b), 3.12(b){l), or 3.14, of the Destin City Charter, then the City Manager shall abide by the City Council's direction and perform any administrative functions that are required to implement the majority vote of the Council. The City Council and the City Manager stipulate and agree that this subsection is a reasonable interpretation of their shared powers found in Article I, Section 1.0l(a) of the Destin City Charter, and also the powers, afforded to the City Council pursuant to Article III, Sections 3.08(b), 3.12(b)(l), and 3.14, of the Destin City Charter, and Article IV, Section 4.01, of the Destin City Charter. The City Council and the City Manager further stipulate and agree that, as the City's only elected officials, and the City's sole legislative body, the City Council alone represents the will of the City's citizens and that the City Council is the ultimate authority on what is to be "deemed to be in the best interest of the city..." as the phrase is used in Article IV, Section 4.05(e), of the Destin City Charter. The City Council and the City Manager

further agree and stipulate that the City Manager shall take whatever necessary actions, including the preparation, negotiation, and submittal to the City Council of any contractual agreements required to ensure that the best interests of the City are preserved. However, for any such agreements, mentioned in the previous sentence, to be binding, then the agreements shall require approval of the City Council by a majority vote. Finally, this provision does not excuse any additional requirements found in the Charter or City Code Ordinances, to utilize resolutions or ordinances, if expressly required, as the means of implementing any actions that flow from this subsection.

j. Other than City Council appointees, the City Manager shall hire, fire, and reassign all employees of the City, without interference of the City Council and subject to the terms of this Agreement.

k. The City Manager shall be required to obtain the consent of the City Council, via a majority vote of the City Council, to re-assign, re-classify, transfer, or re-define any of the appointed Department Heads.

l. In addition to performing the functions and duties specified in the City Charter, City Ordinances and Florida Statutes, the City Manager shall perform such other tasks and functions that the City Council assigns, by majority vote of the City Council.

m. The City Manager owes a duty to both the City and the City Council over the International City/County Management Association ("ICMA"), the Florida City and County Management Association ("FCCMA"), and the Florida League of Cities ("FLC"). While each organization is important, all 3 organizations are voluntary organizations, whom promulgate rules and regulations that are merely suggestive and are not legally binding. If the City Manager feels he cannot comply with an assignment given to him by the City Council, due to a perceived conflict with a rule promulgated by any of the three organizations listed, then the City Manager, within 3 days of receipt of the instruction from Council to perform the task in question, shall resign as City Manager. No fault shall be attributed to the City Manager, by the City Council, if the City Manager resigns per this subsection, because the City Council respects the City Manager's personal convictions.

n. In the event that Mr. Jones is temporarily unable to perform his duties for any reason, then he shall designate an Acting City Manager.

o. All such duties shall be performed within the timeframes or deadlines as set by the City Council, or imposed by law, applicable policy, or rule. Absent an expressly imposed deadline, Mr. Jones shall perform his duties within a reasonable period of time and with due regard for promptness, diligence, and professionalism.

5. INDEPENDENT CONTRACTOR TO SERVE AT THE PLEASURE OF THE CITY COUNCIL: The City Manager shall serve at the pleasure of the City Council pursuant to Section 4.01 of the City Charter, and the City Council may terminate this Agreement, at any time during the term of this Agreement, for any reason or for no reason,

without penalty, pursuant to paragraph 6 below.

6. TERMINATION OF AGREEMENT BY EITHER PARTY. Either party may terminate this agreement upon 30 days written notice to the other party.

7. AGENDAS FOR CITY COUNCIL MEETINGS: Under Florida law, there is no legal requirement to formulate an agenda, however, it is a Council policy to strive to generate them for each meeting. Thus, the City Council has the authority to ultimately set the agenda for their council meetings, and per the Charter, any individual member of the Council is permitted to contact the Clerk to place an item on the agenda. There is no administrative authority that supersedes that of the City Council regarding the formulation of the Agendas. The City Manager shall not unilaterally remove, or refuse to place items on the agenda if the items are those directed by the Council to be placed on the agenda. Once an item is placed on an agenda by the Council, then only a vote of the Council can remove the item from the agenda. Once an item is place on an agenda by an individual member of Council, then only the individual member, or vote of the Council, can remove the item from the agenda. No single member of the Council, or the Mayor, has the right to remove items placed on the agenda by anyone else.

The City Manager shall refrain from interfering with the City Clerk's performance of his duties to the City Council, and the City Manager shall never order, direct, or willingly permit the City Clerk to refuse a direction from the City Council that relates to the placement of items on the agenda for any public meetings.

8. **CRITICISMS, COMPLAINTS, AND SUGGESTIONS:** The City Council, individually or collectively, shall refer in a timely manner, either in private, or at public meetings, all substantive criticisms, complaints, and suggestions called to the City Council's attention to the City Manager to be investigated, study, or otherwise looked into. The City Manager shall report back to the City Council within two weeks, the results of any investigation or study.

9. LEGAL OPINION ON AGREEMENT: If the City Manager seeks the opinion of the City Attorney regarding the interpretation of this agreement then the City Manager shall be indemnified, and held harmless in any administrative, ethical or legal action for relying upon the opinion of the City Attorney regarding any action that the City Attorney recommends be taken.

10. **INDEMNIFICATION:** The City shall indemnify and hold harmless TOF and Mr. Jones from claims arising out of the performance of duties, except in cases of willful misconduct or gross negligence. Said indemnification shall extend beyond the termination or expiration of this Agreement to provide protection for any such acts undertaken or committed in his capacity as City Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following his contractual relationship with the City.

11. **HOURS OF WORK:** Mr. Jones shall perform his duties full-time, maintaining a schedule consistent with senior City employees and remaining on-call as needed by staff

or council and in emergency situations. Mr. Jones understands that due to the nature and dynamics of a local government, there is no set work schedule and understanding the importance of leading by example, he commits to a minimum of 40 hours each week of in office, meetings or city events. City Manager agrees to remain in an exclusive contractual relationship of the City during the term of this agreement, and not to become employed by or contracted with any other entity during this period without the prior formal City Council approval of the additional contractual relationship or employment. City Manager shall not enter into any contracts for consulting services or employment during the term of this Agreement.

12. EMERGENCIES: During times of emergency (specifically Tropical Cyclones, Depressions, Storms, and Hurricanes), City Manager shall remain on call and available seven (7) days a week for the duration of any declared state of emergency, and shall only be relieved of this additional duty upon confirmation that both the state of emergency is lifted, and any curfew imposed by law enforcement or the National Guard is lifted. Additionally, City Manager shall ensure that all members of the City Council are provided the necessary credentials to return, and operate within the City immediately after any storm passes through the area.

13. NO ATTORNEY'S FEES: If any litigation or arbitration is commenced between the parties concerning any provision of this Agreement or the rights and duties of any person in relation thereto, the party prevailing in such litigation or arbitration shall not be entitled, in addition to such other relief as may be granted, to any reasonable attorney's fees and expenses incurred in connection therewith.

14. **VENUE:** The Agreement shall be governed by the laws of Florida and disputes shall be resolved in the courts of Okaloosa County.

15. JURY TRIAL WAIVER: THE PARTIES FURTHER AGREE THAT ANY CONTROVERSY WHICH MAY ARISE UNDER THIS AGREEMENT WOULD INVOLVE COMPLICATED AND DIFFICULT FACTUAL AND LEGAL ISSUES. THEREFORE, ANY ACTION BROUGHT BY ONE PARTY, ALONE OR IN COMBINATION WITH OTHERS AGAINST THE OTHER PARTY, WHETHER ARISING OUT OF THIS AGREEMENT OR OTHERWISE, SHALL BE DETERMINED BY A JUDGE SITTING WITHOUT A JURY.

16. SOVEREIGN IMMUNITY: Nothing in this Agreement is intended to nor shall be construed to waive the City's rights and immunities under the Florida Constitution, Common law, or Florida Statutes §768.28, as amended from time to time.

17. FAIR AND MUTUAL NEGOTIATION: The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no Court or Administrative Hearing Officer construing this Agreement shall construe it more strictly against one party than the other and every covenant, term and provision of this Agreement shall be construed simply according to its fair meaning.

18. COUNTERPARTS: This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition or covenant of this Agreement shall be binding on either party until both parties have signed it.

19. EFFECTIVE DATE: The effective date of this Agreement shall be January 6, 2025.

20. SAVINGS CLAUSE: If any provision, or portion thereof, contained in this Agreement is held unconstitutional, invalid, unenforceable, or void, then the remainder of this Agreement, or portion thereof, shall be deemed severable, and shall not be affected and shall remain in full force and effect.

21. NO PRIOR AGREEMENTS. This Agreement constitutes the entire agreement between the parties and supersedes prior understandings.

22. AMENDMENTS. Any amendments must be in writing and signed by both parties.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the City Council has caused this Agreement to be signed and executed on its behalf by the Mayor; and Mr. Jones has signed and executed this Agreement, effective on the date last executed.

TOF EXECUTIVE CONSULTING, LLC

_____

Larry Jones
City Manager

Dated_____

CITY COUNCIL
CITY OF DESTIN

_____

Bobby Wagner, Mayor

Dated_____

Approved as to legal form and sufficiency
For the City of Destin, only:

_____

Kimberly Romano Kopp
City Attorney

Dated_____

ATTEST:

_____

Rey Bailey, City Clerk

Dated_____

CITY OF DESTIN Budget Internal Transfer Form

Fiscal Year	2025	Short Decription	CONTRACTED CITY MANAGER	Entity Code	1
Period	4	Effective Date	1/6/2025	***Amendment Type****	***3***
Ref 1	BUA	Budget Year Code	1	Budget Projection Inclusion	One Time
Ref 2	ADJ				

*AMENDMENT TYPE: 1 = Exp/Exp or Rev/Rev, 2 = Exp/Rev, 3 = Exp/Rev one sided, 7 = Exp/Rev Inter fund, 8 = Exp/Exp Inter Fund

ORG	OBJECT	PROJECT	LINE DESCRIPTION	(I)ncrease (D)ecrease	AMOUNT	CURRENT AVAILABLE BUDGET	REVISED AVAILABLE BUDGET
							$ -
0151212 CITY MANAGER	531000 PROF SVCS		TO CM CONSULTING FROM SALS & BENS	I	$ 166,500.00	$ 24,781.26	$ 191,281.26
0151212 CITY MANAGER	511000 EXECUTIVE SALARIES		TO CM CONSULTING FROM SALS & BENS	D	$ 166,000.00	$ 166,227.30	$ 227.30
							$ -
0151212 CITY MANAGER	522001 CITY MANAGER RETIREMENT 401a		TO CM CONSULTING FROM SALS & BENS	D	$ 500.00	$ 8,361.36	$ 7,861.36
							$ -

	Initials	Date
Created by:	____	____
Entered by:	____	____
Approved by:	____	____

Note
transfer from city manager salary to professional services to hire TOF Consulting (Larry Jones) to end of FY 2025

ITEM # 2024-960

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 6.I.

TO: City Council

THRU: Kimberly Kopp, City Attorney

FROM: Larry Jones , Interim City Manager
Kimberly Kopp, City Attorney

DATE: December 26, 2024

SUBJECT: 2. Proposed Settlement Agreement with Destin Fishing Fleet

I. BACKGROUND: The Destin Fishing Fleet sued the City, as well as BI Inc, Dewey Destin's Harborside LLC, and 200 Harbor Blvd., LLC, regarding the Settlement Agreement executed between BI Inc, Dewey Destin's Harborside LLC, 200 Harbor Blvd., LLC, and the City of Destin on September 6, 2018, as amended on February 4, 2019. This settlement agreement, as amended was intended to resolve all of the claims in Case No. 2016-CA-3672, Okaloosa County, Florida (the "2016 Lawsuit"). However, the Destin Fishing Fleet filed suit against the City of Destin and above listed private parties in Case No. 2019-CA-2599 Okaloosa County, Florida (the "2019 Lawsuit") alleging violations of the Sunshine Law and associated issues with the Settlement Agreements. Approval of this proposed settlement agreement will result in a dismissal of this 2019 Lawsuit, with prejudice.

All parties to the litigation desire to resolve their claims, disputes, and disagreements between themselves concerning the Settled Disputes and all other related matters without any admission of liability by any party. The attached proposed settlement is before the City Council for consideration in this regard. If approved, all claims between the Destin Fishing Fleet, above-listed private parties, and City of Destin will be resolved, except for ongoing or potential unrelated Bert Harris claims. As you are aware, the City has prevailed in the recent Bert Harris case brought by the Destin Fishing Fleet, and is currently seeking attorneys fees as of the date of this staff report.

II. DISCUSSION: In order to expedite Council review and adhere to Court-ordered scheduling of ongoing discovery and hearings in this matter, the parties have agreed to request Council consideration of this proposal at a regular Council meeting, without holding an executive session.

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB): The proposed settlement agreement does not involve payment of any funds by the City to any party.

There is a provision for a reasonable increase in rent from the DFF at the conclusion of the existing 99 year lease when entering into a new required 99 year lease (if such additional 99 year lease is permitted by law) if the use of the property changes (if, for example, the DFF property no longer serves the fishermen).

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION: The City Manager and City Attorney recommend approval of the proposed settlement agreement. Approval of this proposed settlement agreement will result in a dismissal of this 2019 Lawsuit, with prejudice, saving the taxpayers the cost of litigation including ongoing discovery costs for pending depositions and pending motions.

IV. RECOMMENDED MOTION: I move to approve the attached settlement agreement, as presented.

Attachments:

1. 2024 Settlement Agreement The Destin Parties and Destin Fishing Fleet (003)

MEDIATED SETTLEMENT AGREEMENT AND MUTUAL RELEASE OF CLAIMS

This Settlement Agreement and Mutual Release ("Agreement") is entered into this 23rd day of December 2024 (the "Effective Date") by and between BI, Inc., 200 Harbor Blvd, LLC, and Dewey Destin's Harborside, LLC (collectively the "Destin Parties"), the City of Destin, and the Destin Fishing Fleet, Inc. ("DFF"). The Destin Parties and DFF shall collectively be referred to as the "Private Settling Parties". The Destin Parties, DFF and the City of Destin shall collectively be referred to as ("All Settling Parties").

RECITALS

WHEREAS, certain disputes have arisen between the Private Settling Parties and City of Destin regarding the Final Settlement Agreement executed between the Destin Parties and the City of Destin on September 6, 2018, and the Amended Final Settlement Agreement executed between the Destin Parties and the City of Destin on February 4, 2019. Collectively both the Final Settlement Agreement and the Amended Final Settlement Agreement are hereafter referred to as the "Disputed Agreements". The Disputed Agreements were intended to resolve all of the claims in Case No. 2016-CA-3672, Okaloosa County, Florida (the "2016 Lawsuit");

WHEREAS, certain disputes have also arisen between the Private Settling Parties and City of Destin as to the use of the properties located at 200 Harbor Blvd., Destin, Florida, and 202 Harbor Blvd., Destin, Florida;

WHEREAS, certain disputes have also arisen between the Private Settling Parties and City of Destin as to the placement of a dock on the eastern side of 202 Harbor Blvd, Destin, Florida, which the DFF contends is in violation of the DFF's riparian rights;

WHEREAS, certain disputes have also arisen between the Private Settling Parties as to the submerged land leases held by the Destin Parties;

WHEREAS, the DFF filed suit against the City of Destin and the Destin Parties in Case No. 2019-CA-2599 Okaloosa County, Florida (the "2019 Lawsuit") alleging that individuals associated with the Destin Parties conspired to abuse state statutes, local ordinances and regulations, and the court system to circumvent the Sunshine Law and enter into the Disputed Agreements with the City of Destin ("Sunshine Law Conspiracy");

WHEREAS, the DFF produced tens of thousands of pages of documents to the Destin Parties in this matter, which contain sensitive information related to DFF's internal governance, businesses, operations, shareholders, along with many personal documents of DFF principals. These documents are hereafter the "Disputed Documents". The DFF desires to not have the Disputed Documents produced to the City of Destin, nor released or shared to anybody once this agreement is entered into;

WHEREAS, the disputes set forth above in the preceding paragraphs are hereafter referred to as the "Settled Disputes";

WHEREAS, the Private Settling Parties and City of Destin desire to resolve their claims, disputes, and disagreements between themselves concerning the Settled Disputes and all

other related matters without any admission of liability by any of the Private Settling Parties and City of Destin.

NOW THEREFORE, the Private Settling Parties and City of Destin, intending to be legally bound, and in consideration of the mutual recitals, covenants, and other good and valuable consideration recited herein, the receipt and legal sufficiency of which each party hereby acknowledges, agree as follows:

1. **Consideration.** The consideration for this agreement are the actions and settlement items contained below that obligate the Settling Parties to perform specified actions.

2. **Effective Date.** The Effective Date of this agreement is December 23, 2024. However, the agreement is null and void if not approved by the City Council of the City of Destin by January 7, 2025.

3. **Riparian Setback.** The City of Destin agrees to modify, to the extent permitted under Florida law, the DFF and City's 99-year lease agreement for riparian rights and the Amendment to the lease agreement for riparian rights to make it clear that the City will follow the riparian laws of the State of Florida and not allow any construction within the 25 foot riparian setback on the City's west side of its property. Only DFF may waive those rights since DFF controls the riparian rights.

4. **99-Year Riparian Lease.** The City of Destin agrees, to the extent permitted under Florida law, to modify the DFF 99-year riparian lease thereby extending the DFF 99-year riparian rights lease for an additional 99 years on top of what is remaining under the same terms and conditions, except that the City may charge a reasonable amount of rent once the initial 99 year riparian lease expires if the use of the property changes from the use of the property as of December 23, 2024.

5. **Disputed Documents**. On or about September 6, 2024, a portion of the Disputed Documents was provided on a flash drive to the attorney for the Destin Parties. Subsequently, on or about October 28, 2024, the remaining Disputed Documents were delivered to the offices of the DFF, where a Court Reporter scanned them into PDF format. These PDF documents were then provided to the attorney for the Destin Parties, and the original documents were returned to the DFF. The Disputed Documents contain the details of all business conducted by the DFF for the last 20-25 years. As part of the 2019 Lawsuit, the City of Destin has requested access to the PDF documents from the Destin Parties. It is acknowledged that these PDF documents will not become public records of the City of Destin if they are not produced to the City. This outcome will occur if the Destin Parties are dismissed from the 2019 Lawsuit before responding to any pending requests from the City. Upon execution of this Agreement by the Settling Parties, the Destin Parties agree not to utilize, release, or produce any of the Disputed Documents in their possession or their attorneys' possession, as these documents contain sensitive information regarding the DFF"s business and governance. This obligation shall remaining binding and shall survive this Agreement, and the Destin Parties shall not disseminate, share or copy such documents unless the DFF, its shareholders, lessees or officers file suit against the Destin Parties for any cause of action that accrued prior to the date of this Agreement.

6. **Current and Future Uses of 200 Harbor Blvd and 202 Harbor Blvd.** The Settling Parties agree that the Disputed Agreements only allow for the existing uses on the 200 Harbor Blvd and 202 Harbor Blvd parcels. All future development must comply with all provisions of the then existing Land Development Code at the time of application except that the following shall not prohibit or prevent future development on either the 200 Harbor Blvd parcel and the two 202 Harbor Blvd parcels: (1) the nonconforming driveway running north south along the eastern edge of the 200 Harbor Blvd parcel, and (2) the pervious and impervious areas and parking utilizing gravel or pavers on the 200 Harbor Blvd and 202 Harbor Blvd parcels.

7. **Riparian Rights.** The Destin Parties shall follow the riparian laws of the State of Florida and will not construct anything within the 25 foot riparian setback on the west side of the City's Royal Melvin Park Property.

8. **2019 Lawsuit.** On or before January 7, 2025, the DFF shall dismiss with prejudice any and all claims asserted against the Destin Parties and the City of Destin in Case No. 2019-CA-2599. The Private Settling Parties and the City of Destin waive any claim for attorneys' fees and sanctions against each other regarding the 2019 Lawsuit.

9. **Release of Claims.**

In consideration of the mutual promises and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, each party to this Agreement on behalf of themselves and their successors, assigns, agents, representatives, and all others claiming by, through, or under them, hereby fully, finally, and forever release, acquit, and discharge All Settling Parties and all shareholders, officers, lessees, agents, employees, representatives, predecessors, successors, assigns, and attorneys of All Settling Parties from any and all claims, demands, actions, causes of action, liabilities, damages, costs, expenses, or obligations of any kind or nature whatsoever, whether accrued, unaccrued, pending, contingent, known, or unknown, arising out of or related to the subject matter of the 2016 Lawsuit, the 2019 Lawsuit, or any other claims, lawsuits, causes of action, grievances, or disputes, whether in law, equity, statute, constitution, common law, or otherwise, that may exist as of the Effective Date of this agreement, except for those claims asserted in Case No. 19-CA-425. and any unasserted claims pursuant to the Bert Harris Act.

10. **No Outstanding or Known Future Claims/Causes of Action.** Each Private Settling Party affirms that it has not filed with any governmental agency or court any type of action, report, or complaint against any other Private Settling Party, and currently knows of no existing act or omission by another Private Settling Party that may constitute a claim or liability excluded from the releases in Section 10 above.

CRW DD

11. **No Admission of Liability.** The Private Settling Parties and the City of Destin specifically deny, dispute, and disclaim any and all of the claims of liability. It is understood and recognized that this is a compromise and settlement of disputed matters and that neither this Agreement nor the furnishing of consideration for this Agreement shall be deemed or construed at any time for any purpose as an admission of liability or responsibility for any wrongdoing of any kind. The Private Settling Parties and the City of Destin agree that no Private Settling Party or the City of Destin shall be deemed to have prevailed in any respect against the other for the purpose of an attorneys' fee award or for any other purpose.

12. **Non-Disparagement:** The Private Settling Parties and the City of Destin agree not to disparage, defame, libel, slander or place a settling party in a negative light, or in any other way that harms the reputation and/or goodwill of the Private Settling Parties and the City of Destin to any persons, including but not limited to current or former customers and clients and employees, or members of the media.

13. **Breach of Agreement.** The Private Settling Parties and the City of Destin acknowledge that their compliance with the promises made and contained in this Agreement are a condition precedent to their obligations and specifically acknowledge that failure to comply with the promises contained herein shall entitle them to damages incurred as a result of the failure to comply with this Agreement, including any costs, expenses and attorney's fees. The Private Settling Parties and the City of Destin also agree that the failure to enforce any provision of this Agreement shall not constitute a waiver of that provision or of any future default or breach.

14. **Entire Agreement.** This Agreement contains the entire understanding and agreement of the Private Settling Parties with respect to the subject matter hereof and, except as expressly provided herein, there are no other agreements, either oral or written, regarding the subject matter hereof. No representations, promises, or inducements not included or referred to herein shall be binding upon the Private Settling Parties, and any representations, promises, inducements, and negotiations not included or referred to are expressly superseded and are of no force or effect.

15. **Representations of Authority.** Each Private Settling Party hereby expressly acknowledges, warrants, and represents that (i) each Private Settling Party has been represented by independent counsel in the negotiation and review of this Agreement; (ii) each Private Settling Party is competent and was not fraudulently induced, coerced, or intimidated to sign this Agreement; and (iii) no promises, representations, inducements, agreements, or warranty other than those specifically set forth herein has been made or relied upon by the Private Settling Party executing this Agreement.

16. **Interpretation and Severability.** Except as otherwise provided, should any provision of this Agreement be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term or provision shall be deemed not to be a part of this Agreement. The headings within this Agreement are purely for convenience and are not to be used as an aid in interpretation.

17. **Counterparts.** This Agreement may be executed by the Private Settling Parties and the City of Destin in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

18. **Successors.** This Agreement shall bind the Private Settling Parties and their respective heirs, estates, administrators, personal representatives, successors, and assigns.

19. **Drafting.** The Private Settling Parties and the City of Destin agree that they jointly have agreed to the terms and language used herein and that no ambiguity will be construed against any settling party for having "drafted" this Agreement.

20. **No third party beneficiaries.** This Agreement is intended solely for the benefit of the Private Settling Parties and the City of Destin and does not confer any rights or benefits upon any third parties.

21. **Time is of the Essence.** Time is of the essence with respect to all obligations and deadlines set forth in this Agreement.

22. **Alterations and Amendments.** This Agreement may not be altered, amended, or modified except by a written instrument setting forth such alteration, amendment or modification signed by the Private Settling Parties and the City of Destin.

23. **Governing Law and Choice of Forum.** This Agreement is made and entered into within and shall be governed by, construed, interpreted, and enforced in accordance with the laws of the State of Florida, without regard to the principles of conflicts of laws. Any action to enforce this Agreement shall exclusively be brought in the Circuit Court of Okaloosa County, State of Florida.

24. **JURY TRIAL WAIVER. THE PRIVATE SETTLING PARTIES AND CITY OF DESTIN KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT THEY MAY HAVE OR HEREAFTER HAVE TO A TRIAL BY JURY IN RESPECT OF ANY SUIT, ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT, THE FACTS UNDERLYING THE 2016 LAWSUIT, AND THE FACTS UNDERLYING THE 2019 LAWSUIT. THE PRIVATE SETTLING PARTIES AND THE CITY OF DESTIN AGREE THAT NEITHER THE PARTIES NOR ANY OF THEIR REPRESENTATIVES, SHAREHOLDERS, MEMBERS, AGENTS OR COUNSEL HAVE REPRESENTED, EXPRESSLY OR OTHERWISE, THAT THE PRIVATE SETTLING PARTIES AND THE CITY OF DESTIN WOULD NOT IN THE EVENT OF ANY SUCH SUIT, SEEK TO ENFORCE THIS WAIVER OF RIGHT TO TRIAL BY JURY. THE PRIVATE SETTLING PARTIES AND THE CITY OF DESTIN AGREE AND UNDERSTAND THAT THE EFFECT OF THIS PROVISION IS THAT THE PRIVATE SETTLING PARTIES AND THE CITY OF DESTIN GIVE UP THE RIGHT TO TRIAL BY JURY TO THE EXTENT PERMITTED BY LAW.**

25. **Fees and Costs.** Except as otherwise provided herein, the Private Settling Parties and the City of Destin shall be responsible for their own attorneys' fees and costs incurred in connection with the matters addressed herein. In the event of any proceedings or actions arising out of or based upon a breach of this Agreement, the prevailing party shall be entitled to receive from the non-prevailing party any and all costs, fees, and expenses incurred by the prevailing party in connection therein, including, without limitation, reasonable attorneys' fees at trial and on any appeal.

26. On or before December 26, 2024, the Private Settling Parties and the City of Destin shall stipulate to, and provide an order to the Court in the 2019 Lawsuit, stipulating to the extension of the current Motion for Summary Judgment evidentiary deadline of December 27, 2024 being extended until January 10, 2025. Otherwise, on December 27, 2024, the Destin Parties shall file portions of the Disputed Documents as evidence for the upcoming motions for summary judgment.

(Signature Page Follows)

CHW

IN WITNESS WHEREOF, the Settling Parties hereto, intending to be legally bound, have caused this Agreement to be executed as of the Effective Date set forth above.

BI, INC.

Signature: Dewey & Destin

By (Print): _____

Date: 12/23/24

200 HARBOR BLVD LLC

Signature: Dewey & Destin

By (Print): _____

Date: 12/23/24

DEWEY DESTIN'S HARBORSIDE, LLC

Signature: Dewey & Destin

By (Print): _____

Date: 12/23/24

DESTIN FISHING FLEET, INC.

Signature: Charles K. Winslow, Jr.

By (Print): CHARLES K. WINSLOW JR

Date: 12/23/24

Attorney for Destin Parties

_____

Lisa S. Minshew, Esq.

Attorneys for DFF

_____

D. Michael Chesser, Esq.

City of Destin

_____

Larry Jones, City Manager

Attorney for City of Destin

_____

Bill Warner

ITEM # 2024-966

CITY OF DESTIN

AGENDA ITEM

COUNCIL MEETING DATE: January 6, 2025
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 6.I.

TO: City Council

THRU: Kimberly Kopp, City Attorney
Larry Jones , Interim City Manager

FROM: Krystal Strickland, Finance Director

DATE: December 30, 2024

SUBJECT: 3) Resolution 25-01 Financial Institution Signature Authority

I. BACKGROUND: The last financial institution signature authorization resolution was approved January 8, 2024. Staff changes require an updated resolution as Council accepts the change in City Manager. The resolution has been updated to reflect this change.

II. DISCUSSION: With this resolution, we replace the name of Alois "Louis" Zunguze with the name of our new City Manager, Larry D. Jones. All other signatories remain the same. This resolution reinforces our dual signature rules for opening accounts with financial institutions while also allowing Ms. Strickland to enhance the cash management services provided by Trustmark, like fraud alerts and setting up dual controls for internal and external cash transfers, and adjustments to merchant services currently provided by Global Payments and Trustmark. In addition, this will update the signatures on the checks issued by the City and allow for transfers to and from Investment accounts at Raymond James, Florida PRIME, and transfers and withdrawals from the City Thrift Plan with Benjamin Edwards, and transfers on behalf of City employees to the 457 and 401a plans managed by Mission Square.

The City's prior signatory resolution (24-01), and updated resolution (25-01), are attached hereto.

A. Link to Strategic Goals / Objectives: Goal #1: Financially sound city providing service excellence

B. Effect on Budget (EOB): No effect on budget.

C. Level of Service (LOS): To improve safety and security of City assets.

D. Legislative Sponsor:

III. CONCLUSION: Staff recommends adopting Resolution 25-01 to update signature authority and to designate the City Manager as an Authorized Representative on behalf of the City before financial institutions.

IV. RECOMMENDED MOTION: I move to adopt Resolution 25-01.

Attachments:

1. 25-01 Signatory Resolution update 010625
2. 24-01 Signatory Resolution update 010824

RESOLUTION 25-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AUTHORIZING CERTAIN FINANCIAL INSTITUTIONS TO AMEND SIGNATURE AUTHORIZATION FOR ALL PRESENT AND FUTURE FINANCIAL ACCOUNTS WITH THE CITY OF DESTIN, FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Destin deposits and invests the funds of the City on a regular basis with financial institutions and the State Board of Administration; and

WHEREAS, the City of Destin maintains several separate accounts within each financial institution; and

WHEREAS, whenever there is a change in the status of these accounts, it will be necessary for all authorized persons to execute individual signature cards for each separate account;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Destin that:

Section 1. Financial Institutions with which the City currently does and in the future will do business with are hereby authorized and directed to amend their current records on file for the City of Destin, Florida and to accept the signatory authorizations listed below in lieu thereof.

_____ _____

Larry D. Jones, City Manager Krystal Strickland, Finance Director

_____ _____

Robert T. Wagner, Mayor Dewey Destin, Mayor Pro Tem

_____

Reynaldo Bailey, City Clerk

Section 2. Two (2) signatures are required as authorized by the City Council for all present and future accounts. This authorization includes any loans made in the name of the City of Destin from time to time while this Resolution is in effect; and

Section 3. That said financial institutions are hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable

to the order of any such person, signing and/or countersigning said checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/ or countersigning said checks, drafts, notes or orders, or the individual credit of any of the officers or not; and

Section 4. Account Representative. Be it further resolved that the Financial Director for the City of Destin, Florida is designated as the account representative for all above referenced accounts.

Section 5. Effective Date. This Resolution shall become effective on January 6th, 2025 and continue and remain in full force and effect until written notice to the contrary is duly served on said bank.

PASSED AND ADOPTED BY THE CITY OF DESTIN, FLORIDA THIS 6TH DAY OF JANUARY, 2025.

By:

_____
Bobby Wagner, Mayor

ATTEST:

_____
Rey Bailey, City Clerk

Approved as to form and legal sufficiency for the City of Destin, only.

_____
Kimberly Romano Kopp, City Attorney

RESOLUTION 24-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AUTHORIZING CERTAIN FINANCIAL INSTITUTIONS TO AMEND SIGNATURE AUTHORIZATION FOR ALL PRESENT AND FUTURE FINANCIAL ACCOUNTS WITH THE CITY OF DESTIN, FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Destin deposits and invests the funds of the City on a regular basis with financial institutions and the State Board of Administration; and

WHEREAS, the City of Destin maintains several separate accounts within each financial institution; and

WHEREAS, whenever there is a change in the status of these accounts, it will be necessary for all authorized persons to execute individual signature cards for each separate account;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Destin that:

Section 1. Financial Institutions with which the City currently does and in the future will do business with are hereby authorized and directed to amend their current records on file for the City of Destin, Florida and to accept the signatory authorizations listed below in lieu thereof.

_____ _____

Alois Louis Zunguze,
Interim City Manager

Krystal Strickland, Finance Director

_____ _____

Robert T. Wagner, Mayor

Dewey Destin, Mayor Pro Tem

_____

Reynaldo Bailey, City Clerk

Section 2. Two (2) signatures are required as authorized by the City Council for all present and future accounts. This authorization includes any loans made in the name of the City of Destin from time to time while this Resolution is in effect; and

Section 3. That said financial institutions are hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person, signing and/or countersigning said checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/ or countersigning said checks, drafts, notes or orders, or the individual credit of any of the officers or not; and

Section 4. Account Representative. Be it further resolved that the Financial Director for the City of Destin, Florida is designated as the account representative for all above referenced accounts.

Section 5. Effective Date. This Resolution shall become effective on January 8th, 2024 and continue and remain in full force and effect until written notice to the contrary is duly served on said bank.

PASSED AND ADOPTED BY THE CITY OF DESTIN, FLORIDA THIS 8TH DAY OF JANUARY, 2024.

By:

_____
Bobby Wagner, Mayor

ATTEST:

_____
Rey Bailey, City Clerk

Approved as to form and legal sufficiency for the City of Destin, only.

_____
Kimberly Romano Kopp, City Attorney