



DIGITAL

THE CITY OF *North Port* FL
GENERAL PLANNING SERVICES
RFP NO. 2022-13

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February 14, 2022

City of North Port
Finance Department/Purchasing Division
4970 City Hall Boulevard, Suite 337
North Port, FL 34286

RE: RFP# 2022-13: General Planning Services

Dear Members of the Selection Committee,

S&ME, Inc. (S&ME) is pleased to submit this proposal to provide general planning services to the City of North Port. The COVID-19 pandemic and the subsequent employee recruitment and retention crisis have caused unprecedented challenges for local governments. S&ME is uniquely qualified to work as an extension of City Staff to provide land development review, long-range planning, zoning administration, and customer service. Our team has extensive experience in both the public and private sectors and we understand the pressures associated with the provision of high-quality development services under challenging deadlines.

S&ME is an interdisciplinary firm, offering planning, urban design, transportation, landscape architecture, engineering, environmental and construction services. As Placemakers, S&ME offers a wide array of expertise through a collaborative approach to projects that is focused on implementation from the outset. Founded in 1973, S&ME has grown to a 1,100-person corporation operating from 34 offices across the United States. We are Problem Solvers, Designers, and Placemakers who are passionate about helping shape great communities. We continue to challenge industry norms by looking to new technology and creative practices that guide our projects and focus on the voices of the places we serve.

S&ME's planning team includes eleven (11) Planners (nine (9) certified and two (2) AICP candidates) with more than 160 years of collective planning experience. We provide the City with deep experience in community planning, including comprehensive planning, ordinance and code drafting, neighborhood plans, urban design, infill/redevelopment planning, transportation planning, economic impact assessments, historic preservation, site plan/development reviews, landscape architecture, public engagement, market analyses, GIS, on-call planning, and other related planning activities.

We have entered into continuing planning services agreements with many jurisdictions in Florida and understand the exceptional qualities required under a continuing services contract. S&ME is committed to being proactive in helping the City meet day-to-day needs and challenges while working closely with City Staff to deliver innovative and cost-effective solutions that will enhance and sustain the City's built, natural, and social environments. S&ME is also aware of the fiscal challenges which all public agencies experience and have assembled a team that will be budget sensitive and flexible to meet your needs.

We plan to use both our Tampa and Orlando offices for this contract and are excited about this opportunity to provide planning services to North Port. Thank you in advance for your consideration; we hope to have the opportunity to expand our thoughts and ideas in person.

Sincerely,

S&ME, Inc.

A handwritten signature in blue ink, appearing to read 'Eric P. Raasch, Jr.', is written over the printed name.

Eric P. Raasch, Jr., AICP
Client Manager



TAB 2: QUALIFICATIONS OF THE FIRM

S&ME, Inc. (S&ME) delivers planning, urban design, landscape architecture, engineering, environmental, and construction services for the built environment. S&ME is owned by our employees who remain faithful to our core values of safety, quality, and client service. Founded in 1973 and headquartered in Raleigh, NC, we currently have 1,100 employees in 34 offices across the United States, including our two offices in Florida (Orlando and Tampa).

Our philosophy is to provide practical solutions to our clients' infrastructure, development, and environmental challenges. We care about our clients and devote our resources and technical expertise to helping them safely and efficiently meet their objectives. Through a balanced interdisciplinary approach, S&ME delivers results by providing innovative and sustainable solutions. As strategic development advisors, S&ME offers a wide array of expertise through a collaborative approach to projects that is focused on implementation from the outset. Our interdisciplinary team works together to develop creative designs and pioneering ideas, which are then rigorously tested for workability. We define success through quality-built projects that foster healthy, vibrant, and livable communities.

S&ME has been offering Planning services in Florida since 1999. The great majority of clients served by our Planning team consist of public sector clients (cities, counties, and local, regional, and state agencies) and our practice has been focused on traditional municipal planning projects, including comprehensive planning, development regulations and plan reviews, special plans, economic development, redevelopment, historic preservation, and small area plans. We are proud to provide continuing planning services for many long-term clients including Manatee County and Kissimmee since 2015, and Melbourne since 2006. These long-time relationships reflect our dedication, responsiveness, and professionalism. The following paragraphs describe our expertise providing planning services.

Land Development Plan Reviews/Adjunct Services: Our planners, landscape architects and engineers have extensive experience in helping municipalities with development review. We have assisted the City of Gulf Breeze with reviews for compliance with architectural standards; the City of Melbourne with the review of Certificates of Appropriateness; and the City of Daytona Beach with reviews of traffic impact analyses. We have also assisted the Town of Lady Lake and the cities of Kissimmee, Oviedo, Minneola, and Sebastian with reviews of subdivision and commercial site plans for compliance with development regulations. We helped Manatee County put together a development review procedures manual.

Adverse Impact Analysis/Review: As adjunct staff for local planning departments, the S&ME team has performed numerous impact analysis reviews. For example, as the planning staff for the Volusia Growth Management Commission, we review comprehensive plan amendments to determine if there will be any significant or adverse impacts on adjacent jurisdictions based on the proposed amendment. If it is determined that significant or adverse impacts will occur in the future as a result of the amendment, coordination with multiple jurisdictions occurs and remedial actions are typically recommended.

Comprehensive Plan Updates, Amendments and Evaluations: We have prepared, amended, rewritten and/or assessed comprehensive plans for more than 30 local governments. We have prepared Evaluation and Appraisal Reports (EARs), EAR-Based Plan Amendments, and Plan Amendments. Some of our past clients include the cities of Apopka, Clermont, Cocoa, Casselberry, Clermont, Edgewater, Eustis, Fort Pierce, Green Cove Springs, Lake Wales, Mascotte, Melbourne, Sebastian, St. Cloud, Wildwood, and Winter Springs, and DeSoto, Manatee, Osceola, Putnam, Seminole, Sumter, and Volusia counties. Most rewrites performed included the preparation of population projections using State-accepted statistical methods.

Land Development Regulations: The S&ME team has assisted numerous jurisdictions with the rewrite or amendments to their land development regulations. We prepared the City of Palm Coast's first land development code, rewrote the City of Melbourne's Zoning Code, provided peer review for the rewrite of the City of West Melbourne's LDR, and prepared form-based codes for Gainesville, Kissimmee, Orlando and Apopka. We have assisted the cities of Apopka, Gulf Breeze, Lady Lake, Lakeland, Melbourne, Orlando, Ormond Beach, Winter Springs, and the counties of Manatee and Volusia with amendments to their land development codes to incorporate new regulations. In addition to our extensive code writing expertise, our planners offer the unique characteristic of having implemented codes for several jurisdictions. Through continuing services contracts, we have performed development review for the cities of Oviedo, Gulf Breeze, Kissimmee, Minneola, Sebastian, and Lady Lake.

Land Use Analysis/Planning Studies: Most of our Planning team's work involves some type of land use analysis. Comprehensive plans, small area plans, land development codes, and corridor plans are all required to address land use. We have conducted detailed land use studies to address changes in development trends (City of Mascotte), calculate land use absorption over time (Volusia County), to consider the designation of activity centers (Melbourne), and to assess the need to change policy and regulations (Manatee County). We have also assisted clients with special planning studies. Some examples include helping the City of Lakeland with analyses of building height and concentration or bars in downtown; the City of New Smyrna Beach with an assessment of their density calculations; and the Florida Department of Transportation, District One with an analysis of street trees.

Redevelopment/Infill Plans: S&ME is Florida's preeminent redevelopment consulting firm. Our staff has worked for more than 52 CRAs in 23 counties across the state and understands the challenges of infill and redevelopment projects. Some of our most recent clients include the cities of Kissimmee, Groveland, Apopka, Palatka, Panama City, Pinellas Park, Pinellas Park, Sebring, and West Melbourne. Our interdisciplinary firm offers a wealth of knowledge and experience through every life stage of the CRA. From Findings of Necessity to Redevelopment Plans to capital improvement project implementation, our team of planners, urban designers, landscape architects and engineers work together to develop bold yet workable plans.

Special Area/Small Area Plans: Our S&ME team has extensive experience in special area planning. Some of our most notable recent examples include the Ocoee-Apopka Road Land Use Plan (addressed the relocation of Florida Hospital to this area), the Wekiva Parkway Land Use Study (addressed a new highway interchange opening in a mostly rural area), the Flagler County Airport Land Use Plan (to further the economic and development growth of the airport), and the Curry Ford Road Vision Plan for the City of Orlando.

Demographic Studies: When conducting research and preparing planning studies, a significant component of our analysis is the Demographic/Socio-Economic Assessment. We have become adept at gathering demographic and socio-economic data that is scaled to the project's needs. To supplement the vast demographic databases, S&ME compiles from reputable data sources (e.g., US Census, BEBR, Housing Data Clearinghouse, FGDL, etc.) and 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 and is integrated into our GIS analyses. We have completed population projections, workforce housing assessments, market analyses, and many other studies containing demographic and socio-economic analyses.

Land Development Agreements: The S&ME team has experience preparing, reviewing, and negotiating land development agreements. We helped the City of Oviedo with the preparation of such agreements related to the development of the Oviedo on the Park project (City initiated project), Sanford (several projects), and Maitland for several public/private partnerships.

Strategic Planning, Implementation, and Evaluation: In addition to developing comprehensive plans, neighborhood plans, redevelopment plans, and small area plans, we are also adept at developing plans that have a strategy for implementation. These plans generally require intensive meetings/input sessions, such as SWOT analyses, prioritization exercises, focus groups, community preference and survey techniques to develop plans that focus on project implementation.

Transportation Analysis/Planning: Our team has worked on a variety of transportation planning and engineering projects, ranging from parking studies to complete streets. We are currently FDOT District One's Complete Street Consultant and, most recently, completed a Corridor Vision Plan for US 27 in Clewiston. We have completed mobility plans for Melbourne and Cocoa and are currently working on St. Augustine's city-wide mobility plan. Under continuing services agreements with the Daytona Beach, Minneola, and Oakland, we have been providing reviews of traffic impact analyses submitted with development applications.

Historic Preservation Planning: S&ME has a wealth of experience preparing historic structure surveys, drafting historic preservation ordinances and design standards, designating local historic districts and landmarks, and applying for and implementing grants. Past clients include Melbourne, Punta Gorda, Sanford, Titusville, Lakeland, Leesburg, Winter Park and Seminole County. S&ME currently serves as the Historic Preservation Officer for Melbourne and Titusville.

Mapping and Support Services: Equipped with a robust suite of ArcGIS tools, S&ME is adept at solving complex community problems through geographic information systems mapping and analysis. Our team members utilize GIS tools and extensions in their daily work products, which has equipped our professionals with a strong GIS knowledge base. Most, if not all of our projects include a GIS component.

Urban Design and Landscape Architecture: Our expertise includes trail and park system master planning and design, active and passive recreational facilities, streetscapes, urban design, and both greenfield and brownfield development. Our team has completed successful public realm projects such as Ocoee Lakefront Park, South Central Park and Magnolia Trail in Winter Haven, SODO/Orlando O-Line Trail, Division Avenue Complete Street and many others. Our innovations include low impact stormwater systems, fully accessible playground designs, introduction of new materials, complete street design, and more.

Master Site Planning: S&ME creates master plans to assist our clients in visualizing the development form and economic development potential of sites, corridors, neighborhoods, and districts. The plans typically address building massing, site circulation, open space, stormwater, and connectivity to the surrounding context. We recently assisted the cities of Sanford and Kissimmee with the design of a multi-use development in their respective downtowns, the Sanford Waterfront Redevelopment Master Plan and the Kissimmee Beaumont Master Plan. For Manatee County, we developed master site plans for three vacant or under-utilized parcels (catalyst sites) to develop an understanding of the highest and best use for the properties. Through this exercise, S&ME identified and implemented modifications to the comprehensive plan and land development regulations to facilitate infill and redevelopment, improve the quality of development, and allow the County to realize its vision of a revitalized, walkable urban center.

Environmental Planning (wetlands, landscaping, air quality, lighting, etc.): Our S&ME team includes environmental scientists in both the Orlando and Tampa offices. Our team has experience planning, designing, and implementing improvements to our physical environment while protecting environmentally sensitive areas. Our planners and landscape architects utilize CPTED and DarkSky principles in their plans and designs. Our environmental scientists have worked with state and regional agencies and have extensive experience with environmental regulations.

Public Outreach: Public outreach is an integral part of our daily workflow. We have facilitated many public forums, workshops, and design charrettes to assist clients in developing their ideas and bringing them into reality. Key features of S&ME's community visioning workshops include educational primers regarding the topics to be addressed; walkabouts to experience first-hand the current state of our public realm; photo-safaris for visioning workshop participants; familiarization tours to visit specific development types or architectural styles; the use of detailed computer simulations and renderings showing current and potential development scenarios for evaluation and discussion; small group facilitation with engaging, hands-on, activities; and web-based applications that enable continued community input and access after the initial visioning workshop, thus increasing the opportunity for additional public participation.

S&ME has adapted its public engagement practices to accommodate social distancing restrictions. While we can still hold workshops in-person (meeting CDC guidelines), we also offer a platform called Social Pinpoint, which focuses on online community engagement. This platform becomes the sole landing page for the project and offers several avenues to engage the community. The most common is an Idea Wall, which functions as a discussion forum that is monitored and moderated by S&ME staff. Another option for online public input is the Interactive Map, which allows comments to be geographically referenced. Within the site, polling can be enabled to gauge the pulse of the community on topics being discussed. Social Pinpoint also provides a space for online community surveys, general discussion forums, virtual public meetings, project updates, project documentation, and contact information. We have conducted numerous work sessions, workshops (with breakout rooms when using Zoom), stakeholder interviews and open houses utilizing Social Pinpoint, Microsoft Teams, WebEx, and Zoom.

The way we communicate with our clients has also evolved as a result of social distancing requirements. We are experienced in using cloud-base editors that allow for real-time collaboration/editing between S&ME and our clients, and utilize file transfer methods that facilitate the exchange of large files.

S&ME excels in communicating ideas and explaining concepts to the public through graphics. We have also helped clients visualize the current versus potential development scenarios of sites based on different development standards (with and without density bonuses, for example).



ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

RFP No. 2022-13 General Planning Services, City of North Port, Florida

2. PUBLIC NOTICE DATE

January 12, 2022

3. SOLICITATION OR PROJECT NUMBER

RFP No. 2022-13

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

George Kramer, AICP, LEED AP, Office Principal

5. NAME OF FIRM

S&ME, Inc.

6. TELEPHONE NUMBER

407-975-1273

7. FAX NUMBER

407-975-1278

8. E-MAIL ADDRESS

gkramer@smeinc.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

#	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>				S&ME, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	1615 Edgewater Drive, Suite 200 Orlando, FL 32804	Prime
b.	<input checked="" type="checkbox"/>				S&ME, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	111 Kelsey Lane, Suite E Tampa, FL 33619	Prime
c.					 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)
RFP NO. 2022-13

PART II – GENERAL QUALIFICATIONS

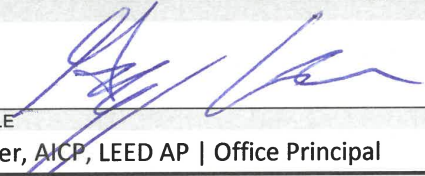
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME S&ME, Inc. Orlando Branch			3. YEAR ESTABLISHED 1993	4. UNIQUE ENTITY IDENTIFIER 080740486
2b. STREET 1615 Edgewater Dr., Suite 200			5. OWNERSHIP a. TYPE Corporation	
2c. CITY Orlando	2d. STATE FL	2e. ZIP CODE 32804		
6a. POINT OF CONTACT NAME AND TITLE George Kramer, AICP, LEED AP Office Principal			b. SMALL BUSINESS STATUS	
6b. TELEPHONE NUMBER 407-975-1273			6c. E-MAIL ADDRESS gkramer@smeinc.com	
8a. FORMER FIRM NAME(S) (If any) Land Design Innovations, Littlejohn Engineering Associates, Inc.			7. NAME OF FIRM (if block 2a is branch office) S&ME, Inc.	
			8b. YR. ESTABLISHED 1999	8c. UNIQUE ENTITY IDENTIFIER 786305938

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) Firm	(2) Branch			
02	Administrative	128	3	A06	Airports; Terminals and Hangers; Freight Handling	1
05	Archeologist	4		B02	Bridges	1
07	Biologist	2		C10	Commercial Building (low rise); Shopping Centers	2
08	CADD Technician	14	2	D02	Dams (Earth; Rock); Dikes; Levees	1
12	Civil Engineer	31	6	E02	Educational Facilities; Classrooms	2
15	Construction Inspector	272	1	E07	Energy Conservation; New Energy Sources	1
16	Construction Manager	6	1	H09	Hospital & Medical Facilities	2
23	Environmental Engineer	12		H11	Housing (Residential, Multi-Family; Apartments; Condominiums)	2
24	Environmental Scientist	35	9	I01	Industrial Buildings; Manufacturing Plants	2
27	Foundation/Geotechnical Engineer	58	2	I03	Industrial Waste Treatment	1
30	Geologist	30	1	N03	Nuclear Facilities; Nuclear Shielding	1
36	Industrial Hygienist	17		O01 P02	Office Buildings; Industrial Parks	1
38	Land Surveyor	5			Petroleum and Fuel (Storage and Distribution)	1
39	Landscape Architect	5	3	P04	Pipelines (Cross-Country – Liquid & Gas)	1
40	Materials Engineer	7		P12	Power Generation, Transmission, Distribution	1
47	Planner: Urban/Regional	11	8	R04	Recreation Facilities (Parks, Marinas, etc.)	1
48	Project Manager	139		S04	Sewage Collection, Treatment, and Disposal	1
51	Safety/Occupational Health Engineer	9		S07	Solid Wastes; Incineration; Landfill	1
58	Technician/Analyst	109	5	T03	Traffic & Transportation Engineering	2
60	Transportation Engineer	8		T05	Towers (Self-Supporting & Guyed Systems)	9
	Engineering Staff Professionals	142	2	W01	Warehouses & Depots	1
	Drillers	54		W03	Water Supply; Treatment & Distribution	1
TOTAL		1,098	43			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	7	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.			
a. SIGNATURE		b. DATE	
		February 11, 2022	
c. NAME AND TITLE			
George Kramer, AICP, LEED AP Office Principal			

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

RFP NO. 2022-13

PART II – GENERAL QUALIFICATIONS

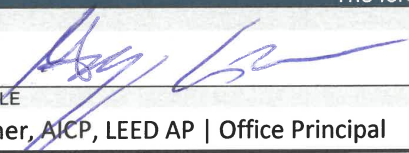
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME S&ME, Inc. Tampa Branch			3. YEAR ESTABLISHED 2010	4. UNIQUE ENTITY IDENTIFIER 027861637
2b. STREET 111 Kelsey Lane, Suite E			5. OWNERSHIP a. TYPE Corporation	
2c. CITY Tampa	2d. STATE FL	2e. ZIP CODE 33619	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE Tony Thomas Office Principal			7. NAME OF FIRM (if block 2a is branch office) S&ME, Inc.	
6b. TELEPHONE NUMBER 813-623-6646	6c. E-MAIL ADDRESS tthomas@smeinc.com		8b. YR. ESTABLISHED 1969	8c. UNIQUE ENTITY IDENTIFIER N/A
8a. FORMER FIRM NAME(S) (if any) QORE Property Science, Inc.				

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) Firm	(2) Branch			
02	Administrative	128	3	A06	Airports; Terminals and Hangers; Freight Handling	1
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08	CADD Technician	14	1	D02	Dams (Earth; Rock); Dikes; Levees	1
12	Civil Engineer	31	1	E02	Educational Facilities; Classrooms	1
15	Construction Inspector	272	2	E07	Energy Conservation; New Energy Sources	8
16	Construction Manager	6		H09	Hospital & Medical Facilities	1
23	Environmental Engineer	12	2	H11	Housing (Residential, Multi-Family; Apartments; Condominiums)	1
24	Environmental Scientist	35	2	I01	Industrial Buildings; Manufacturing Plants	1
27	Foundation/Geotechnical Engineer	58		I03	Industrial Waste Treatment	1
30	Geologist	30	2	N03	Nuclear Facilities; Nuclear Shielding	1
36	Industrial Hygienist	17		O01	Office Buildings; Industrial Parks	1
38	Land Surveyor	5		P02	Petroleum and Fuel (Storage and Distribution)	1
39	Landscape Architect	5		P04	Pipelines (Cross-Country – Liquid & Gas)	1
40	Materials Engineer	7		P12	Power Generation, Transmission, Distribution	1
47	Planner: Urban/Regional	11	2	R04	Recreation Facilities (Parks, Marinas, etc.)	1
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51	Safety/Occupational Health Engineer	9		S07	Solid Wastes; Incineration; Landfill	1
58	Technician/Analyst	109	2	T03	Traffic & Transportation Engineering	1
60	Transportation Engineer	8		T05	Towers (Self-Supporting & Guyed Systems)	1
	Engineering Staff Professionals	142	4	W01	Warehouses & Depots	1
	Drillers	54		W03	Water Supply; Treatment & Distribution	1
TOTAL		1,098	29			

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a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
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c. Total Work	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.			
a. SIGNATURE 		b. DATE February 11, 2022	
c. NAME AND TITLE George Kramer, AICP, LEED AP Office Principal			



TAB 3: KEY PERSONNEL/QUALIFICATIONS OF THE TEAM



ORGANIZATIONAL CHART



Patricia Tyjeski, AICP
Principal-in-Charge



Eric Raasch, AICP
Client Manager

**Land Development/Zoning Administration/
Customer Service**



Chris Dougherty, AICP
Senior Planner/GIS Specialist



Katie Martin, AICP Candidate
Planner



Jalisa Harris, AICP Candidate
Planner



Grace Zhang, AICP
Landscape Architect



Jeremy Fireline, PE
Senior Engineer



Kelly Farabee, PE, PTOE
Transportation Engineer



Tony Miller, PWS, GTA
Environmental Scientist



Amir Moghimi, PSM
Surveyor

Long Range Planning



Nick Hill, AICP
Planner/GIS Specialist



John Jones, AICP, FRA-RP
Sr. Redevelopment Planner



Terry McKloski, AICP
Senior Transportation Engineer



Jeremy Fireline, PE
Senior Engineer



Tony Miller, PWS, GTA
Environmental Scientist



Em Schaefer
Public Engagement Specialist

The attached SF 330 forms (Section E, Resumes) detail education, years of experience and specific projects for each one of our team members proposed to be available to the City of North Port. The following paragraphs specify the role they will have and highlight their key expertise.

Patricia Tyjeski, AICP, Principal Planner, will serve as **Principal-in-Charge** ensuring the team has adequate staffing resources to complete the project and will oversee the QA/QC process. Ms. Tyjeski has over 30 years of experience with long range comprehensive planning, land development regulations, zoning, and site plan review. She possesses training in design and specializes in areas of urban design and historic preservation.

Eric Raasch, AICP, Planning Group Leader, will serve as the **Client Manager** for this project. Mr. Raasch has over 14 years of progressively responsible planning experience, most recently serving as the Planning Administrator and Development Review Committee Chairman for Orange County, Florida. During his tenure at Orange County, Mr. Raasch was responsible for the review and formal staff recommendations for thousands of applications including Planned Development Land Use Plans, Preliminary Subdivision Plans, and Development Plans. Project teams, schedules, and budgets will be established and managed by Mr. Raasch, and he will be responsible for ensuring that all team members are performing their tasks on time and within budget.

Chris Dougherty, AICP, Senior Planner/GIS Specialist, will serve as a **Senior Planner** for this effort. Chris is an accomplished planner who has a proven track record of quality service to our municipal clients, consistently providing project deliverables on time and within budget. He will be available to help the City with development review services, land use planning and analysis, and customer service activities.

John Jones, AICP, FRA-RP, Senior Redevelopment and Economic Development Planner, will be involved in any planning studies that require expertise in redevelopment, economic development, market studies and development agreements. He has extensive experience preparing community redevelopment plans, neighborhood action plans and economic development programs. These plans identify alternative redevelopment scenarios, capital improvement plans and businesses assistance programming to realize community and neighborhood redevelopment objectives.

Terry McKloski, AICP, Senior Transportation Planner, will assist with tasks or activities related to multi-modal transportation and those activities that require physical proximity to City Hall, such as attendance to board meetings or hearings related to development reviews, or any other similar on-call activities where the City may need our assistance. Terry has 22 years of professional experience serving municipal clients with transportation planning and urban design services.

Em Schaefer, Senior Graphic Designer, will provide her expertise in both Visual Communications and Digital Marketing. She will be instrumental in preparing for and carrying out successful public engagement activities. Her talent will also be used in the creation of user-friendly planning documents. Em is a creative storyteller who can translate complex ideas into cohesive visual experiences through infographics, report design and uniquely themed presentations.

Planners Nick Hill, AICP, Katie Martin, and Jalisa Harris will support the key team members with development review, research, analysis, GIS mapping, and public involvement activities. Katie will also be available to assist on those activities that require physical proximity to City Hall, such as attendance to board meetings or hearings related to development application reviews, or any other similar on-call activities where the City may need our assistance.

Grace Zhang, AICP, Landscape Architect, Jeremy Fireline, PE, Professional Engineer, Tony Miller, PWS, GTA, Environmental Scientist, and Amir Moghimi, PSM, Surveyor, will provide support for development review activities, as needed. Grace is adept at reviewing site and subdivision plans for compliance with development regulations; Jeremy is available to review engineering plans, Tony offers extensive experience with wetland delineation and will be available to review plans, and finally, Amir will offer his services reviewing subdivision plats for consistency with State Statutes. **Kelly Farabee, PE, PTOE, Transportation Engineer**, will provide traffic and transportation engineering support as needed, including the review of Traffic Impact Analyses.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Patricia Tyjeski, AICP	Principal-in-Charge	a. TOTAL	b. WITH CURRENT FIRM
		34	22

15. FIRM NAME AND LOCATION (City and State)
S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
Master of Regional Planning, Cornell University, Ithaca, New York, 1988; Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia, 1985	Certified Planner #069120, 1992

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
American Planning Association, Florida Planning and Zoning Association, American Institute of Certified Planners

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	Continuing Planning Services; City of Melbourne, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for a Continuing Services Agreement with the City of Melbourne since 2006. Successful projects completed under this agreement include a vision plan, comprehensive plan updates every seven years, zoning code rewrite, and a mobility plan. Have served as the City's Historic Preservation Officer since 2008. In that capacity assisted with the creation of a local historic district, the development of historic preservation standards, the designation of historic sites, the preparation of Florida Master Site File surveys, and the review of Certificates of Appropriateness.		
b.	Continuing Planning Services; Manatee County, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for a Continuing Services Agreement with Manatee County since 2011. Successful projects completed under this agreement include comprehensive plan updates, the rewrite of the County's Land Development Code (LDC), the preparation of a Development Review Manual, and a study of the urban core and associated comprehensive plan and LDC amendments to incentivize infill and redevelopment. Currently managing development reviews for county staff and reassessing the staff report templates used for the various applications that require public hearings.		
c.	Continuing Planning Services; City of Titusville, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for a Continuing Services Agreement with the City of Titusville since 2013. Have served as the City's Historic Preservation Officer since that time. In that capacity, assisted with the designation of historic sites, public educational activities, and the review of Certificates of Appropriateness. Present cases before the Historic Preservation Board and City Commission. Currently serving as Principal-in-Charge in the development of a Sustainability Plan and the update of the City's Community Redevelopment Plan.		
d.	On-Call Planning Consulting Services; City of Minneola, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for an On-Call Planning Consulting Services Agreement with the City of Minneola. The contract calls for assistance with the review of land development applications and other general planning and zoning matters. Have completed the reviews of preliminary subdivision plans, final plats, site plans, and lot splits. Responsible for assigning attendance at pre-application meetings and other meetings with developers to go over comments provided.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Eric Raasch, AICP	Client Manager	a. TOTAL 14 years	b. WITH CURRENT FIRM <1

15. FIRM NAME AND LOCATION (City and State)
S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Real Estate Development, University of Maryland, College Park, 2008; Bachelor of Science in Business Administration, Economics, University of Central Florida, 2005	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Certified Planner #026377 (2013)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Florida Planning and Zoning Association, Central Florida Chapter Executive Board Member; Member of the American Institute of Certified Planners (AICP)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	On-Call Planning Consulting Services; City of Minneola, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge responsible for quality control of comments prepared by the S&ME Team on applications for development, including site plans, subdivision plans, and plats.		
b.	Planning Administrator; Orange County, FL	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm As the Mayor's appointee as Chairman of the Development Review Committee (DRC), Mr. Raasch was responsible for staff recommendations on 300-400 Development Review Committee (DRC) cases annually.		
c.	Horizon West Special Planning Area; Winter Garden, FL	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Managed the entitlement review and approval for numerous projects within Orange County's Horizon West Special Planning Area. Horizon West was approved in 1995 as one of the State's first Sector Plans and will contain approximately 40,000 dwelling units at build out. Mr. Raasch was responsible for the review and formal staff recommendations on hundreds of projects within Horizon West including Land Use Plans, Change Determinations, Preliminary Subdivision Plans, and Development Plans.		
c.	Silverleaf Medical School; Winter Garden, FL	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Acted as primary staff liaison to County Administration and Board of County Commissioners for the development of a 62,415 square foot medical school. The project required an amendment to the Silverleaf Regulating Plan, a Preliminary Subdivision Plan, and a Development Plan for the specific site improvements. This project required coordination with numerous review staff and had an expedited schedule due to the school's licensure.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
Christopher R. Dougherty, AICP	Senior Planner/GIS Specialist	a. TOTAL 17 b. WITH CURRENT FIRM 15

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

MA Urban and Regional Planning, University of Florida, 2006; BA Criminology, University of Florida, 2001

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Certified Planner #026356, 2013

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Trimble GPS; NASSCO's Pipeline Assessment Certification Program; American Institute of Certified Planners

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a. On-Call Planning Services; Kissimmee, FL		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE			
<p><input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Manager for an On-Call Planning Consulting Services Agreement with the City of Kissimmee. The contract calls for assistance with the review of land development applications and other general planning and zoning matters. Have completed the reviews of preliminary subdivision plans, final plats, site plans, and lot splits. Responsible for quality control of reports and attending or assigning attendance at DRC meetings.</p>			
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
FLUM Right Sizing and Development Tracker; Lake Wales, FL		2021	N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE			
<p><input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>As the project manager, assisted the City in right-sizing the future land use map to ensure the categories and locations of future land uses were consistent with the intent and purpose of the updated comprehensive plan. Additionally, assisted the City in establishing a GIS database and a public facing development activity map for the development services department.</p>			
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
Melbourne Cultural Resource Surveys; Melbourne, FL		2018	N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE			
<p><input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>GIS analyst for the preparation of an Architectural Resources Survey for 300 structures, which were mapped using GIS to better represent the concentration of historic structures. Additionally, prepared an interactive GIS map and story map, which was made available to the public on the City's website with information and photographs of all the surveyed properties. The project was partially funded by a grant from the State Division of Historical Resources.</p>			
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
Seminole County Trail System Master Plan; Seminole County, FL		2021	N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE			
<p><input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Senior Planner and GIS specialist for the update to the Seminole County's Trail System Master Plan. Responsibilities entailed the review of multiple layers of GIS data from the County into an organized system suitable for the examination of existing and proposed trail routes. The completed master plan deliverable includes an organized GIS system identifying pedestrian and bicycle trails, pathways, connectors, and wilderness trails; key destinations of transit, parks and education; built and unbuilt segments, and CIP identified projects.</p>			
d.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
Katie Martin, AICP Candidate	Planner	a. TOTAL 2.5 b. WITH CURRENT FIRM 1.5

15. FIRM NAME AND LOCATION (City and State)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
S&ME, Inc., Tampa, Florida	
16. EDUCATION (DEGREE AND SPECIALIZATION)	
Master of City and Regional Planning and Master of Science in Public Policy, Georgia Institute of Technology, 2020; Bachelor of Science, Earth and Environmental Science, Mercer University, 2012	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)	
AICP Candidate, American Planning Association	

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	Channel District Community Redevelopment Plan and Strategic Action Plan; Tampa, FL	2021	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE As Project Planner, participated in the update of the Channel District Community Redevelopment Plan. Responsibilities included geospatial analysis, data and research, community engagement and presentations, website creation and management, and the development of a strategic action plan.			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
b.	Comprehensive Plan Update; Sumter County, FL	2022	2022	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Planner for the update of the Sumter County Comprehensive Plan. Responsibilities included updating portions of the data and analysis to relevant and current standards, population projections, assisting with GIS mapping and analysis, facilitating public workshops, preparing portions of the recommendations for Client, updating portions of the goals, objectives, and polices, and assisting in the layout of the data and analysis document in Adobe InDesign.			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
c.	Comprehensive Plan Update; Wildwood, FL	2022	2022	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Planner for the update of the City's Comprehensive Plan. Responsible for the Housing, Conservation and Recreation elements. Assisted with the facilitation of workshops and maintaining the project website.			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d.	Comprehensive Plan Update; Lake Wales, FL	2021	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Planner for the comprehensive plan update. Responsibilities included updating portions of the data and analysis to relevant and current standards, revisions of the data and analysis and goals, objectives, and policies, and assistance with the layout of the final data and analysis document using Adobe InDesign.			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e.	City of Casselberry Economic Development Strategic Action Plan; City of Casselberry, FL	2021	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Planner for the development of a strategic action plan for economic development within the City. Responsibilities included geospatial analysis, data and research, development of strategies for economic development, and the creation of deliverables using Adobe InDesign.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jalisa Harris, AICP Candidate	Planner	3	1.5

S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
Master of Urban and Regional Planning, 2021; Master of Public Administration, 2019; Bachelor of Arts – East Asian Language Studies – Chinese, 2013	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)	
American Institute of Certified Planners – Candidate 2 nd Place – NFBPA Research Poster Competition, 2019	

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Target Employment and Workforce Housing, Forward Pinellas, Pinellas County, FL	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Project Planner for the preparation of a best practices report that reviewed existing policies from peer communities intended to balance the provision of land for affordable housing while preserving land for target employment. As Pinellas County reaches build-out, the land that has traditionally been used to accommodate employment uses has been under pressure to redevelop with residential and/or retail uses. Several communities around the country were interviewed and a few were selected to develop case studies. These case studies looked at the applicability of similar policies to Pinellas County. S&ME recommended strategies to achieve the desired balance.		
b.	Historic Preservation; Titusville FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Provide ongoing historic preservation services that include review of Certificate of Appropriateness applications, the preparation of grant applications, and the preparation of staff reports for local designations.		
c.	CRA Redevelopment Plan Update; Groveland, FL	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Participated in the update of the Community Redevelopment Plan. Facilitated citizen engagement efforts.		
d.	CRA Redevelopment Plan Update; Palatka, FL	2022	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Participated in the update of the Community Redevelopment Plan. Responsible for documented past accomplishments of the CRA, calculating tax increment projections, developing action strategies for the future of the CRA, as well as developing goals, objectives, and policies.		
e.	Comprehensive Plan & Code Update; Effingham County, GA	2022	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Participated in the update of the County's Comprehensive Plan and Regulatory Code. Facilitated stakeholder engagement; reviewed and analyzed County documents.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Grace Zhang, AICP	13. ROLE IN THIS CONTRACT Landscape Architect	14. YEARS EXPERIENCE	
		a. TOTAL 10	b. WITH CURRENT FIRM <1

15. FIRM NAME AND LOCATION (City and State)
S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) MS Community and Regional Planning, The University of Texas, Austin, 2012; BE Landscape Architecture, Tongji University, Shanghai, China 2010	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Certified Planner #32416
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
American Institute of Certified Planners, American Planning Association

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) On-Call Planning Consulting Services; City of Minneola, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Responsible for reviewing applications for development, including site plans, subdivision plans and plats. Prepare reports listing outstanding items and attend pre-application meetings and meetings with developers to review comments.		<input checked="" type="checkbox"/> Check if project performed with current firm	

b.	(1) TITLE AND LOCATION (City and State) Green Cove Springs Downtown Master Plan, Green Cove; Springs, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Urban designer for the Green Cove Springs downtown Master Plan. Responsibilities include conducting research and site analysis, facilitating design charrette and public workshops, preparing project exhibits, and assisting with master plan drafting.		<input checked="" type="checkbox"/> Check if project performed with current firm	

c.	(1) TITLE AND LOCATION (City and State) City of Yulee Downtown Master Plan; Yulee, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Urban planner and landscape architect for the project to prepare a Master Plan and a comprehensive signage/branding plan for downtown area. Responsibilities included conducting spatial analysis, facilitating design charrette, providing conceptual plans and street sections for catalyst sites, creating gateway, directional and regulatory signage and color palette, and master plan drafting.		<input type="checkbox"/> Check if project performed with current firm	

d.	(1) TITLE AND LOCATION (City and State) Parramore Community Comprehensive Plan; Orlando, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Urban designer/planner for the project to prepare a community redevelopment plan of over 800 acres. A series of open houses were hosted to gather public input in order to conduct a SWOT (Strength, Weakness, Opportunity, and Threat) analysis. Responsibilities included creating vision plan and comprehensive master plan, preparing report, and facilitating open house and workshops.		<input type="checkbox"/> Check if project performed with current firm	

e.	(1) TITLE AND LOCATION (City and State) Nassau County Parks & Recreation Master Plan; Nassau County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) N/A
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Urban planner/designer for the project responsible for creating GIS inventory of existing parks and sports complex, preparing assessment report of existing facilities, facilitating public workshop, providing conceptual plans for neighborhood, community and regional parks with cost estimate, and master plan drafting.		<input type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Jeremy L. Fireline, PE	Senior Engineer	a. TOTAL	b. WITH CURRENT FIRM
		21	1

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Tampa, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
Master of Environmental Engineering – Environmental Engineering, B.S. Civil Engineering/B.S. Land Surveying Engineering	FL PE# 63987, NC PE# 037020

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Project Management Professional, PMP

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	City Center Master Plan; City of Pinellas Park, FL	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Technical Professional responsible for coordinating with the City and the Southwest Florida Water Management District (SWFWMD) to develop a methodology to establish a master stormwater infrastructure conceptual permit for a \$10+ million urban redevelopment project. Evaluated regional stormwater models and record drawings and prepared a Technical Memorandum documenting data needs and step by step process to prepare and file a conceptual master plan permit application with SWFWMD. Prepared Engineer's Opinion of Probable Construction Cost for multi-phase infrastructure improvement program.		
b.	Advent Health Tampa Hospital Campus – Master Drainage Study; Tampa, FL	2022	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Technical Professional & Project Manager for stormwater Level of Service (LOS) evaluation study of existing campus wide stormwater infrastructure for hospital campus adjacent to University of South Florida. Project includes evaluation of past project permitting, record drawings, development of field investigations and topographic surveying to establish comprehensive base map of existing stormwater management system. Prepare comprehensive stormwater model and perform multiple simulations to determine existing LOS for multiple design storms and guide investment decisions for system upgrades		
c.	Tavares Public Works facility upgrades; Tavares Florida	2021	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Water Resources Senior Engineer for evaluation of previous permits and stormwater management calculations, and preparation of updated stormwater management model as basis of design for proposed facility upgrades. Prepare Stormwater Management Report needed for grant funding application.		
d.	City of Naples Beach Restoration and Water Quality Improvement Project; Naples, FL	2020	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Senior Civil Engineer responsible for the design of an elevated roadway section for 3,000 LF of coastal frontage roadway to address sea level rise and water quality improvements. Developed and co-authored Engineer's Opinion of Probable Construction Costs for \$15 Million+ project to provide resiliency and water quality improvements to a coastal community in Naples, FL. Developed Water Quality model for new stormwater management system to remove TSS, bacteria and nutrients.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Kelly Farabee, PE, PTOE	13. ROLE IN THIS CONTRACT Transportation Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 14	b. WITH CURRENT FIRM <1

15. FIRM NAME AND LOCATION (City and State)
S&ME, Inc., Tampa, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) Clemson University, BS Civil Engineering, BA Architecture (2007) University of California Berkeley, MS Transportation Engineering (2009)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer Florida Lic No. 91816 Professional Traffic Operations Engineer, 4287
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
American Society of Civil Engineers

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) On-Call Planning Consulting Services; City of Minneola, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Transportation Engineer for an On-Call Planning Consulting Services Agreement with the City of Minneola. Specifically responsible for the review of Traffic Impact Statements submitted by applicants in conjunction with development plans. Prepare comments highlighting deficiencies, inconsistencies and recommendations for improvement.		
b.	(1) TITLE AND LOCATION (City and State) US 1 Streetscape Concept Plan; Melbourne, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Transportation Engineer for the conceptual redesign of a 0.60-mile section of US 1 extending from University Boulevard to WH Jackson Street. This section of US 1 has seven lanes, three northbound and three southbound lanes divided by a bi-directional turn lane running the length of the corridor. The goal of the concept plan was to promote a walkable environment that is safe for pedestrians while reducing the impact to parcel access along the corridor.		
c.	(1) TITLE AND LOCATION (City and State) US 41 Bouvard of the Arts Speed Management; Sarasota, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Participated in the formulation of potential speed management alternatives to support reduced vehicular speeds on US 41 between Fruitville Road and 10th Street in Sarasota, Florida. Several concept designs were developed that included chicanes, right-in-right-out only intersections, R-cut intersections, and raised medians.		
d.	(1) TITLE AND LOCATION (City and State) Lavista Road at Fellowship Rd & Chamblee Tucker Road Improvements; City of Tucker, GA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Manager responsible for study of potential roadway improvements for an area of heavy congestion near downtown Tucker, Georgia. Project involved: Early coordination with local stakeholders; Evaluation of operations of over 20 mitigation strategies; Crash analysis and development of crash diagrams; Incorporating nearby road diet into study; Balancing congestion relief for vehicles with pedestrian/bike safety; Developing evaluation methodology to determine preferred alternatives; Developing concept layouts for preferred alternatives; Traffic operational analysis, cost estimation, calculation of benefit-cost ratios.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
Anthony Miller, PWS, GTA	Environmental Scientist	a. TOTAL 30 b. WITH CURRENT FIRM 6

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS in Endemic Plant and Ecosystem Management (College of Liberal Arts and Sciences & IFAS Department of Wildlife Ecology and Conservation), University of Florida, 1992

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Certified Professional Wetland Scientist (PWS) #2332
Authorized Gopher Tortoise Agent

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

40-Hour HAZWOPPER Training (29 CFR 1910.120), RCRA Hazardous Waste Management Training (40 CFR 262.34(a)(4)), DOT Hazmat Employee Training (49 CFR 172 subpart H), FDOT ETDM and EST Training

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED
a.	<p>Development Review Services; Manatee County, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Senior Scientist and Environmental Reviewer of development applications submitted to the County for approval. Recently in charge of reviewing a Special Permit application for a fair site on agricultural lands. Reviewed the application in accordance with Chapter 7 (Environmental and Cultural Resource Protection) of the Manatee County Land Development Code (LDC), Sections 507.85 and 507.86 Florida Statutes (F.S.), and Objective 3.3.2. - Wildlife and Upland Habitat Protection of the Comprehensive Plan of Manatee County.</p>	<p>PROFESSIONAL SERVICES Ongoing</p> <p>CONSTRUCTION (if applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>
b.	<p>Environmentally Sensitive Land Purchase Prioritization; New Smyrna Beach, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Environmental Scientist for the preparation of a prioritized land acquisition list of environmentally sensitive parcels along the Turnbull Creek for the City of New Smyrna Beach. Turnbull Creek is a stream that is part of the Spruce Creek estuary system one of the State's Outstanding Florida Waters. Evaluated ninety-seven (97) environmentally sensitive parcels and provided recommendations.</p>	<p>PROFESSIONAL SERVICES 2019</p> <p>CONSTRUCTION (if applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>
c.	<p>Density Study; New Smyrna Beach, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Participated in the assessment of the city's methodology for calculating residential density. Responsible for reviewing and recommending changes to wetland and floodplain references in the density calculation methodology. Attended Planning and Zoning Board and City Commission meetings to address questions regarding the natural environment.</p>	<p>PROFESSIONAL SERVICES 2018</p> <p>CONSTRUCTION (if applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>
d.	<p>Se7en Wetlands Trail Completion – Type 1 Categorical Exclusion; City of Lakeland, Polk County, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Senior Scientist for the National Environmental Policy Act (NEPA) Categorical Exclusion documentation of this County recreational project. Conducted desktop and onsite evaluations necessary to complete a Florida Department of Transportation (FDOT) Type 1 Categorical Exclusion (CE). Prepared protected species assessment and prepared concurrence request letter to the U.S. Fish and Wildlife Service. Documented CE in FDOT's Statewide Environmental Project Tracker (SWEPT).</p>	<p>PROFESSIONAL SERVICES 2021</p> <p>CONSTRUCTION (if applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Amir Moghimi, PSM	13. ROLE IN THIS CONTRACT Surveyor	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM 1

15. FIRM NAME AND LOCATION (City and State)
S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Science, Construction Project Management (CEM), Amirkabir University (Tehran Polytechnic), 2013; Bachelor of Science, Civil Engineering and Land Surveying, 2005; Master of Business and Administration (MBA), Tehran University, 2015	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Florida PSM License # LS7263
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Florida Professional Surveyor and Mapper (PSM)

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Minneola Development Review; Minneola, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Responsible for reviewing final plat applications for the City of Minneola for consistency with the land development code and Florida Statutes.		
b.	(1) TITLE AND LOCATION (City and State) Residential Subdivision Development Survey; Lee County, FL	(2) YEAR COMPLETED	
		2020	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Prepared development survey, plat, access roads and right of way survey for a 1300 single family home subdivision, Provided sketch & description for the easements, topographic survey, lots survey (boundary survey, plot plan, construction survey and final survey), as-built, elevation certificate, and utilities layout.		
c.	(1) TITLE AND LOCATION (City and State) ALTA/NSPS Boundary survey; Charlotte County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm ALTA/NSPS Boundary and Topographic survey of 2 section land area; created 3D model (DEM) of the access roads using LIDAR data; provided Sketch & Description		
d.	(1) TITLE AND LOCATION (City and State) Lee County Schools Generators Sites Survey; Lee County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Topographic and Development Order survey of 24 Lee County schools' generator sites, including topographic survey; located utilities		
e.	(1) TITLE AND LOCATION (City and State) Topographic and Underground utility Survey for City of Venice; Sarasota County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Topographic Survey and underground utility survey for City of Venice. Identified existing location of water and storm water structures. Created model of existing access roads and right of ways.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Nick Hill, AICP	Planner/GIS Specialist	a. TOTAL 5	b. WITH CURRENT FIRM 3

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

MA Urban and Regional Planning, University of Florida, 2015; BA Public Administration, University of Central Florida, 2011
Certified Planner #333455, 2021

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Institute of Certified Planners

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
2045 Comprehensive Plan; Green Cove Springs, FL	2022	N/A
a.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Deputy Project Manager for the update to the Future Land Use and Transportation Elements of the City's Comprehensive Plan. This process involved conducting an extensive and inclusive public engagement process, overhauling the Data and Analysis portions of both elements, updating Goals, Objectives, and Policies, strategically condensing future land use categories, and revising the future land use map series.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Community Redevelopment Plan Update; Kissimmee, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) N/A
b.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Project Planner for the update of the City's Community Redevelopment Plan, identified capital projects and redevelopment programming, and evaluated the extension of the operational timeframe for the Community Redevelopment Agency. Also assisted the Project Manager with public engagement tasks, which included numerous one-on-one interviews with stakeholders, open house events and workshops, and preparing project maps and strategies.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Coastal Zone Management & Conservation Element Update; City of North Port, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) N/A
c.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Deputy Project Manager for the update to the City's Coastal Zone Management & Conservation Element of Comprehensive Plan. This grant-funded assignment required updating the Element to maintain consistency with Peril of Flood requirements, developing a list of potential projects intended to increase the resiliency of the City, and producing a series of maps designed to show the potential impacts for flooding resulting from future sea level rise projections. This project also included hosting a series of public engagement sessions, including stakeholder interviews and public workshops, as well as establishing an interactive project website using the Social Pinpoint platform.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Volusia Growth Management Commission Comprehensive Plan Reviews; Volusia County, FL	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
d.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Participate in the review of comprehensive plan amendments as a Project Planner for all jurisdictions within Volusia County to ensure consistency with the Volusia Growth Management Commission's (VGMC) established criteria (total cost varies by year). The VGMC is a unique intergovernmental coordination clearinghouse for all comprehensive plan amendments within Volusia County.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
John M. Jones, AICP, FRA-RP	Senior Economic Development / Redevelopment Planner	a. TOTAL 31 b. WITH CURRENT FIRM 18

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

MA, Public Administration, University of Central Florida, 1991; BS, Economics, University of Central Florida, 1989

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Certified Planner #023074
Certified Redevelopment Professional FRA-RP

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Planning Association (APA); Florida Planning & Zoning Association (FPZA); Florida Redevelopment Association (FRA); Board Member, Florida Redevelopment Association, Central Florida Region.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED
a.	<p>Community Redevelopment Plan and Strategic Action Plan- Channel District Redevelopment Area; Tampa, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Manager for the update of the Channel District Community Redevelopment Plan and Strategic Action Plan. Responsible for community engagement activities, CRA Board briefings, formulation of redevelopment strategies, identification of capital projects, preparation of Tax Increment Fund projections and redevelopment programming for placement in Community Redevelopment Plan update. Identified capital projects, sequencing and potential funding sources for 5-year Strategic Action Plan component of the Community Redevelopment Plan update.</p>	<p>PROFESSIONAL SERVICES 2020-2021</p> <p>CONSTRUCTION (if Applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>
b.	<p>Pinellas Park Community Redevelopment Plan; Pinellas Park, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Manager for the update to the City's Community Redevelopment Plan and operational timeframe extension. The foundational elements of the Plan include the designation of a new 55-acre city center, renovation of its 29-acre community park and a complete street design for 78th Avenue that connects the two activity nodes. The master planning effort was designed to incentivize private sector investment around the area, consolidate facilities, create a walkable community and enhance the community's amenities to its residents.</p>	<p>PROFESSIONAL SERVICES 2019</p> <p>CONSTRUCTION (if Applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>
c.	<p>Complete Streets and Placemaking Grants; Pinellas Park, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Assisted the City of Pinellas Park to prepare and submit applications for two grants to Forward Pinellas: A Complete Street Design Grant for the proposed 78th Avenue Complete Street Project and a Placemaking Grant for the proposed Pinellas Park City Center district.</p>	<p>PROFESSIONAL SERVICES 2019</p> <p>CONSTRUCTION (if Applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>
d.	<p>Fort Pierce HD King Plant Site Review of Redevelopment Plan Submittals; Fort Pierce, FL</p> <p>(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE Project Manager for the review of two development proposals to redevelop the HD King Plant site, which is owned by the City. Evaluated the submittals to determine which best addressed the vision and the relevant Goals, Objectives and Policies (GOPs) of the adopted Fort Pierce Community Redevelopment Plan and the relevant GOPs of the City's Comprehensive Plan. Each submittal was also evaluated for its compatibility with existing development in the downtown area. A brief summary of the anticipated traffic impacts, the proposed financing plan for each submittal and the anticipated tax increment fund revenue for each submittal were also developed. Presented the results at one-on-one briefings with the Fort Pierce Redevelopment Advisory (FPRA) Board and at the FPRA Board executive session.</p>	<p>PROFESSIONAL SERVICES 2019</p> <p>CONSTRUCTION (if Applicable) N/A</p> <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Terry A. McKloski, AICP	Senior Transportation Planner	a. TOTAL	b. WITH CURRENT FIRM
		23	3

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Tampa, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
Master of Urban and Regional Planning, Florida State University, 2006; Bachelor of Urban and Regional Planning, Florida Atlantic University, 2002	Certified Planner #022275, 2006

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Planning Association (APA), Florida Chapter, Florida Planning and Zoning Association (FPZA), Urban Land Institute (ULI)

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	US 1 Streetscape Concept Plan; Melbourne, FL	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Transportation Planner for the conceptual redesign of a 0.60-mile section of US 1, from University Boulevard to WH Jackson Street. This section of US 1 has seven lanes, three northbound and three southbound lanes divided by a bi-directional turn lane running the length of the corridor. The goal of the concept plan was to promote a walkable environment that is safe for pedestrians while reducing the impact to parcel access along the corridor.		
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	US 41 Bouvard of the Arts Speed Management; Sarasota, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	At the direction of FDOT District 1, formulated potential speed management alternatives to support reduced vehicular speeds on US 41 between Fruitville Road and 10th Street in Sarasota, Florida. Several concept designs were developed that included chicanes, right-in-right-out only intersections, R-cut intersections, and raised medians.		
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	US 27 Clewiston Corridor Vision Plan, FDOT District 1; Clewiston, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Transportation Planner for the preparation of an integrated land use and transportation vision for a 6.5-mile stretch of US 27/SR 80 extending from County Road 720 to the Hendry/ Palm Beach County line through the City of Clewiston. US 27 is a major highway serving several states in the Midwest and South parts of the Country. It traverses Florida from the City of Miami to the Florida-Georgia State Line just northwest of Tallahassee and bisects the town from east to west. The project included an on-site walkabout and extensive virtual public engagement.		
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	North Boulevard Concept Design; Tampa, FL	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	As Transportation Planner for this project, provided concept plans that incorporated complete street principles for the refurbishing of North Boulevard from Bush Boulevard to Country Club Drive. The concepts included a dedicated multi-use path or bike lanes, several high-definition pedestrian crossings with rectangular rapid flashing beacons, and high-definition school zones enhancements. As the lead roadway designer, planner and pedestrian and bicycle facilities designer.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
Em Schaefer	Community Engagement Specialist	a. TOTAL 11 b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State)

S&ME, Inc., Orlando, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

MS, Digital Marketing, UCD Michael Smurfit School of Business, 2019; BFA, Visual Communications, Ball State University, 2012

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
Trail System Master Plan; Seminole County, FL	2021		N/A
<p>a. (3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>As Senior Graphic Designer, composed a unique and cohesively branded report as part of the Trail Master Plan update. Also headed up production of the Social Pinpoint website to assist with public engagement. The website offered interactive maps, a discussion forum, and a survey for the public to provide input. The over 190 comments from 176 unique stakeholders helped guide the master plan design strategies.</p>			
City Center Master Plan; Pinellas Park, FL	2021		N/A
<p>b. (3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Senior Graphic Designer leading development of a municipal branding effort in conjunction with the City Center Master Plan. Em designed an interactive project website that served to both gather input from stakeholders and post project updates, a pre-branding survey to gather data about logo preferences from residents and visitors of Pinellas Park, and charrette assets, including interactive boards featuring project-branded graphics. The Final Plan includes a detailed site plan, implementation strategy, branding/logo and style guide development, signage concepts, social media assets, and four frameworks. Em composed a video to communicate high-level information about the plan that features 3D model and Lumion fly-through videos throughout the Park Station District.</p>			
Titusville Sustainability Action Plan; Titusville, FL	2022		N/A
<p>c. (3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Senior Graphic Designer responsible for creating a unique logo for the project and supporting marketing collateral, such as social media posts and a website, to promote community engagement. Collaborated with the Planners to develop creative workshop materials including budget allocation sheets and preference boards.</p>			
Downtown Kissimmee CRA Report and Gateway Concepts; Kissimmee, FL	2020		N/A
<p>d. (3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Senior Graphic Designer in charge of creating a unique branding direction for the city of Kissimmee CRA. Taking inspiration from the city's new logo and the historic branding of Downtown, this theme blends the two and brands the Downtown CRA project with a modern and vibrant style that visually articulates the history and proposed redevelopment through infographics, robust maps and graphs.</p>			

AICP

PATRICIA ACOSTA

HAS QUALIFIED AS A
MEMBER
AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1992
DATE OF MEMBERSHIP

Sumner M. Sharpe

PRESIDENT

Israel Edelman

EXECUTIVE DIRECTOR



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

Joel Albizo, FASAE, CAP
Chief Executive Director

Mitchell J. Silver

Mitchell J. Silver, FAICP
President



American Institute
of Certified Planners

Creating Great Communities for All

Verify: <https://www.credly.com/go/FellrY3f>

This certificate hereby qualifies

Christopher R. Dougherty, 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 026356



Paul Farmer, FAICP
Chief Executive Officer



Lee Brown, FAICP
President



This certificate hereby qualifies

John M. Jones, 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 023074



Paul Farmer, FAICP
Executive Director and CEO



Graham Billingsley, AICP
President





This certificate hereby qualifies

Nickolas Hill

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: 33455

Joel Albizo
Joel Albizo, FASAE, CFP
Chief Executive Director

Mitchell J. Silver
Mitchell J. Silver, FAICP
President



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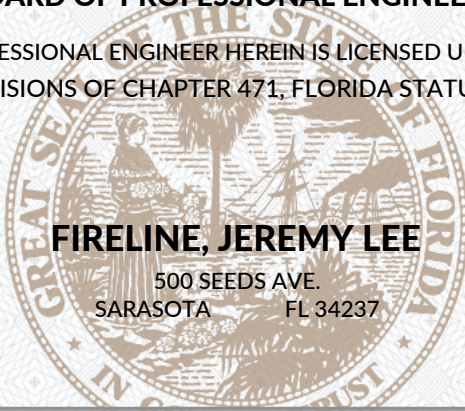
Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES



FIRELINE, JEREMY LEE

500 SEEDS AVE.
SARASOTA FL 34237

LICENSE NUMBER: PE63987

EXPIRATION DATE: FEBRUARY 28, 2023

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The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Terrence Anthony McKloski

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: 022275

February 4, 2008

PRESIDENT

EXECUTIVE DIRECTOR



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

FARABEE, KELLY CHRISTINE

118 BEECHER DR
GUYTON GA 31312

LICENSE NUMBER: PE91816

EXPIRATION DATE: FEBRUARY 28, 2023

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*Society of Wetland Scientists
Professional Certification Program, Inc*

renews the designation

Professional Wetland Scientist

For

R Anthony Miller

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 2332 issued on 4/18/2013 and recertified on 6/3/2018. Due to recertify again by 4/18/2023.



Ben LePage
Ben LePage, PWS
President

Pat Frost
Pat Frost, PWS
Certification Renewal Chair



**Florida Board of
Professional Surveyors and Mappers**
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
NICOLE "NIKKI" FRIED, COMMISSIONER



This is to certify that

AMIR MOGHIMI

has furnished satisfactory evidence of attainments and qualifications, and has complied with all of Chapter 472, Florida Statutes, and is hereby duly licensed as a

Professional Surveyor and Mapper

In conformity with an act of the Legislature of the state of Florida,
creating and regulating that profession.

License Number: LS7263

Licensed Date: OCTOBER 31, 2019

NICOLE "NIKKI" FRIED

Commissioner, Florida Department of Agriculture and Consumer Services

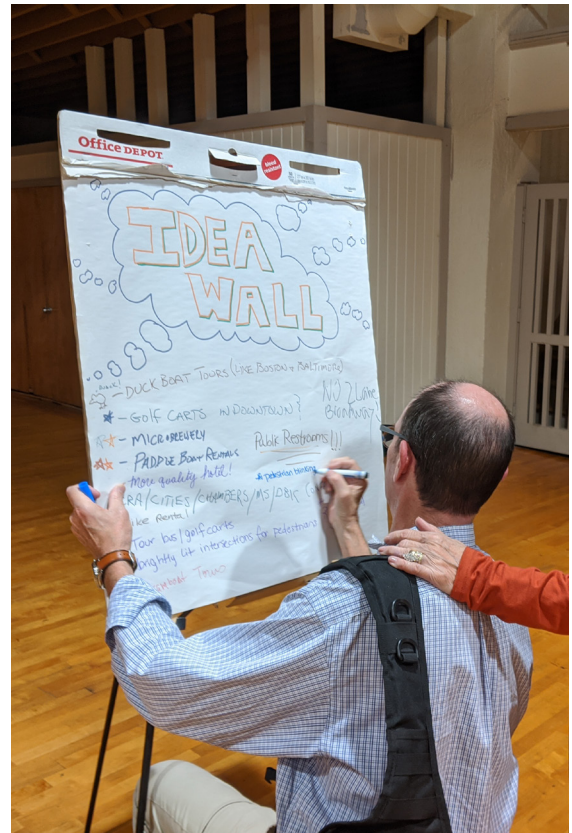
Steven J. Hyde

Chair, Florida Board of Professional Surveyors and Mappers



TAB 4: TEAM'S PREVIOUS EXPERIENCE

S&ME has a significant amount of experience assisting public sector clients through Continuing Services Agreements (CSAs). Most recently, S&ME has been engaged on a number of on-call planning services assignments with the cities of Kissimmee, Minneola, and Manatee County. Under these contracts, we have reviewed commercial site plans, traffic impact analyses, preliminary subdivision plats, final plats, and transportation methodologies. We are also engaged in reviewing comprehensive plan amendment applications for the Volusia Growth Management Commission. In addition, we have active CSAs with over 30 public sector clients to provide a range of built environment consulting services. Many of these have been renewed by the clients over time, a testament to our team's ability to provide high-quality deliverables within a timely manner.



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER <p style="text-align: center;">1</p>
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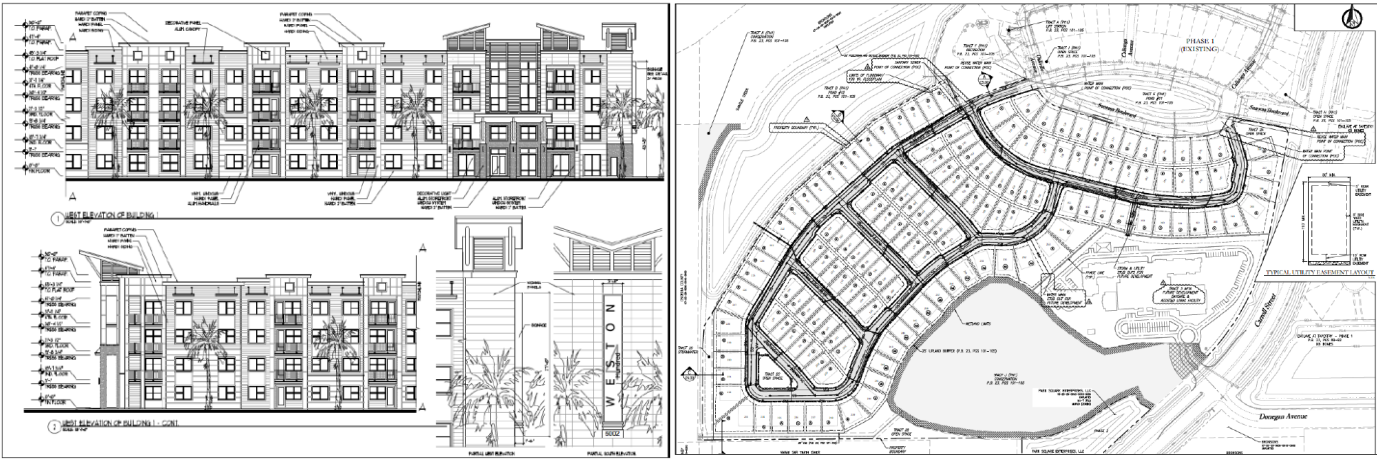
21. TITLE AND LOCATION (City and State) <p style="text-align: center;">Kissimmee Development Review</p>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <p style="text-align: center;">Ongoing</p>	CONSTRUCTION (if Applicable) <p style="text-align: center;">N/A</p>

23. PROJECT OWNER'S INFORMATION
--

a. PROJECT OWNER <p style="text-align: center;">City of Kissimmee, Florida</p>	b. POINT OF CONTACT NAME <p style="text-align: center;">Mr. Doug Etheredge, Assistant Director</p>	c. POINT OF CONTACT TELEPHONE NUMBER <p style="text-align: center;">(407) 518-2146</p>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

As part of our *continuing services agreement* with the City of Kissimmee, S&ME provides development review services for the City of Kissimmee Development Services Department. Numerous development applications have been reviewed for compliance with the City's Land Development Code and comprehensive plan, such as site plans, rezonings, traffic impact studies, plats, comprehensive plan amendments, conditional use permits, and planned developments. S&ME also participates in the development review committee meetings to assist staff and applicants with their projects.



Cost Varies by Development and/or Application Type

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT
--

a.	(1) FIRM NAME <p style="text-align: center;">S&ME, Inc.</p>	(2) FIRM LOCATION (City and State) <p style="text-align: center;">Orlando, Florida</p>	(3) ROLE <p style="text-align: center;">Development Review</p>
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

2

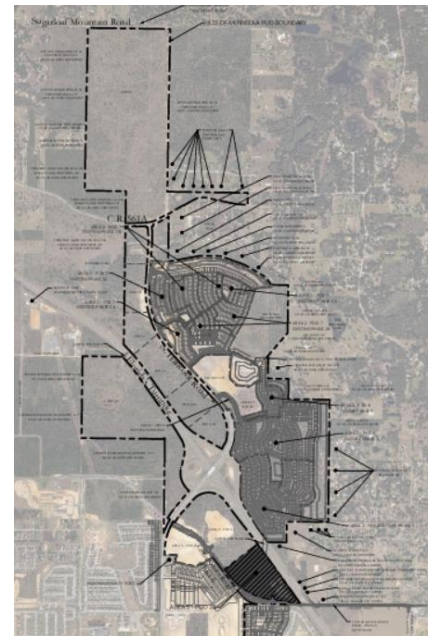
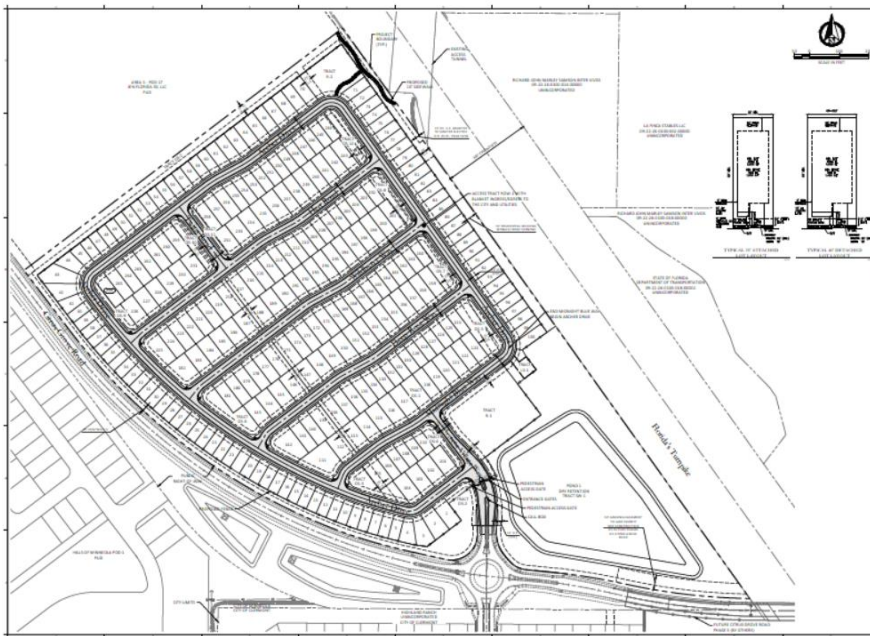
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
Minneola On-Call Planning Services	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Minneola, Florida	Ms. Joyce Heffington, City Planner	(352) 394-3598 x171

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

S&ME continues to provide 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 site plans, subdivision plats, and traffic impact studies, which are reviewed for compliance with the City's Land Development Code and Comprehensive plan. S&ME also participates in pre-application meetings and meetings with applicants to review comments issued to address questions.



Cost Varies by Development and/or Application Type

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	S&ME, Inc.	Orlando, Florida	Development Review

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER <p style="text-align: center; margin: 0;">3</p>
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21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
Design Standards & Development Review	PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Gulf Breeze, Florida	Mr. Craig Carmichael, Director of Community Services	(850) 934-5100

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

S&ME continues to have a strong and long-term working relationship with the City of Gulf Breeze. After entering into a **continuing services agreement** with the City in 2006, S&ME prepared design standards to guide new commercial development within their community redevelopment area 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, S&ME has continued to assist the City with development review of proposed projects to determine consistency with the design standards.



Design Standards Budget: \$34,160
 Development Review Cost Varies by Development and/or Application Type

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	S&ME, Inc.	Orlando, Florida	Design Standards & Development Review

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER <p style="text-align: center;">4</p>
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21. TITLE AND LOCATION (City and State) <p style="text-align: center;">Lake Wales Comprehensive Plan Update</p>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <p style="text-align: center;">2021</p>	CONSTRUCTION (if Applicable) <p style="text-align: center;">N/A</p>

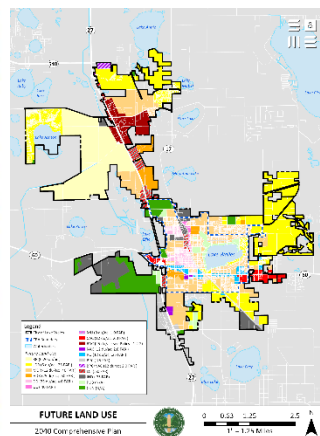
23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER <p style="text-align: center;">City of Lake Wales, Florida</p>	b. POINT OF CONTACT NAME <p style="text-align: center;">Ms. Autumn Cochella, Development Services Manager</p>	c. POINT OF CONTACT TELEPHONE NUMBER <p style="text-align: center;">(863) 678-4182 ext. 229</p>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

S&ME was selected by the City of Lake Wales to update its comprehensive plan at the end of 2019. The City's plan had not been substantially updated since 2000, and at the time that S&ME was engaged, the horizon year of the plan had lapsed by five years. Updating the plan was imperative due to the significant growth (both expansion of city boundaries and population) the City had experienced in the early to late 2000s. Through the evaluation and appraisal review process, S&ME updated the City of Lake Wales's entire Comprehensive Plan. The project first included the preparation of a new data and analysis volume for all eleven elements that make up the City's plan. Guided by a steering committee made up of local business leaders, social activists, developers and architects, the public involvement process incorporated Zoom virtual workshops and meetings to engage the community. Following the well-attended virtual workshop and active steering committee, the Goals, Objectives and Policies were updated to address antiquated references and requirements, incorporate previous planning studies, address changes in state statutes and incorporate public input. The plan was formally adopted by the City in January of 2021.

Following the comprehensive planning effort, S&ME continues to provide planning services as needed to Development Services Staff through a **continuing services contract** signed in 2021.



Project Budget: \$90,194

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME <p style="text-align: center;">S&ME, Inc.</p>	(2) FIRM LOCATION (City and State) <p style="text-align: center;">Orlando, Florida</p>	(3) ROLE <p style="text-align: center;">Comprehensive Planning</p>
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 5
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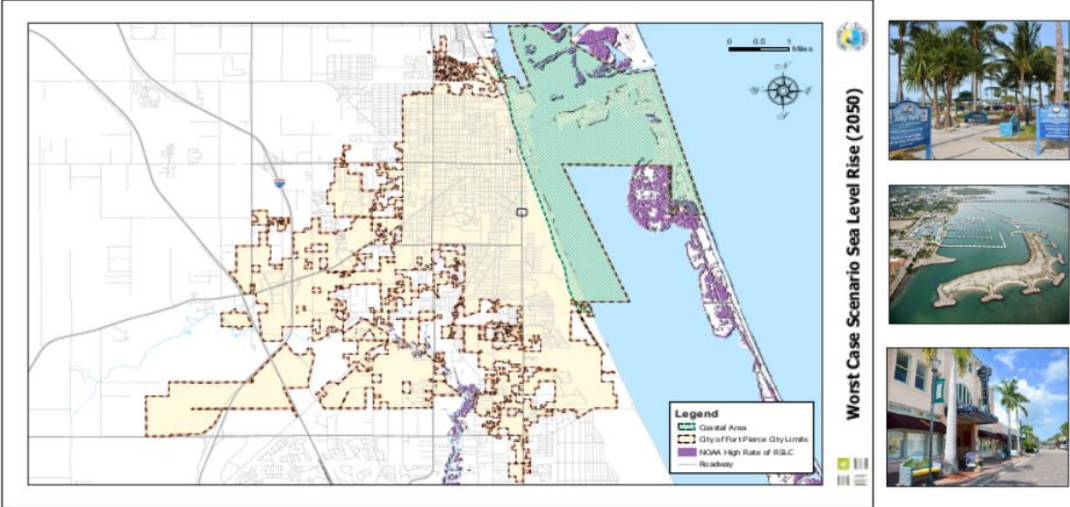
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
Fort Pierce Comprehensive Plan EAR-Based Amendments	2020	N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Fort Pierce, Florida	Ms. Jennifer Hofmeister, Planning Director	(772) 467-3730

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

As part of our **continuing services agreement** with the City of Fort Pierce, S&ME was tasked by the City to update their comprehensive plan based on a previously submitted Evaluation and Appraisal Notification Letter. The City's plan had not been substantially updated since their last EAR. The first task included the preparation of a recommendations matrix that listed statute changes since the last EAR update and noted which portions of the City's plan needed to be amended. Upon approval by city staff, the matrix served as a guide for the plan update. S&ME updated the future land use map to be consistent with past amendments and sea level rise. As part of the peril of flood additions to the plan, coastal mapping was incorporated along with other necessary changes. S&ME amended the goals, objectives and policies of the Coastal Management Element to reduce flood risks in coastal areas, and to encourage the use of strategies that will result in the removal of coastal property from FEMA flood zone designations. S&ME guided the project through the approval process, which included coordinating with DEO, presenting the amendments at all required public hearings and drafting the ordinance.



Project Budget: \$33,550

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	S&ME, Inc.	Orlando, Florida	Comprehensive Planning

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 6
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21. TITLE AND LOCATION <i>(City and State)</i> Manatee County LDC Rewrite & Urban Corridors Assessment	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION (if Applicable) N/A

23. PROJECT OWNER'S INFORMATION

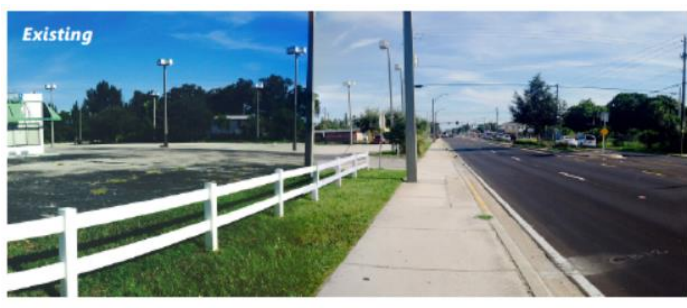
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Manatee County, Florida	Ms. Lisa Wenzel, Comp. Planning Section Manager	(941) 748-4501

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

As part of our **continuing services agreement** with Manatee County, S&ME assisted the County in updating their LDC to ensure its ease of use, eliminate repetitive language, address internal inconsistencies and codify new and ongoing planning activities and interpretations by Staff.

Subsequently, the County retained S&ME to assess major commercial corridors within the urban core area including US 41, State Road 70 and US 301. S&ME staff reviewed current policy and development standards applicable to those corridors and offered recommendations for regulatory strategies that will improve opportunities for quality development and allow the County to realize its vision of a revitalized urban area. Stakeholder and community input was a key component of the recommendations presented by S&ME. The recommended changes to the Land Development Code and Comprehensive Plan were firmly grounded in the existing conditions of the area and the vision for the future.

Winner of the 2017 Outstanding Long Range/Plan Award from the Florida Planning & Zoning Association.



*LDC Rewrite Budget: \$161,371
Urban Corridors Assessment Budget: \$178,784*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	S&ME, Inc.	Orlando, Florida	Comprehensive Planning, LDC Update

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

7

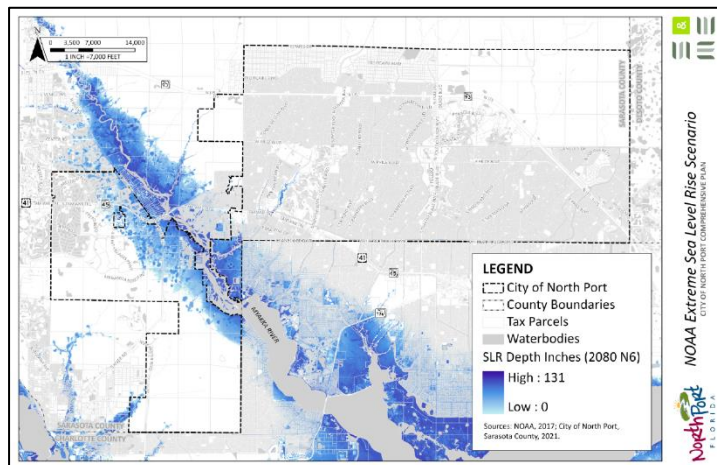
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
City of North Port Comprehensive Plan – Conservation & Coastal Zone Management Element Update	2021	N/A

23. PROJECT OWNER'S INFORMATION

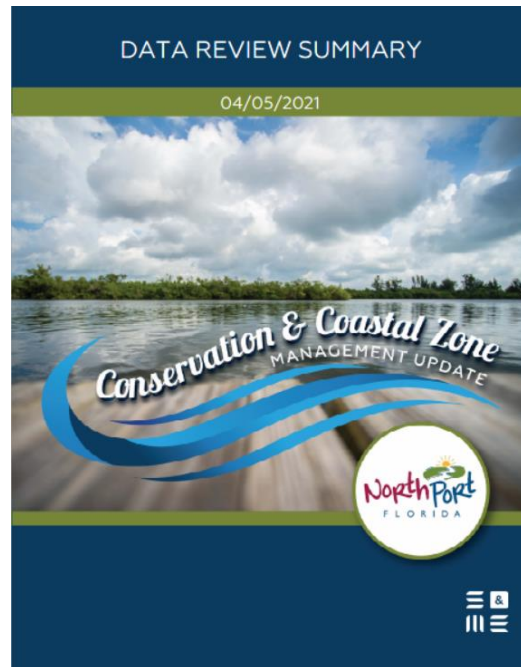
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of North Port, FL	Ms. Savannah White, Environmental Technician	(941) 302-3706

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

S&ME assisted the City of North Port in updating the Conservation & Coastal Zone Management Element (CCZME) of their Comprehensive Plan to meet the 'Peril of Flood' requirements found within Florida Statutes, incorporate the findings and recommendations of the Sarasota County Vulnerability Assessment, and implement best practices for preserving and protecting their City's coastal resources. Despite the lifespan of the project taking place at the height of the COVID-19 pandemic, S&ME led an equitable and far-reaching community engagement process designed to solicit targeted feedback regarding coastal management issues and opportunities within the City which could be addressed as part of the Element update process.



- Long term care facilities need to be prioritized regarding protection against sea level rise, storm surge, and flooding.
- Vulnerable populations need to be aware of the peril of flood directly.
- Advertiser on local channels and radio stations about the peril of flood. Social media is a great tool as well. Be broad in the message.
- A real emphasis needs to be placed on awareness, particularly those who can't afford to move or are not aware of the issue (such as those that are located out of state).
- Anything along Ponce River and Myakka River is in potential danger of perm. flooding.
- Consider prohibiting new development along the coast, likely to be impacted by sea level rise, storm surge, and flooding.
- The City should spread sources of information to residents, particularly those located along the coast.
- Utilize the NOAA interactive map to view flooding within the community. National Storm Surge Maps version 2.
- Prioritize certain structures protect structures with the highest priority, mitigate the impacts of sea level rise, continue work on storm surge in.
- Three archeological sites in the City, near.
- One very important idea would be to aggressively ditch in and neighborhoods throughout areas.
- Multistakeholder cross flooding, city partnering.



Project Budget: \$24,845

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. S&ME, Inc.	Orlando, Florida	Comprehensive Planning

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER <p style="text-align: center;">8</p>
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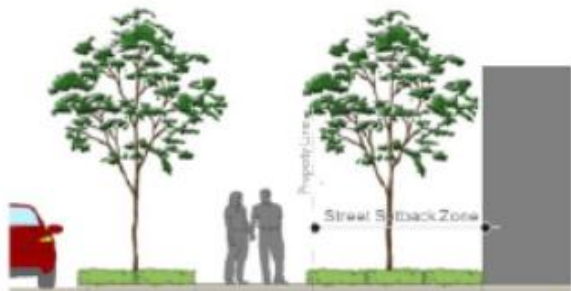
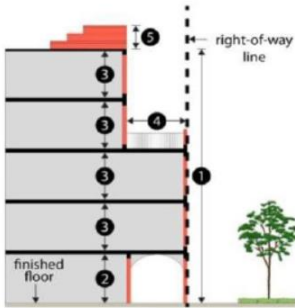
21. TITLE AND LOCATION (City and State) <p style="text-align: center;">Kissimmee LDC Update & Form-Based Code</p>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <p style="text-align: center;">2019</p>	CONSTRUCTION (if Applicable) <p style="text-align: center;">N/A</p>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER <p style="text-align: center;">City of Kissimmee, Florida</p>	b. POINT OF CONTACT NAME <p style="text-align: center;">Ms. Ashley Cornelison, Senior Planner</p>	c. POINT OF CONTACT TELEPHONE NUMBER <p style="text-align: center;">(407) 518-2141</p>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

As part our **continuing services agreement** with the City, S&ME was tasked with updating Kissimmee's Land Development Code (LDC), which incorporated form-based code regulations for the downtown area and Vine Street corridor. 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.



Project Budget: \$300,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME <p style="text-align: center;">S&ME, Inc.</p>	(2) FIRM LOCATION (City and State) <p style="text-align: center;">Orlando, Florida</p>	(3) ROLE <p style="text-align: center;">LDC Update</p>
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER <p style="text-align: center; font-size: 1.2em;">9</p>
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21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
Melbourne Historic Preservation Officer	PROFESSIONAL SERVICES	CONSTRUCTION (if Applicable)
	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Melbourne, Florida	Ms. Sandra Ramseth, Planner	(321) 608-7513

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

S&ME has been serving as Melbourne Historic Preservation Officer since 2008 as part of a **continuing services agreement** with the City. For approximately fourteen years, S&ME has provided a range of services to the City in this role, including (but limited to) managing the: preparation of educational brochures; review of certificates of appropriateness for designated historic properties; assistance to applicants through the local historic designation and certificate of appropriateness process; preparation of designation reports and presentation of the applications to the Historic and Architectural Review Board; updating and maintaining the City's official cultural resources inventory; designing historic markers for placement at local landmarks; creation of the City's first historic district (the Eau Gallie Historic District) and associated design standards; preparation of Florida Master Site File forms for over 300 properties in the City; drafting of annual reports for submittal to the State Historic Preservation Office; applying for and administering historic preservation grants; and attending Historic and Architectural Review Board meetings and workshops.



Project Budget: \$20,000 Per Year

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	S&ME, Inc.	Orlando, Florida	Historic Preservation Officer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 10
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21. TITLE AND LOCATION (City and State) Beaumont Avenue Site Master Plan	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION (if Applicable) N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Kissimmee, Florida	Mr. Craig Holland, Development Services & CRA Director	(407) 518-2148

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

As a part of our **continuing services agreement** with the City, S&ME provided visioning and master planning for this 19.88-acre site in the City of Kissimmee to position the property for high quality urban redevelopment that adds value to the City. Located at the edge of the vibrant downtown, and across from the Medical Center, the site provides an excellent opportunity to create an exciting mixed-use development that will add to the richness and diversity of the city. The framework of the master plan was formed by tying into and extending the existing City grid. The central organizing element is a large park that serves as an activity hub as well as stormwater for the neighborhood. A hotel site overlooks the park and surrounding streets which are activated by lively ground floor uses with a mixture of office, and residential on the upper floors. Mobility is accommodated on the property through the inclusion of generous tree lined sidewalks, a separated bicycle facility along MLK boulevard and a circulator stop that links the development to the downtown SunRail Station. Along with the rental apartments, additional for-sale residential opportunities are provided by townhomes and live-work units which transition the urban development to the surrounding single-family neighborhood. Produced high-quality 3D rendering perspectives and animation utilizing Lumion and SketchUp.



Project Budget: \$24,500

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	S&ME, Inc.	Orlando, Florida	Master Planning

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Personnel Here	Role Here										
Patricia Tyjeski, AICP	Principal-in-Charge	X	X	X	X	X	X		X	X	X
Eric Raasch, AICP	Client Manager	X	X								
Chris Dougherty, AICP	Sr. Planner/GIS Specialist	X		X	X	X	X	X	X	X	
John Jones, AICP, FRA-RP	Sr. Redevelopment Planner	X		X			X		X		X
Terry McKloski, AICP	Sr. Transportation Planner	X	X		X	X					
Nick Hill, AICP	Planner/GIS Specialist	X			X	X	X	X	X		
Katie Martin, AICP Candidate	Planner				X			X		X	
Jalisa Harris, AICP Candidate	Planner									X	
Grace Zhang, AICP	Landscape Architect	X	X								
Jeremy Fireline, PE	Senior Engineer										
Kelly Farabee, PE, PTOE	Transportation Engineer		X								
Tony Miller, PWS, GTA	Environmental Scientist										
Amir Moghimi, PSM	Surveyor		X								
Em Schaefer	Public Engage. Specialist				X	X		X		X	

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Kissimmee Development Review	6	Manatee Co. LDC & Urban Corridors Assessment
2	Minneola Development Review	7	North Port Comprehensive Plan – CCZME Update
3	Gulf Breeze Design Standards & Dev. Review	8	Kissimmee LDC Update & Form-Based Code
4	Lake Wales Comprehensive Plan	9	Melbourne Historic Preservation Officer
5	Fort Pierce Comp. Plan EAR-Based Amendments	10	Beaumont Avenue Site Master Plan



Management Approach

For every project to be successful, it must start with a very detailed **scope** of work, **schedule**, and **budget**. These items, coupled with ongoing communication between S&ME and City Staff, are key to ensuring we will meet the needs of our clients.

A thorough **scope of work** is a critical factor in the ability to meet a schedule and ensure cost control. S&ME believes in organizing project tasks into a logical sequence, providing consistent project direction, and utilizing standardized quality control procedures. Project teams, schedules and budgets will be established and managed by Mr. Raasch, who will be responsible for ensuring that all team members are performing their tasks on time and within budget.

The project **schedule** will determine the time it will take S&ME to prepare and deliver products, the time that North Port staff will require to review work products, meeting dates, and deadlines for deliverables. S&ME places a high priority on incorporating realistic timeframes into the schedule. We identify any potential delays or roadblocks that may be encountered during the completion of the project so we can have a plan for those situations.

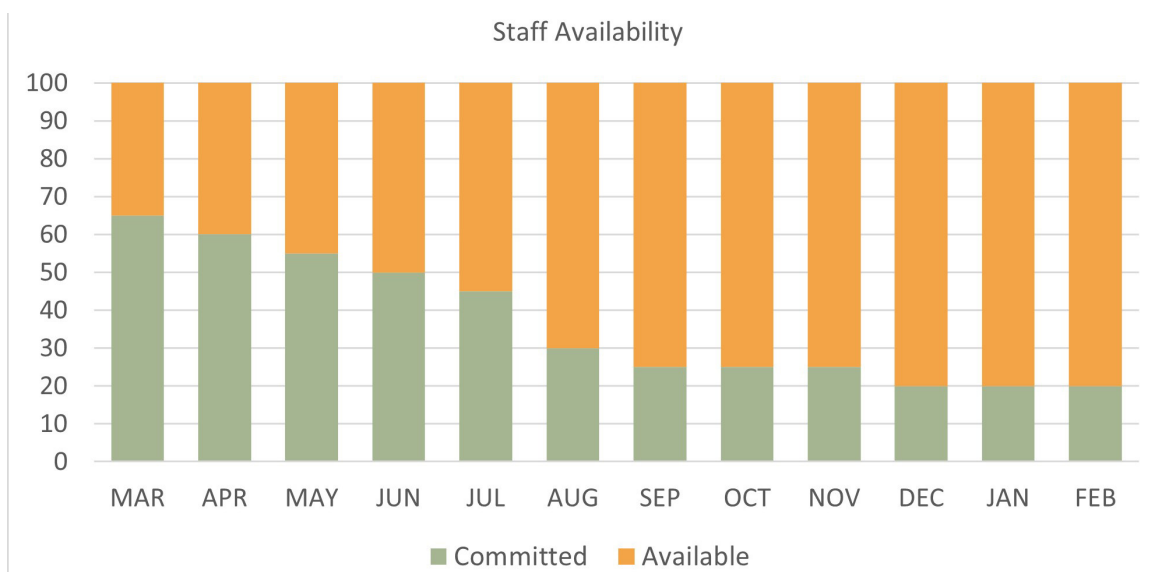
We will ensure continuous **communication** with North Port and will schedule recurring progress meetings to address any questions or concerns that staff or S&ME staff may have. We will also hold internal team meetings on a weekly basis to ensure the projects are running smoothly, S&ME staff resources are adequate, upcoming meetings are identified, and project charges are within the approved budget for each task.

Great customer service is the lifeblood of our organization. Eric Raasch, Client Manager, will serve as our primary point of contact for the City. He is an accomplished planner and project manager who has a proven track record of quality service to our municipal clients, consistently providing projects deliverables on time and within budget.

Workload

The S&ME team understands that the City places a priority not only on the provision of quality work completed within budget parameters, but also on meeting the City's expected project schedule. Accordingly, our assigned staff members have been selected for both the relevance of their professional qualifications, as well as their immediate and continued ability to commence work upon direction by the City. We rigorously examine our workload capacity at weekly staff meetings in which we determine project priorities, staff assignments, and the deliverables due for the current week. This process ensures that adequate resources are allocated to maintain project progress, any foreseen deviations from established budgets and schedules can be identified and corrected in a timely manner and designated QA/ QC review time is established for each project.

Below is a graphic representation of current commitments for key team members.



Available facilities, technological capabilities, and other available resources

We have adequate facilities and technological capabilities to perform the work for the City of North Port. Since its inception, S&ME has worked to create a company culture of providing innovative and high-quality solutions that deliver value to our clients. We recently invested in a community engagement tool that revolutionized our practice. Social Pinpoint is a platform that focuses on community engagement. It provides a safe, contact-free environment for public interaction. This becomes the sole landing page for the project and offers several avenues to engage the community. The most common tool used is an Idea Wall, which functions as a discussion forum allowing participants to provide ideas, comment on the issues, pose questions, post photos, or respond to other participants' comments.

When developing a scope for a specific project, S&ME and staff will discuss the various meetings needed and determine the S&ME team members who will need to be in attendance at each. Requests for in-person meetings can be fulfilled within a few hours. Even though our key team members are located in Orlando and Tampa, we have demonstrated responsiveness to clients at similar (or longer) distances in the past, as has been the case with Dade City, Panama City, Pinellas Park, St. Augustine, Fort Pierce, and others. Great customer service is the lifeblood of our organization.

The best example of client satisfaction is having repeat clients. We are very proud of our long-term relationships with our clients. These clients keep coming back to us because the quality work and client service they receive from our firms.

Method of Workflow/Typical Project Approach

The RFQ lists several types of services and potential planning projects. Every project is unique and deserves a tailored approach. However, based on our experience working with municipalities, we have developed the following generalized approach to communicate the various steps we would propose for undertaking future projects in North Port.

1. When the City requests a scope and fee for a specific project, Eric Raasch (Client Manager) will proceed to schedule a **scoping meeting** with City staff to discuss project objectives, desired tasks and schedule. He will then prepare a proposal identifying the detailed project **scope of work, fee and schedule** for City staff review and approval.
2. After receipt of the signed Work Assignment for a project, Mr. Raasch will facilitate a **project kick-off meeting** with City staff and S&ME's key team members. At this meeting, project roles and assignments will be discussed, and the project milestone dates will be clearly identified
3. The next step for most projects, after the kick-of meeting, is the **acquisition of data** and information relative to the project. The Client Manager will coordinate with City staff to retrieve all available City information and documents and with other local and regional agencies to obtain the most current and accurate data available. We also utilize industry-standard sources including US Census Data, University of Florida-Bureau of Economic and Business Research (BEBR), United States Geological Survey (USGS), ESRI Business Analyst, IMPLAN, and American Community Survey.
4. For some projects, we research similar communities around the state and, in some cases, the country and create a **best practices matrix**. We interview planning staff of those communities to understand how their adopted ordinances (policy/regulations) have worked. We also like to perform case studies (as we did as part of the Manatee County Urban Corridors project). Case studies help identify obstacles or issues with current policy, regulations or procedures.
5. As we move through the data gathering phase, we can begin reviewing and analyzing that data and preparing an **assessment report** with findings and general recommendations based on our professional expertise and best management practices.

6. The data collected is complemented by community input gathered via online surveys, in-person workshops and individual stakeholder interviews. Most planning projects will involve public participation. For certain types of projects, such as visioning or changes in local policy and regulations, early **public participation** is a key component as analyzing data without input from the local community may lead to results that are not specifically tailored to the community. The S&ME Team is accustomed to engaging the public in well-organized in-person, virtual or hybrid charrettes, workshops, stakeholder meetings, walkabouts, and public hearings. We have facilitated numerous workshops in the past for a variety of projects including forums intended to help the public communicate their vision to the jurisdiction, meetings designed to educate a certain population on new planning practices and technologies, and exercises intended to help groups brainstorm current practices and come up with proposed changes.
7. Once we have the assessment report completed, and the comments and desires from the community communicated to us, we then proceed to prepare the **primary deliverable** of the project, which may include a map or graphic, an assessment report, a recommendation, an ordinance, plan amendments, or any other planning material. When it comes to preparing a deliverable, S&ME remains at the forefront of planning technology and innovation. Our multidisciplinary professionals weave together graphic design, mapping services, clear and concise writing, community input and website development to create the most notable project results.
8. Once the deliverable is complete, we take it through the **approval process**, which can vary from administrative review to Commission final approval. In addition to our public participation experience we are skilled at developing easy to follow presentations that highlight the key project components for reviews or adoption. We like to take our projects all the way through the process to completion in order to ensure that our clients' goals and objectives are fully satisfied. We pride ourselves on making our clients happy, as evidenced by fact that we have been working for the same clients for many years.

The approach outlined above will be made more specific and tailored to meet the City's needs and objectives as projects are identified. We like to work closely with City staff to identify the best approach to each project.

The approach for on-call development review services will differ from the approach detailed above. In our past experience working as adjunct staff, we have learned that every community has different needs. Some communities have started using online application intake/review platforms (e.g., Manatee County uses Accela, Kissimmee uses Bluebeam/Energov), while others are still requiring printed plans. We are willing to work with Staff closely to learn the specific needs of the City of North Port and serve you with the most appropriate approach.



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REFERENCES/CLIENT LISTING

The firm shall provide at least five (5) business related references for which they are currently providing or have provided experience in similar scope and size as this RFP within the last five (5) years.

1. Business/Customer Name: City of Kissimmee, FL

Name of Contact Person/Title: Mr. Craig Holland, Development Services & CRA Director

Telephone# 407-518-2148 Fax N/A E-mail cholland@kissimmee.org

Address 101 Church Street, Kissimmee, FL 34741

Phone Number See above Discipline: Planner

Duration of Contract or business relationship Continuing Services Agreement since 2015
Development Review, Land Development Regulations, Redevelopment

Type of Services Provided Planning, Site/Master Planning, Streetscaping, Urban Design

2. Business/Customer Name: Manatee County, FL

Name of Contact Person/Title: Ms. Lisa Wenzel, Comprehensive Planning Section Manager

Telephone# 941-748-4501 Fax N/A E-mail lisa.wenzel@mymanatee.org

Address 1112 Manatee Avenue West, Bradenton, FL 34205

Phone Number See above. Discipline: Planner

Duration of Contract or business relationship Continuing Services Agreement since 2015
Comprehensive Planning, Development Review, Development Process &

Type of Services Provided Procedures, Land Development Regulations, Streetscaping

3. Business/Customer Name: City of Melbourne, FL

Name of Contact Person/Title: Cindy Dittmer, Planning Director

Telephone# 321-608-7500 Fax N/A E-mail cindy.dittmer@mlbfl.org

Address 900 East Strawbridge Avenue, Melbourne, FL 32901


Phone Number See above Discipline: Planner

Duration of Contract or business relationship Continuing Services Agreement since 2014
Coastal Resiliency Planning, Comprehensive Planning, Historic Preservation, Mobility

Type of Services Provided Planning, Streetscaping, Redevelopment Planning, Zoning Code Revisions

BUSINESS NAME: S&ME, Inc.

NAME AND TITLE (PERSON AUTHORIZED TO BIND THE COMPANY): George Kramer, AICP, LEED AP | Vice President,
Area Manager

SIGNATURE:  DATE: 2/11/2022

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4. Business/Customer Name: City of Minneola, FL
Name of Contact Person/Title: Joyce Heffington, AICP, City Planner
Telephone# (352) 394-3598 Fax N/A E-mail jheffington@minneola.us
Address 800 N. US Hwy 27. Minneola, FL 34715
Phone Number See above Discipline: Planner
Duration of Contract or business relationship Continuing Services Agreement since 2021
Type of Services Provided Development Review

5. Business/Customer Name: City of Lake Wales, FL
Name of Contact Person/Title: Autumn Cochella, AICP, Development Services Manager
Telephone# 863-678-4182 Fax 863-678-4050 E-mail acochella@LakeWalesFL.gov
Address 201 West Central Avenue, Lake Wales, FL 33853
Phone Number See above Discipline: Planner
Duration of Contract or business relationship Continuing Services Agreement since 2021
Type of Services Provided Comprehensive Planning, GIS, Landscape Architecture, Parks & Recreation Master Planning

6. Business/Customer Name: City of Fort Pierce, FL
Name of Contact Person/Title: Jennifer Hofmeister, AICP, LCAM, Planning Director
Telephone# 772-467-3730 Fax 772-466-5808 E-mail jhofmeister@cityoffortpierce.com
Address 100 North U.S. Highway 1, Fort Pierce, FL 34950
Phone Number See above Discipline : Planner
Duration of Contract or business relationship Continuing Services Agreement since 2019
Type of Services Provided Comprehensive Planning, Developer Solicitation & Selection, Redevelopment Planning

BUSINESS NAME: S&ME, Inc.

NAME AND TITLE (PERSON AUTHORIZED TO BIND THE COMPANY): George Kramer, AICP, LEED AP | Vice President, Area Manager

SIGNATURE:  DATE: 2/11/2022



S&ME, INC. FIVE YEAR LITIGATION SUMMARY

Benbrooke Dorchester Partners, LLC v S&ME, Inc.

No. 2017-CP-10-4196

In the Court of Common Pleas, State of South Carolina, County of Charleston

This suit involved unanticipated costs incurred during the renovation of a strip shopping center.

The parties to the lawsuit negotiated a mutual settlement.

Construction Systems Inc. of Lumberton v S&ME, Inc., et al.

No. 17 CVS 9367

In the General Court of Justice, Superior Court Division, State of North Carolina, County of Cumberland

This suit involved additional costs for the construction of a city bus station. The parties to the lawsuit negotiated a mutual settlement.

Todd Johnson Contracting, Inc. v Mercer County Sanitation District et al.

C.A. # 18-CI-00061

In the Mercer Circuit Court, 50th Judicial Circuit, Commonwealth of Kentucky

This suit involves additional costs for the construction of sewer lines. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Emily F. Bailey et.al. v S&ME, Inc.

C.A. No. 2018-CP-30-00935

In the Court of Common Pleas, State of South Carolina, County of Laurens

This suit involved additional costs for the rehabilitation of an earthen dam.

The parties to the lawsuit negotiated a mutual settlement.

Darren J. Eddings v Pilot Travel Centers, LLC et al.

C.A. No. 2018-CP-32-02759

In the Court of Common Pleas, State of South Carolina, County of Lexington

This suit involved an automobile accident. The parties to the lawsuit negotiated a mutual settlement.

Fairfield County v Alliance Consulting Engineers, Inc. et al.

C.A. No. 2020-CP20-00059

In the Court of Common Pleas, State of South Carolina, County of Fairfield

This suit involves additional costs for the remediation of retaining walls. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Centerstone of Tennessee, Inc. v Charles R. Curtis Construction, Inc. et al.

Case Number 22CC2019CV-24

In the Circuit Court for Dickson County, Tennessee

This suit involves additional costs for the repair of subsidence to a mixed-use building. The parties to the lawsuit negotiated a mutual settlement.

The Metropolitan Government of Nashville and Davidson County, Tennessee v BOP Nest Nashville TRS, LLC et al.

C.A. No. 20C323

In the Circuit Court for Davidson County, Tennessee

This suit involves the obstruction of a storm water line by earth reinforcing soil nails. S&ME was dismissed from this lawsuit.

Mount v Pulte Home Company, LLC and S&ME, Inc.

Case No: 6:20-cv-2314-Orl-37LRH

United States District Court Middle District of Florida, Orlando Division

This suit involves stormwater runoff from a newly developed residential subdivision. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Sindicat Dunn v Mercer County Sanitation District et. al.

Civil Action Number 21-CI-00027

Commonwealth of Kentucky, 50th Judicial District, Mercer County Circuit Court

This suit involves property damage arising from the construction of a sewer line.

S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

ASI Constructors, Inc. v S&ME, Inc.

Civil Action No.: 5:17-cv-01444-LCB

In the United States District Court, Northern District of Alabama, Northeastern Division

This suit involves the construction of a water supply dam.

S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Gaston County Board of Education v Shelco, LLC et. al.

File Number: 20CVS 3924

In the General Court of Justice, Superior Court Division, Gaston County, North Carolina

This suit involves subsidence of a sports field.

S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Courtesy Properties, LLC v S&ME, Inc. et. al.

Civil Action File No. 1:20-cv-02097-SDG

In the United States District Court for the Northern District of Georgia, Atlanta Division

This suit involves additional costs for site development.

S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.



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- Conflict of Interest Form
- Disclosure Form (Consultant/Engineer/Architect)
- Scrutinized Business Certification Form
- E-Verify Form

State Registration Requirements (<http://www.sunbiz.org/search.html>)

Copy of Registration, Attached

- State required license for Prime Firm Only (Not sub-consultants)

- SAMPLE INSURANCE CERTIFICATE:** Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

YES NO Sample Insurance Certificate is included with the submittal

- MBE/WBE/VBE:** If claiming Minority Business Enterprise/Women Business Enterprise/Veterans Business Enterprise, the Prime Firm (not sub-consultant) **shall be** certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes.

YES, CLAIMING MBE/WBE/VBE STATUS AS PRIME ONLY

YES, I'VE ATTACHED THE CERTIFICATE OF MBE/WBE/VBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 12.

NOT CLAIMING MBE/WBE/VBE

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

PROPOSAL SUBMITTAL SIGNATURE FORM

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per Agreement, if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. 1 Dated 1/26/2022 Addendum No. _____ Dated _____
Addendum No. 2 Dated 2/2/2022 Addendum No. _____ Dated _____
Addendum No. 3 Dated 2/8/2022 Addendum No. _____ Dated _____

Company Name S&ME, Inc.

407-975-1273 gkramer@smeinc.com 407-975-1278

Telephone # E-Mail Fax #

1615 Edgewater Drive, Suite 200

Main Office Address

Orlando Florida 32804

City State Zip Code

Address of Office Servicing City of North Port, if different than above: SAME AS ABOVE

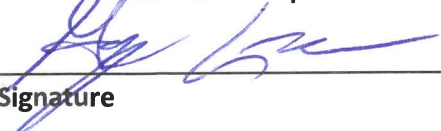
Office Address

City State Zip Code

Telephone # E-mail Fax #

George Kramer, AICP, LEED AP | Vice President, Area Manager

Name & Title of Firm Representative


Signature

2/11/2022
Date

Do you accept Visa? YES NO

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

STATEMENT OF ORGANIZATION
(Information Sheet for Transactions and Conveyances Corporation Identification)

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

Name of Respondent: S&ME, Inc.

DBA (if any): _____

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): Corporation

Business Address: 1615 Edgewater Drive, Suite 200, Orlando, FL 32804

Phone: 407-975-1273 Fax: 407-975-1278

E-Mail gkramer@smeinc.com

Federal Identification Number: 56-0791580

State of Florida Department of State Certificate of Authority Document No.: _____

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

(Please Check One)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,
In what state was it created: North Carolina
Name as spelled in that State: S&ME, Inc.

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business
in Florida: Yes or No

Does it use a registered fictitious name: Yes or No

Names of Officers: See Attached
President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Director: _____ Director: _____

Other: _____ Other: _____

2022 OFFICERS OF S&ME

Officers

1. Larry Armstrong, PE
2. James R. Attaway, Jr., PE, JD
3. Ken Barry, PE, D.WRE
4. Chuck Black, PE, M. ASCE, LEED AP
5. Keith Brown, PE (*Senior VP*)
6. Adam Browning, PE
7. William M. Camp, III, PE, D. GE
8. Jeff Doubrava, PE
9. Leira Douthat, LEED AP
10. Dave Duke, CIH, CSP
11. Kellie Ford
12. Brian Glidewell, PE
13. Aaron Goldberg, PE, D. GE
14. Scott Hancock, PE
15. Chris Headley
16. Meredith Keyes, CPA (*Senior VP*)
17. James L. Killingsworth, CHMM
18. George Kramer, AICP, LEED AP
19. Stewart Laney, PE, DBIA
20. John C. Lessley, PE
21. Wes Lowder, PE
22. Stanford Lummus, PE
23. Adam Marr, PE
24. Randy G. Martin, PE
25. J. Brad McLester, PE (*Senior VP*)
26. Kasey McWhorter, PE
27. Bethanie Meek, PE
28. Matt Moler, PE
29. Lynne Musick
30. Angela S. Musselwhite, PE, F. NSPE (*Senior VP*)
31. Charles Olige, PE
32. Howard Perry, PE (*Senior VP*)
33. Elizabeth Porter, PG, PMP
34. Thomas P. Raymond, PE, PMP
35. Mike Rowland, PE
36. Matt Ryan
37. Mary Scarbrough
38. Bill C. Schwartz, Jr., PE (*Senior VP*)
39. Eric Shaffer, PE
40. Kelley Simons, LEED AP
41. Chris Stahl, PE
42. Thomas C. Still, PE
43. Shannon Sweitzer, PE, CCM, DBIA (*Senior VP*)
44. Kenneth R. Warren, CIH

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Name of Corporation (As used in Florida): S&ME, Inc.

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____

City, State Zip: _____

Street Address: 1615 Edgewater Drive, Suite 200

City, State, Zip: Orlando, FL 32804

BUSINESS NAME: S&ME, Inc. _____

NAME AND TITLE (PERSON AUTHORIZED TO BIND THE COMPANY): George Kramer, AICP, LEED AP | Vice President, Area Manager

SIGNATURE:  DATE: 2/11/2022

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DRUG FREE WORKPLACE FORM

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that
S&ME, Inc. does:
(Company Name)

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 of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

Check one:

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.



Offeror's Signature
2/7/22

Date

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NON-COLLUSIVE AFFIDAVIT

Before me, the undersigned authority, personally appeared:

George Kramer, AICP, LEED AP who, being first duly sworn, deposes and says that:

1. He/She is the Representative (Owner, Partner, Officer, Representative or Agent) of S&ME, Inc., the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this 7th day of February, 2022.

By: [Signature]
George Kramer, AICP, LEED AP
(Printed Name)
Vice President, Area Manager
(Title)

STATE OF FLORIDA
COUNTY OF ORANGE

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 7th day of 2, 2022, by GEORGE KRAMER.

[Signature]
Notary Public - State of Florida

Personally Known OR Produced Identification
Type of Identification Produced —



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CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- I am an employee, public officer or advisory board member of the City
_____ (List Position Or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- None Of The Above

PART II:

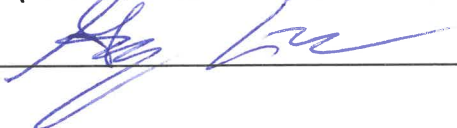
Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

BUSINESS NAME: S&ME, Inc.

NAME AND TITLE (PERSON AUTHORIZED TO BIND THE COMPANY): George Kramer, AICP, LEED AP | Vice President, Area Manager

SIGNATURE:  DATE: 2/7/22

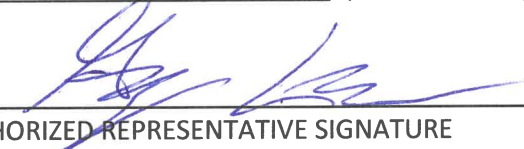
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VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

The undersigned Vendor/Consultant/Contractor (Vendor), certifies the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.
7. Vendor understands that pursuant to Florida Statutes, section 448.095, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the Vendor named in this certification to civil penalties, attorney's fees and costs.

VENDOR: S&ME, Inc. (Vendor's Company Name)

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: George Kramer, AICP, LEED AP | Vice President, Area Manager

Date Certified: 2/7/22

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DISCLOSURE FORM
FOR
CONSULTANT/ENGINEER/ARCHITECT

Please select (only) one of the following three options:

Our firm has no actual, potential, or reasonably perceived, **financial*** or **other interest**** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial*** or **other interest**** in the outcome of the project as described here: _____.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:
_____.

Our firm has an actual **financial*** or **other interest**** in the outcome of the project as described here:
_____.

***What does "financial interest" mean?**

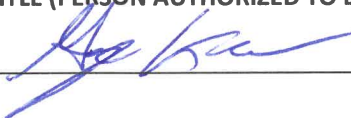
If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm's findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

****What does "other interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm's findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

BUSINESS NAME: S&ME, Inc.

NAME AND TITLE (PERSON AUTHORIZED TO BIND THE COMPANY): George Kramer, AICP, LEED AP | Vice President, Area Manager

SIGNATURE:  DATE: 2/11/2022

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

Scrutinized Company Certification Form

Company Name:	S&ME, Inc.						
Authorized Representative Name and Title:	George Kramer, AICP, LEED AP Vice President, Area Manager						
Address:	1615 Edgewater Drive, Suite 200	City:	Orlando	State:	Florida	ZIP:	32804
Phone Number:	407-975-1273	Email Address:	gkramer@smeinc.com				

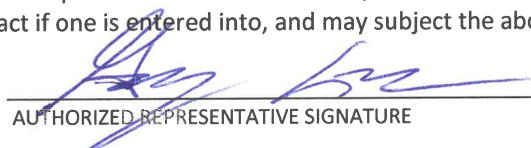
A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

- This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

- This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.	
Certified By:	
	AUTHORIZED REPRESENTATIVE SIGNATURE
Print Name and Title:	George Kramer, AICP, LEED AP Vice President, Area Manager
Date Certified:	2/7/22

Solicitation/Contract/PO Number (Completed by Purchasing): 2022-13

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

END OF PART IV



CERTIFICATE OF LIABILITY INSURANCE

7/1/2022

DATE (MM/DD/YYYY)

6/25/2021

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 Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1492483 S&ME INC. 1615 EDGEWATER DRIVE, SUITE 200 ORLANDO FL 32804	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Valley Forge Insurance Company	NAIC # 20508
	INSURER B : Travelers Property Casualty Co of America	25674
	INSURER C : American Casualty Company of Reading, PA	20427
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: 17560496 REVISION NUMBER: XXXXXXXX

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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	6042844344	7/1/2021	7/1/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	BUA 7015184548	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	CUP-2S937960-21-NF	7/1/2021	7/1/2022	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N	WC7015154143	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
			N/A				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)
 RE: FOR INFORMATIONAL PURPOSES ONLY. THE EXCESS LIABILITY IS CONSIDERED FOLLOW FORM OVER THE GENERAL LIABILITY, AUTO LIABILITY AND EMPLOYERS LIABILITY SUBJECT TO THE POLICY TERMS, CONDITIONS AND EXCLUSIONS.

CERTIFICATE HOLDER

17560496
 S&ME INC.
 1615 EDGEWATER DRIVE, SUITE 200
 ORLANDO FL 32804

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
 4970 CITY HALL BLVD, STE 337
 NORTH PORT, FLORIDA 34287
 Office: 941.429.7170
 Fax: 941.429.7173
 Email: purchasing@cityofnorthport.com



January 26, 2022
ADDENDUM 1

TO: PROSPECTIVE BIDDERS

RE: RFP NO. 2022-13 General Planning Services

DUE DATE February 14, 2022 AT 2:00 P.M.

Proposers are hereby notified that this addendum shall be made part of the above-named RFP and agreement documents. The following changes to the above RFP are issued to modify, and/or clarify the RFP and agreement documents (the deletions are as ~~striketroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

1Q: Can you please provide information related to the previous contract?

1A: There is no previous contract.

2Q: Do our submittals need to utilize the Calibri font specifically, or are we able to use our firm’s standard font that is similar as long as it adheres to the 11pt font size requirement?

2A: Font type and size are stated in the RFP to use.

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Keith Raney

Keith Raney, CPPB, CPPO, NIGP-CPP
Contract Administrator II
Finance Department/Purchasing Division
4970 City Hall Blvd.
North Port, Florida 34286
Tel: 941.429.7103
Fax: 941.429.7173
E-mail: kraney@cityofnorthport.com

Receipt of Addendum No. 1 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.1

Addendum #1



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 CITY HALL BLVD, STE 337
NORTH PORT, FLORIDA 34287
 Office: 941.429.7170
 Fax: 941.429.7173
 Email: purchasing@cityofnorthport.com



February 2, 2022
ADDENDUM 2

TO: PROSPECTIVE BIDDERS

RE: RFP NO. 2022-13 General Planning Services

DUE DATE February 14, 2022 AT 2:00 P.M.

Proposers are hereby notified that this addendum shall be made part of the above-named RFP and agreement documents. The following changes to the above RFP are issued to modify, and/or clarify the RFP and agreement documents (the deletions are as ~~strikethroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

1Q: In regards to subconsultants under Tab 3, do you require SF330 resumes for those individuals listed or only for key team members from the prime firm? **Section 3.1** states to include a SF 330 Section E form for EACH key person you anticipate assigning to the project, but **Section 3.2 Subconsultants** only mentions including a summary of their background and qualifications, no SF 330.

1A: A full 330 form is not needed for the proposed subconsultants. Only certain parts of the 330 form need to be completed for the Tabs/Sections of the RFP that specifically request subconsultant information.

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Keith Raney

Keith Raney, CPPB, CPPO, NIGP-CPP
 Contract Administrator II
 Finance Department/Purchasing Division
 4970 City Hall Blvd.
 North Port, Florida 34286
 Tel: 941.429.7103
 Fax: 941.429.7173
 E-mail: kraney@cityofnorthport.com

Receipt of Addendum No.2 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.2

Addendum #2



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 CITY HALL BLVD, STE 337
NORTH PORT, FLORIDA 34287
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com



February 8, 2022
ADDENDUM 3

TO: PROSPECTIVE BIDDERS

RE: RFP NO. 2022-13 General Planning Services

DUE DATE February 14, 2022 AT 2:00 P.M.

Proposers are hereby notified that this addendum shall be made part of the above-named RFP and agreement documents. The following changes to the above RFP are issued to modify, and/or clarify the RFP and agreement documents (the deletions are as ~~strikethroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

1Q: Can we use larger Calibri font formats for the **cover(title page) and tabs?**

1A: The font size 11, font Calibri applies to all except the Title/Cover Page.

2Q: Can we format the pages that are not in the SF330 forms utilizing **headers and titles** with font formats other than Calibri 11?

2A: The font size 11, font Calibri applies to all except the Title/Cover Page.

3Q: Is the Calibri 11 for the body copy only?

3A: The font size 11, font Calibri applies to all except the Title/Cover Page.

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Keith Raney

Keith Raney, CPPB, CPPO, NIGP-CPP
Contract Administrator II
Finance Department/Purchasing Division
4970 City Hall Blvd.
North Port, Florida 34286
Tel: 941.429.7103
Fax: 941.429.7173
E-mail: kraney@cityofnorthport.com

Receipt of Addendum No.3 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.3

Addendum #3

State of Florida

Department of State

I certify from the records of this office that S&ME, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on March 10, 1993.

The document number of this corporation is F93000000770.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on February 24, 2021, 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
February, 2021*



Randy R. Lee
Secretary of State

Tracking Number: 3697533303CC

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

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