



CITY OF NORTH PORT
FINANCE DEPARTMENT - PURCHASING DIV.

Office: 941.429.7170
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WORK ASSIGNMENT

CONSULTANT Pritchett Steinbeck Group Inc.
CONTINUING CONTRACT NO. & TITLE 2022-13-03 Continuing Contract for General Planning Services
THIS WORK ASSIGNMENT
WORK ASSIGNMENT # 2023-03PZ
SHORT TITLE Activity Center 3 (Gateway) Master Plan
DATE SUBMITTED 11-2-23
AMOUNT (LUMP SUM) \$200,000
SCHEDULED COMPLETION May 31, 2024

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YR 20 24

Table with 3 columns: DEPARTMENT, CITYWIDE (completed by Purchasing), and rows for TOTAL OF PREVIOUS ASSIGNMENTS, THIS WORK ASSIGNMENT, TOTAL WORK ASSIGNMENTS, ACCOUNT NO/PROJECT NO.

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

- 1. All associated supporting documentation and justification for this work assignment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS WORK ASSIGNMENT SHALL NOT EXCEED \$500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED (Only applicable to CCNA WA).

SUBMITTED BY:

Handwritten signature and date 11/7/23
CONSULTANT DATE

APPROVED BY:

Alaina Ray
DEPARTMENT DIRECTOR
Ginny Duyn
PURCHASING
ASSISTANT CITY MANAGER

Lisa Herrmann
BUDGET ADMINISTRATOR
Irina Kukharenko
FINANCE DIRECTOR
CITY MANAGER

Print Form

Clear All Fields



MEMORANDUM
Development Services Department

TO: Keith Raney, Contract Administrator II, Purchasing Division

THRU: Alaina Ray, AICP, Development Services Director **Alaina Ray** Digitally signed by Alaina Ray
Date: 2023.11.15 09:56:27
-05'00'

FROM: Lori Barnes, AICP, CPM, Assistant Director, Development Services **Lori Barnes** Digitally signed by Lori Barnes
Date: 2023.11.15 09:49:12
-05'00'

SUBJECT: RLI 2023-03PZ under Contract No. 2022-13, General Planning Services for Activity Center 3 (Gateway) Master Plan

DATE: November 15, 2023

The Planning & Zoning Division received responses to RLI 2023-03PZ from the following firms:

- Pritchett Steinbeck Group, Inc
- RVI Planning + Landscape Architecture, Inc.

On October 5, 2023, the following City staff members met to review and discuss the responses:

- Alaina Ray, AICP, Development Services Director
- Chuck Speake, Public Works Director
- Lori Barnes, AICP, CPM, Assistant Director, Development Services
- Vinnie Mascarenhas, Economic Development Manager

Key discussion points included the following:

- Understanding of scope/project deliverables
- Expertise/qualifications of project team in relation to the scope of the project;
- Availability of personnel/timeline
- Similar projects;
- Timing of project deliverables.

After discussion, the review team concluded the following regarding Pritchett Steinbeck Group, Inc.'s response:

- Communicated a superior understanding of the scope and desired deliverables;
- The inclusion of a Certified Floodplain Manager and Resiliency Specialist lends well to the project due to the characteristics of the land within the study area;
- Included reference projects more in keeping with the proposed project.
- Included a timeline beyond that anticipated.

The review team consensus was to select Pritchett Steinbeck Group, Inc. (PSG) for the work assignment, subject to confirmation they were comfortable with the required deliverable dates communicated by FloridaCommerce related to the Community Planning Technical Assistance Grant. On October 10, 2023, PSG communicated they were comfortable with the scope and timeline for the project.

Final Scope of Work – Gateway Activity Center Master Plan

A. Deliverable 1 Kick-off Meeting; Gateway Activity Center Assessment Report

Conduct a project Kick-off meeting to present an overview of the grant project to the project team. Prepare a kick-off meeting invitation, list of stakeholder invitees, agenda and sign-in roster of attendees.

Scope of Work

1. Prepare a “Gateway Activity Center Assessment Report” that includes the following information for the Gateway Activity Center area: (1) a map of the City of North Port depicting the boundaries of the Gateway Activity Center and the area surrounding proposed for inclusion in the study area and possible expansion of the Activity Center; (2) an aerial photograph of the Gateway Activity Center and surrounding area based on best available data; (3) map(s) depicting the location of existing land use conditions (type of existing land use, existing buildings/structures, and density/intensity of use) on the Gateway Activity Center and surrounding the Gateway Activity Center; (4) map(s) depicting the location of natural resources on the Gateway Activity Center in the study area based on best available currently existing data/analysis (topography, soil type, surface waters, floodplains, wetlands); (5) map(s) depicting the location of Gateway Activity Center existing on-site infrastructure and off-site infrastructure connections (roads and stormwater facilities); (6) map depicting the location of the City of North Port Comprehensive Plan Future Land Use Map future land use designations on the Gateway Activity Center, and written narrative or table of the associated allowable types of land uses, residential densities and nonresidential intensities of use; (7) identification of information/data sources for each of the above maps; (8) a written narrative summary that describes the economic development opportunities and goals of the Gateway Activity Center; (9) a written narrative summary (with accompanying maps if appropriate) that describes the issues and opportunities related to land use and stormwater management for development of the Gateway Activity Center; and (10) a written narrative that presents a strategic framework, including guiding principles, for the preparation of three land use models and five stormwater management improvements for the Gateway Activity Center.

Deliverable due January 31, 2024

B. Deliverable 2 Land Use Models; Recommended Stormwater Management Improvements;

1. Prepare “Land Use Models” that include the following information for the Gateway Activity Center: (1) identification of three different land use models for the Gateway Activity Center site; (2) each land use model shall include a written narrative summary (and accompanying illustration(s)/map(s)) identifying the type, amount, location and timing of potential land uses that would be developed throughout the Gateway Activity Center; (3) written narrative summary describing amendments, if any, that would be required to the City of North Port Comprehensive Plan and Land Development Regulations for each Land Use Model; (4) written narrative describing how each land use model supports economic development;

and (5) written narrative describing how each land use model implements the guiding principles of the strategic framework identified in the Gateway Activity Center Assessment Report

2. Prepare “Recommended Stormwater Management Improvements” that includes the following information for the Gateway Activity Center: (1) identification of a minimum of five different recommended stormwater management improvements for the Gateway Activity Center site; (2) written narrative that explains each recommended stormwater management improvement; and (3) written narrative that explains the benefits of each recommended stormwater management improvement.

Deliverable due May 1, 2024

C. Deliverable 3 Gateway Activity Center Master Plan; Presentation to City Commission/Public Meeting; Subcontract or Notice

1. Based on the results of Deliverables 1 and 2, prepare a draft “City of North Port Gateway Activity Center Master Plan” that **includes** the following information for the Gateway Activity Center area: (1) Executive Summary; (2) all narratives, maps, recommendations and summaries developed as part of Deliverables 1 and 2; and (3) any other information deemed appropriate by the Consultant.

2. Present the draft “City of North Port Gateway Activity Center Master Plan” (Master Plan) to the City of North Port City Commission at an advertised public meeting for the purpose of the City Commission to consider the Master Plan and receive public input. Prepare a copy of the public meeting agenda and provide minutes of the public meeting.

3. Based on the results of Sections 3.C.1 and 3.C.2 of this Scope of Work, prepare a final “City of North Port Gateway Activity Center Master Plan” that includes the following information for the Gateway Activity Center area: (1) Executive Summary; (2) all narratives, maps, recommendations and summaries developed as part of Deliverables 1 and 2 as revised (if revisions are needed based on the City Commission public meeting) or unrevised (if no revisions are needed based on the City Commission public meeting); and (3) any other information deemed appropriate by the Consultant.

Deliverable due May 31, 2024

WORK NOT TO EXCEED \$200,000

UNDERSTANDING YOUR NEEDS

The City of North Port requires a consultant to develop a master plan for the 177.8-acre area, identified as Activity Center 3 (Gateway). This area is set to develop quickly due to its prime location at the Sumter Boulevard and Interstate 75 interchange, as well as the plans in progress to construct a 100-bed hospital on the southeast quadrant. With a meaningful Master Plan in place, the Gateway Activity Center can develop in a way that addresses the area's needs and opportunities for hurricane resiliency, land use, transportation, and infrastructure. Pritchett Steinbeck Group Inc. (PSG) and Applied Ecology, Inc. (AEI) are excited to provide a letter of interest on this important opportunity. Our team will provide high-quality deliverables on time and on budget, including the following:

- strategic framework,
- public participation,
- land use modeling,
- stormwater management improvements
- and a master plan report.

DELIVERING A PROJECT PLAN

The PSG Team will create a Master Plan that will enhance the City's sense of place, generate growth, and create a true gateway into the City. First, we will help **develop a strategic framework for the project**, to ensure stakeholders are on the same page and can move forward with feasible, implementable land use scenarios that meet North Port's needs. For example, this activity center presents an opportunity to attract new employers and new jobs, reducing reliance on jobs outside the city. We understand that market feasibility is essential for making plans a reality. PSG combines its land use expertise with a strong understanding of market dynamics, infrastructure planning, and facilitated decision-making. This will allow us to create a vision based on sound market principles and apply these principles to create **land use models** that align with the strategic framework.

Listening to the community is essential to ensure that residents' needs and desires are reflected in the plan. We suggest building upon the strategic framework by utilizing a **listen-first approach** with residents and local stakeholders so the Gateway Activity Center can become a meaningful destination. Good **public participation** programs start with early inclusion and participation and end with trust and support. We will combine hands-on, in-person techniques with virtual strategies so participants feel engaged and heard.

One of the challenges in the Gateway Activity Center is creating a cohesive district that connects the four quadrants across I-75 and Sumter Boulevard. As part of a coordinated effort with this Master Plan, the funding allocated by the FDOT presents an opportunity to improve safety and increase accessibility between quadrants. In addition, the streams passing through the area offer an opportunity for enhanced trail connectivity, recreation, and natural amenities. Our expertise in transportation and multimodal planning in Florida means that we can effectively coordinate between agencies to achieve the best result for the interchange and the activity center.

The PSG Team will draw on their specialized experience in water resources and stormwater planning to recommend **stormwater management solutions** that improve water quality and resilience.

RELEVANT QUALIFICATIONS

PSG works with local governments to develop plans and policies, giving us a broad perspective of the entire process. Our areas of specialization include urban and mobility master planning, land use and community planning, and economic analyses. AEI specializes in water resources, including stormwater master plans that promote water quality and resiliency.

AVAILABLE SENIOR EXPERTISE



Amanda Klepper, AICP will serve as Project Manager. She is a well-rounded analytical planner with international experience in land use planning, transportation planning, spatial analysis, statistics, and modeling. She has been involved in a range of multimodal planning and data analysis projects in the US and overseas, including affordable housing, comprehensive planning, master planning, bus and rail corridor plans, road safety, and impact assessments. Amanda has experience managing complex tasks including the Tampa Future Land Use Assessment, and as the GIS Lead for Hillsborough County's Greenways and Trails Master Plan. She has 10 years of experience.



Jeremy Goldstein is a Project Manager and Senior Analyst responsible for land use, transportation, and economic planning and analyses, including socioeconomic and demographic forecasting, housing analysis, transit station-area land use planning, transit-oriented development, bicycle and pedestrian planning, transportation demand management, market analysis, wayfinding and circulation analyses, and GIS analysis. He has nearly 20 years of experience performing this type of work in Florida and across the southeast.



Brandie Miklus, AICP is a detail-driven professional with 17 years of progressively responsible experience in multimodal planning. Her major differentiator is her background in both urban planning and strategic communications and what that unique combination can provide. Her knowledge spans a wide range of planning areas, including transit and transportation planning, master planning, alternatives analyses, public engagement, and inventive community collaboration. Brandie also has experience in land use analysis and grant writing for capital improvement projects.



Cynthia Grizzle, PWS, CFM is an environmental scientist with 20 years of experience. She can guide projects from the feasibility stage, through planning, design, permitting, and construction. She has led environmental assessments for all types of projects, including transportation planning, resiliency, water resources, and ecological services as-needed contracts. She has supported North Port with environmental assessments and documentation within the last year.



Robbyn Spratt, P.E. is a Professional Engineer with 25+ years of experience in Water Resources within both public and private sectors. Her career includes serving as Lead Engineer and Project Manager for more than 40 county stormwater capital improvement and retrofit projects to reduce recurring flooding in vulnerable areas and improve impaired water quality in Florida's vital surface waters. She has designed and/or managed projects from conception through operation including traditional BMP, innovative stormwater management technology, living shorelines, and wetland systems and restoration.

Available Staff		
Firm	Name	Role
PSG	Amanda Klepper, AICP	Project Manager
PSG	Jeremy Goldstein	Senior Market Analyst
PSG	Brandie Miklus, AICP	Communications and Engagement Lead
PSG	Colin Lowe	Planner
PSG	Cynthia Grizzle, PWS, CFM	Chief Environmental Scientist
PSG	Raina Cumby, ENV SP	Resiliency Specialist
AEI	Robbyn Spratt, P.E.	Senior Water Resources Engineer

SIMILAR REFERENCE PROJECTS

Tampa Future Land Use Assessment and Comprehensive Plan Assistance

Client: Hillsborough County City-County Planning Commission and City of Tampa

Date: Ongoing

Contact: Melissa Zornitta, FAICP

zornittam@plancom.org | 813-665-1354

PSG is leading an assessment of how Tampa's Future Land Use policies are shaping development and meeting the Comprehensive Plan's goals. The results of the assessment are now informing PSG's work to develop new policies to update the Plan. PSG has also led two rounds of public engagement.

On-Call Current Planning, Comprehensive Planning, and Transportation Services

Client: City of Destin

Date: Ongoing

Contact: Steve O'Connor, Principal Planner

soconnor@cityofdestin.com | 850-279-3213

PSG provides a wide range of services to Destin through a continuing services contract, including development order and site plan review, a major update and reorganization of the land development code, and updates to the City's impact fee schedule and policy.

Development of a Stormwater Master Plan and a Stormwater Needs Analysis

Client: City of Indian Harbour Beach

Date: 2022

Contact: Todd Scaldo, Public Works Director

tscaldo@indianharbour.org | 321-773-3181

Applied Ecology developed a Stormwater Master Plan for the City of Indian Harbour Beach. The Plan incorporates an assessment of water quality, flood protection, and resiliency needs that resulted in a holistic Stormwater Master Plan. The plan informed an analysis of stormwater needs for the city while providing new ideas of stormwater Best Management Practices (BMPs) to reduce nutrients reaching the impaired estuary and restore seagrass.

SR 46 Resiliency Analysis White Paper

Client: FDOT District 5

Date: 2023

Contact: Matt Wey, PE, Wey Engineering

mwey@weyengineering.com | 813-9246910

PSG supported Wey Engineering by performing a resiliency analysis on a segment of roadway that was identified as a high priority on the FDOT Resilience Action Plan. PSG documented how often the road was overtopped, that flooding events were becoming more frequent, and that the elevation of the roadway was at or below the flood stage of the St. John's River.

WE CAN MEET THE SCHEDULE

Our team is prepared to start work immediately and to continue until the final master plan is complete. The PSG Team is available to perform this work effort and we are committed to adding more staff to meet the City's needs. A 12-month project schedule is included below but could be revised to meet the timeline requirements of this project.

Tasks	Duration
Task 1 Strategic Framework	3 Months
Task 2 Public Participation	6 Months
Task 3 Land Use Modeling	9 Months
Task 4 Stormwater Recommendations	9 Months
Task 5 Draft & Present Master Plan	12 Months

COST SAVING MEASURES

PSG has compiled a significant amount of market and demographic data that is ready to be used for this project. We also have an online engagement process that efficiently collects the values, priorities, and opinions of residents and effectively summarizes them. Finally, we propose creating a visual-focused deliverable rather than a lengthy report. Images and graphics effectively communicate planning concepts, are more likely to be read than long reports, and will save money on plan creation. The cost savings will be used towards meaningful details of the plan and project implementation.

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.

COMPANY: Pritchett Steinbeck Group Inc.

SIGNATURE: 

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

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: Pritchett Steinbeck Group Inc.

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Cynthia Grizzle

SIGNATURE:  DATE: 9/27/23

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

Scrutinized Company Certification Form

Company Name: Pritchett Steinbeck Group Inc.

Authorized Representative Name and Title: Cynthia Grizzle, President

Address: 9428 Roberts Road City: Odessa State: F L ZIP: 33556

Phone Number: 813-215-1273 Email Address: Cynthia@psgplans.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: *Cynthia Grizzle*
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Cynthia Grizzle - President

Date Certified: 9/27/23

Solicitation/Contract/PO Number (Completed by Purchasing): _____

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

STATE OF FL

COUNTY OF Hillsborough

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states 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.

VENDOR: Pritchett Steinbeck Group (Vendor's Company Name)

_____ (Vendor signature)

Cynthia Grizzle (Vendor's name printed)

President (Title)

Sworn to and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 2020, by _____, as _____.

Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

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STATE OF FL

COUNTY OF Hillsborough

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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.

VENDOR: Pritchett Steinbeck Group (Vendor's Company Name)

Cynthia Grizzle (Vendor signature)
 Cynthia Grizzle (Vendor's name printed)
 President (Title)

Sworn to and subscribed before me by means of physical presence or online notarization, this 27th day of September, 2020, by Cynthia Grizzle, as _____.

[Signature]
 Notary Public

Personally Known _____ OR Produced Identification
 Type of Identification Produced FLDL

