

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 03/15/2024

Contract/Lease Control #: C24-3955-GM

Procurement#: RFP GM 11-24

Contract/Lease Type: CONTRACT - AGREEMENT

Award To/Lessee: INSPIRE PLACEMAKING COLLECTIVE, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 03/12/2024

Expiration Date: 12/21/2024

Description of: NORTH OKALOOSA COUNTY PLANNING STUDY

Department: GM

Department Monitor: ELLIOT KAMPERT

Monitor's Telephone #: 850-651-7180

Monitor's FAX # or E-mail: EKAMPERT@MYOKALOOSA.COM

Closed: \_\_\_\_\_

CC: BCC RECORDS

# NOTICE TO PROCEED

**TO: Inspire Placemaking Collective, Inc.**  
4767 New Broad St.  
Orlando, FL 32814

PROJECT:

DESCRIPTION: RFP GM 11-24, Contract # C24-3955-GM

You are hereby notified you are able to commence WORK in accordance with the Agreement dated March 12, 2024. The North Okaloosa Planning Study shall be complete and the adoption package shall be presented to the State Planning Office no later than December 2024.

You are required to return an acknowledged copy of this **NOTICE TO PROCEED** to the **OWNER**: Okaloosa County Purchasing, Attention: DeRita Mason, 5479A Old Bethel Road, Crestview, FL 32536, within 10 days from the date this **NOTICE TO PROCEED** is fully executed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS

**OWNER**

BY: DeRita Mason Digitally signed by DeRita Mason  
Date: 2024.03.13 12:51:51 -05'00'  
DeRita Mason, Purchasing Manager

## ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged.

Date of Commencement of Work: 3/14/24

Inspire Placemaking Collective, Inc.  
Company Name

This the 13th day of March, 2024

  
Signature

By: George Kramer/President  
Type or Print Name/Title





# INSPIRE PLACEMAKING COLLECTIVE, INC.

Unique Entity ID <b>X38PJZW1H8H3</b>	CAGE / NCAGE <b>9L5A9</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>May 25, 2024</b>	
Physical Address <b>4767 New Broad Street Orlando, Florida 32814-6405 United States</b>	Mailing Address <b>4767 New Broad Street Orlando, Florida 32814-6405 United States</b>	

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Florida 10</b>	State / Country of Incorporation <b>Florida / United States</b>	URL <b><a href="https://www.inspireplacemaking.com/">https://www.inspireplacemaking.com/</a></b>

### Registration Dates

Activation Date <b>Jun 9, 2023</b>	Submission Date <b>May 26, 2023</b>	Initial Registration Date <b>May 26, 2023</b>
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### Entity Dates

Entity Start Date <b>Dec 27, 2022</b>	Fiscal Year End Close Date <b>Dec 31</b>
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### Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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### Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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### Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

### Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Active Exclusions Records?

No

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

### Business Types

Entity Structure <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Subchapter S Corporation</b>
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**Socio-Economic Types**

**Self Certified Small Disadvantaged Business**

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Accepts Credit Card Payments  
**No**

Debt Subject To Offset  
**No**

EFT Indicator  
**0000**

CAGE Code  
**9L5A9**

**Electronic Business**

Inspire ElectronicMail

4767 New Broad Street  
Orlando, Florida 32814  
United States

**Government Business**

George Kramer, President

4767 New Broad Street  
Orlando, Florida 32814  
United States

**NAICS Codes**

Primary	NAICS Codes
Yes	541320
	541430

NAICS Title
Landscape Architectural Services
Graphic Design Services

This entity does not appear in the disaster response registry.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

## Detail by FEI/EIN Number

Florida Profit Corporation  
INSPIRE PLACEMAKING COLLECTIVE, INC.

### Filing Information

<b>Document Number</b>	P22000094175
<b>FEI/EIN Number</b>	92-1495717
<b>Date Filed</b>	12/27/2022
<b>Effective Date</b>	10/27/2022
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	CONVERSION
<b>Event Date Filed</b>	12/27/2022
<b>Event Effective Date</b>	NONE

### Principal Address

4767 NEW BROAD STREET  
ORLANDO, FL 32814

### Mailing Address

4767 NEW BROAD STREET  
ORLANDO, FL 32814

### Registered Agent Name & Address

KRAMER, GEORGE  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

### Officer/Director Detail

#### **Name & Address**

Title PD

KRAMER, GEORGE  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

Title Officer

Dougherty, Christopher  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

Title Officer

McCurdy, Todd  
4767 New Broad Street  
Orlando, FL 32814

Title Officer

Gould, Sarah Sinatra  
223 S. WEST STREET, SUITE 900  
RALEIGH, NC 27603

Title Officer

Raasch, Eric  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

Title Officer

Schaefer, Emily  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

Title Officer

Tyjeski, Patricia  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2023	01/13/2023
2023	12/20/2023

**Document Images**

<a href="#"><u>12/20/2023 -- AMENDED ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/13/2023 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>12/27/2022 -- Domestic Profit</u></a>	<a href="#">View image in PDF format</a>

**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: B30 11-24 Tracking Number: 5072-24  
 Procurement/Contractor/Lessee Name: Inspire Placemaking Collective Grant Funded: YES \_\_\_ NO X  
 Purpose: North Okaloosa Planning Study  
 Date/Term: 12-31-24  
 Department #: 0108  
 Account #: 53101  
 Amount: \$979,955.00  
 Department: GM Dept. Monitor Name: Kaman

1.  GREATER THAN \$100,000  
 2.  GREATER THAN \$50,000  
 3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met: [Signature] Date: 1-18-24  
 Purchasing Manager or designee: DeRita Mason, Erin Poole, Amber Hammonds

**2CFR Compliance Review (if required)**

Approved as written: no federal aid Grant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Grants Coordinator: Suzanne Ulloa

**Risk Management Review**

Approved as written: see mail attached Date: 1-18-24  
 Risk Manager or designee: Lydia Garcia

**County Attorney Review**

Approved as written: see mail attached Date: 2-20-24  
 County Attorney: Lynn Hoshihara, Kerry Parsons or Designee

**Department Funding Review**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

**IT Review (if applicable)**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

## DeRita Mason

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**From:** Odessa Cooper-Pool  
**Sent:** Thursday, January 18, 2024 2:54 PM  
**To:** DeRita Mason  
**Cc:** Kerry Parsons; Lynn Hoshihara  
**Subject:** RE: Inspire Draft Agreement 11-24  
**Attachments:** InspirePlacemakingCollective.pdf; Inspire Draft Agreement.docx

Good afternoon DeRita,

The Inspire draft agreement has been reviewed and is approved by Risk Management for insurance purposes.

Thank you,

### Odessa Cooper-Pool

Public Records & Contracts Specialist | Risk Management  
Okaloosa County BCC  
302 N. Wilson Street, Crestview, FL 32536  
Office: 1-850-689-4111



“And, when you want something, all the universe conspires in helping you to achieve it.”— Paulo Coelho, *The Alchemist*

**Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.**

**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Thursday, January 18, 2024 9:52 AM  
**To:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Cc:** Kerry Parsons <kparsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>; Jacqueline Matichuk <jmatichuk@myokaloosa.com>  
**Subject:** Inspire Draft Agreement 11-24

Good morning,  
Please review and approve the attached.  
Thank you,

DeRita Mason





# Board of County Commissioners Purchasing Department

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State of Florida

Date: January 19, 2024

OKALOOSA COUNTY PURCHASING DEPARTMENT  
NOTICE OF INTENT TO AWARD  
RFP GM 11-24

**North Okaloosa Planning Study**

Okaloosa County would like to thank all businesses, which submitted proposals for North Okaloosa Planning Study. (RFP GM 11-24).

After in-depth examination of all responses in accordance with the County's Purchasing Manual, the County announces its intent to award the contract/purchase order to the following:

**Inspire Placemaking Collective, Inc.**  
**4767 New Broad Street**  
**Orlando, FL 32814**

This Notice of Intent does NOT constitute the formation of a contract/purchase order between Okaloosa County and the apparent successful bidder/respondent. The County reserves the right to enter into negotiations with the successful bidder/respondent in order to finalize contract terms and conditions. No agreement is entered into between the County and any parties until a contract is approved and fully executed.

Any person/entity desiring to file a procurement protest must meet all the standards and criteria in accordance with Section 31 of the Okaloosa County Purchasing Manual. Failure to file a protest within the time prescribed in Section 31.02 of the Okaloosa County Purchasing Manual, shall constitute a waiver of protest proceedings.

Respectfully,

**DeRita Mason** Digitally signed by DeRita Mason  
Date: 2024.01.17 15:29:29 -06'00'

DeRita Mason  
Purchasing Manager

**DeRita Mason**

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**From:** Lynn Hoshihara  
**Sent:** Monday, February 26, 2024 11:58 AM  
**To:** DeRita Mason  
**Subject:** Re: Inspire Draft Agreement 11-24  
**Attachments:** Inspire Draft Agreement 2.26.24.docx

DeRita,

With the attached changes, this is approved.

Lynn

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

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**From:** DeRita Mason  
**Sent:** Tuesday, February 13, 2024 9:31:46 AM  
**To:** Lynn Hoshihara  
**Subject:** RE: Inspire Draft Agreement 11-24

It is ready to be reviewed, no changes needed.

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP  
Purchasing Manager  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
Office: (850) 689-5960 Ext. 6966  
Cell: (850) 826-8010  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

**Upcoming Events:**



**AGREEMENT BETWEEN OKALOOSA COUNTY, FLORIDA  
AND INSPIRE PLACEMAKING COLLECTIVE, INC.  
CONTRACT ID C24-3955-GM**

**THIS AGREEMENT** (hereinafter referred to as the “Agreement”) is made this 12<sup>th</sup> day of March, 2024 by and between Okaloosa County, a political subdivision of the State of Florida, (hereinafter referred to as the “County”), with a mailing address of 1250 N. Eglin Parkway, Suite 100, Shalimar, Florida, 32579, and Inspire Placemaking Collective, Inc., a Florida Profit Corporation, whose address is 4767 New Broad Street, Orlando, FL 32814 authorized to do business in the State of Florida (hereinafter referred to as “Contractor”) whose Federal I.D. # is 92-1495717.

**RECITALS**

**WHEREAS**, the County is in need of a contractor for the North County Planning Study (“Services”); and

**WHEREAS**, pursuant to the Okaloosa County Purchasing Manual, the County issued a Request for Proposals to competitively procure the Services and received responses to perform these Services. A copy of the procurement and Contractor’s response to the procurement is included as Attachment “A”; and

**WHEREAS**, Contractor is a certified and insured entity with the necessary experience to provide the desired Services; and

**WHEREAS**, the County wishes to enter into this Agreement with Contractor to provide the Services to the County for an amount of nine hundred seventy-nine thousand, nine hundred fifty five dollars (\$ 979,955.00), as further detailed below.

**NOW THEREFORE**, in consideration of the promises and the mutual covenants herein, the parties agree as follows:

**1. Recitals and Attachments.** The Recitals set forth above are hereby incorporated into this Agreement and made part hereof for reference. The following documents are attached to this Agreement and are incorporated herein.

Attachment “A” – Procurement RFP GM 11-24 and Contractor’s Response;  
Attachment “B” – Insurance Requirements;  
Attachment “C” – Title VI list of pertinent nondiscrimination acts and authorities;

**2. Services.** Contractor agrees to perform the following services, North County Planning Study. The Services to be provided are further detailed in the Contractor’s proposal attached as Attachment “A” and incorporated herein by reference. The Services shall be performed by Contractor to the full satisfaction of the County. Contractor agrees to have a qualified representative to audit and inspect the Services provided on a regular basis to ensure all Services are being performed in accordance with the County’s needs and pursuant to the terms of this Agreement and shall report to the County accordingly. Contractor agrees to immediately inform the County via telephone and in writing of any problems that could cause damage to

the County. Contractor will require its employees to perform their work in a manner befitting the type and scope of work to be performed.

**3. Term and Renewal.** This Agreement shall be effective when all parties have signed and shall be completed by December 21, 2024. The Agreement shall remain in effect until final payment is made.

**4. Compensation.** The Contractor agrees to provide the Services to the County, including materials and labor, in a total amount of nine hundred seventy-nine thousand, nine hundred fifty five dollars (\$ 979,955.00).

- a. Contractor shall submit an invoice to the County monthly, based on a percent complete, by task, per the fee schedule dated 02/27/2024. The invoice shall indicate that all services have been completed for that invoice period. In addition, Contractor agrees to provide the County with any additional documentation requested to process the invoices.
- b. Disbursement. Check one:  
There are no reimbursable expenses associated with this Agreement.
- c. Payment Schedule. Invoices received from the Contractor pursuant to this Agreement will be reviewed by the initiating County Department. Payment will be disbursed as set forth above. If services have been rendered in conformity with the Agreement, the invoice will be sent to the Finance Department for payment. Invoices must reference the contract number assigned by the County after execution of this Agreement. Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act.
- d. Availability of Funds. The County's performance and obligation to pay under this Agreement is contingent upon annual appropriation for its purpose by the County Commission.

Contractor shall make no other charges to the County for supplies, labor, taxes, licenses, permits, overhead or any other expenses or costs unless any such expenses or cost is incurred by Contractor with the prior written approval of the County. If the County disputes any charges on the invoices, it may make payment of the uncontested amounts and withhold payment on the contested amounts until they are resolved by agreement with the Contractor. Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

**5. Ownership of Documents and Equipment.** All documents prepared by the Contractor pursuant to this Agreement and related Services to this Agreement are intended and represented for the ownership of the County only. Any other use by Contractor or other parties shall be approved in writing by the County. If requested, Contractor shall deliver the documents to the County within fifteen (15) calendar days.

**6. Insurance.** Contractor shall, at its sole cost and expense, during the period of any work being performed under this Agreement, procure and maintain the minimum insurance coverage required as set forth in Attachment "B" attached hereto and incorporated herein, to protect the County and Contractor against all loss, claims, damages and liabilities caused by Contractor, its agents, or employees.

**7. Termination and Remedies for Breach.**

- a. If, through any cause within its reasonable control, the Contractor shall fail to fulfill in a timely manner or otherwise violate any of the covenants, agreements or stipulations material to this

Agreement, the County shall have the right to terminate the Services then remaining to be performed. Prior to the exercise of its option to terminate for cause, the County shall notify the Contractor of its violation of the particular terms of the Agreement and grant Contractor thirty (30) days to cure such default. If the default remains uncured after thirty (30) days the County may terminate this Agreement, and the County shall receive a refund from the Contractor in an amount equal to the actual cost of a third party to cure such failure. If Contractor fails, refuses or is unable to perform any term of this Agreement, County shall pay for services rendered as of the date of termination.

- i. In the event of termination, all finished and unfinished documents, data and other work product prepared by Contractor (and sub-Contractor (s)) shall be delivered to the County and the County shall compensate the Contractor for all Services satisfactorily performed prior to the date of termination, as provided in Section 4 herein.
  - ii. Notwithstanding the foregoing, the Contractor shall not be relieved of liability to the County for damages sustained by it by virtue of a breach of the Agreement by Contractor and the County may reasonably withhold payment to Contractor for the purposes of set-off until such time as the exact amount of damages due the County from the Contractor is determined.
- b. Termination for Convenience of County. The County may, for its convenience and without cause immediately terminate the Services then remaining to be performed at any time by giving written notice. The terms of Section 7 Paragraphs a(i) and a(ii) above shall be applicable hereunder.
  - c. Termination for Insolvency. The County also reserves the right to terminate the remaining Services to be performed in the event the Contractor is placed either in voluntary or involuntary bankruptcy or makes any assignment for the benefit of creditors.
  - d. Termination for failure to adhere to the Public Records Law. Failure of the Contractor to adhere to the requirements of Chapter 119 of the Florida Statutes and Section 9 below, may result in immediate termination of this Agreement.

**8. Governing Law, Venue and Waiver of Jury Trial.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. All parties agree and accept that jurisdiction of any dispute or controversy arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder shall be brought exclusively in the First Judicial Circuit in and for Okaloosa County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. In the event it becomes necessary for the County to file a lawsuit to enforce any term or provision under this Agreement, then the County shall be entitled to its costs and attorney's fees at the pretrial, trial and appellate levels. BY ENTERING INTO THIS AGREEMENT, CONTRACTOR AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the County pursuant to Section 768.28, Florida Statutes.

**9. Public Records.** Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119.

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

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

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 302 N. WILSON ST., CRESTVIEW, FL 32536 PHONE: (850) 689-5977 [riskinfo@myokaloosa.com](mailto:riskinfo@myokaloosa.com).**

**10. Audit.** The County and/or its designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions, and requirements of this Contract and such right shall extend for a period of three (3) years after termination of this Contract.

**11. Notices.** All notices and other communications required or permitted to be given under this Agreement by either party to the other shall be in writing and shall be sent (except as otherwise provided herein) (i) by certified mail, first class postage prepaid, return receipt requested, (ii) by guaranteed overnight delivery by a nationally recognized courier service, or (iii) by facsimile with confirmation receipt (with a

copy simultaneously sent by certified mail, first class postage prepaid, return receipt requested or by overnight delivery by traditionally recognized courier service), addressed to such party as follows:

<b>If to the County:</b>	Elliot Kampert, Director Growth Management 1250 N. Eglin Pkwy, Suite 301 Shalimar, FL 32579 850-651-7180 ekampert@myokaloosa.com	<b>With a copy to:</b> County Attorney Office 1250 N. Eglin Pkwy, Suite 100 Shalimar, FL 32579 (850) 224-4070
<b>If to the Contractor:</b>	George Kramer, President Inspire Placemaking Collective, Inc. 4767 New Broad Street Orlando, FL 32814 407-202-8387 gkramer@inspireplacemaking.com	

**12. Assignment.** Contractor shall not assign this Agreement or any part thereof, without the prior consent in writing of the County. If Contractor does, with approval, assign this Agreement or any part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

**13. Subcontracting.** Contractor shall not subcontract any services or work to be provided to County without the prior written approval of the County's Representative. The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. The County's acceptance of a subcontractor shall not be unreasonably withheld. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. Additionally, any subcontract entered into between the Contractor and subcontractor will need to be approved by the County prior to it being entered into and said agreement shall incorporate in all required terms in accordance with local, state and Federal regulations.

**14. Civil Rights.** The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

**15. Compliance with Nondiscrimination Requirements.** During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest, agrees as follows:

- a. **Compliance with Regulations:** The Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated and attached hereto as Attachment "C".
- b. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The

Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

d. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County or other governmental entity to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the County or the other governmental entity, as appropriate, and will set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the County will impose such contract sanctions as it or another applicable state or federal governmental entity may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the Agreement until the Contractor complies; and/or

b. Cancelling, terminating, or suspending the Agreement, in whole or in part.

f. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the County may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the County to enter into any litigation to protect the interests of the County. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**16. Compliance with Laws**. Contractor shall secure any and all permits, licenses and approvals that may be required in order to perform the Services, shall exercise full and complete authority over Contractor's personnel, shall comply with all workers' compensation, employer's liability and all other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer performing services such as the Services, and shall make all reports and remit all withholdings or other deductions from the compensation paid to Contractor's personnel as may be required by any federal, state, county, or municipal law, ordinance, rule, or regulation.

**17. Conflict of Interest**. The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly which could conflict in any manner or degree with the performance of



the Services. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall knowingly be employed by the Contractor. The Contractor guarantees that he/she has not offered or given to any member of, delegate to the Congress of the United States, any or part of this contract or to any benefit arising therefrom.

**18. Independent Contractor.** Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor or any of Contractor's employees look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Agreement.

**19. Third Party Beneficiaries.** It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

**20. Indemnification and Waiver of Liability.** The Contractor agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the County, its agents, representatives, officers, directors, officials and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees, court costs and costs of appellate proceedings) relating to, arising out of or resulting from the Contractor's negligent acts, errors, mistakes or omissions relating to professional Services performed under this Agreement. The Contractor's duty to defend, hold harmless and indemnify the County its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury; sickness; disease; death; or injury to impairment, or destruction of tangible property including loss of use resulting therefrom, caused by any negligent acts, errors, mistakes or omissions related to Services in the performance of this Agreement including any person for whose acts, errors, mistakes or omissions the Contractor may be legally liable. The parties agree that TEN DOLLARS (\$10.00) represents specific consideration to the Contractor for the indemnification set forth herein.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

**21. Taxes and Assessments.** Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County in accordance with this Agreement. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of the Agreement.

The County is exempt from payment of Florida state sales and use taxes. The Contractor shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the County, nor is the Contractor authorized to use the County's tax exemption number in securing such materials.

The Contractor shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

**22. Prohibition Against Contracting with Scrutinized Companies.** Pursuant to Florida Statutes Section 215.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at the County's option if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018.

Any contract entered into or renewed after July 1, 2018 shall be terminated at the County's option if the company is listed on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel. Contractors must submit the certification that is attached to this agreement as Attachment "D". Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Contractor of the County's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.

**23. Inconsistencies and Entire Agreement.** If there is a conflict or inconsistency between any term, statement, requirement, or provision of any attachment attached hereto, any document or events referred to herein, or any document incorporated into this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given superior effect and priority over any conflicting or inconsistent term, statement, requirement or provision contained in any other document or attachment, including but not limited to Attachments listed in Section 1.

**24. Severability.** If any term or condition of this Contract shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Contract shall remain in full force and effect. This Contract shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

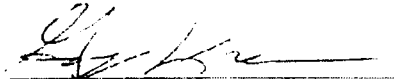
**25. Entire Agreement.** This Agreement contains the entire agreement of the parties, and may be amended, waived, changed, modified, extended or rescinded only by in writing signed by the party against whom any such amendment, waiver, change, modification, extension and/or rescission is sought.

**26. Representation of Authority to Contractor/Signatory.** The individual signing this Agreement on behalf of Contractor represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The signatory represents and warrants to the County that the execution and delivery of this Agreement and the performance of the Services and obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the Contractor and enforceable in accordance with its terms.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the day and year first written above.

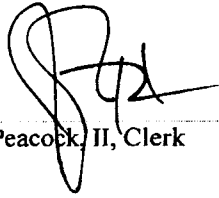
**INSPIRE PLACEMAKING COLLECTIVE, INC.:**

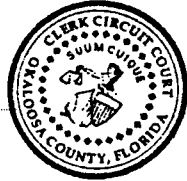
  
Signature

George Kramer  
Print Name

BY: President

**ATTEST**

BY:   
J.D. Peacock II, Clerk



**OKALOOSA COUNTY, FLORIDA**

BY:   
Paul Nixon, Chairman



**Attachment "A"**  
**Contractor's Proposal**



TASKS	TASK COST
Task 1. Public Input Program	\$167,650
Task 2. Baseline Conditions Analysis	\$208,690
Task 3. Capital Improvements Planning Overview	\$114,350
Task 4. Areas of Development Constraint	\$107,915
Task 5. Local Planning Analysis	\$239,510
Task 6. Draft & Final Report & Deliverables	\$100,745
Task 7. Transmittal & Adoption Hearings	\$41,095
Task 8. Public Presentations	N/A*
<b>TOTAL COSTS</b>	<b>\$979,955</b>

\* The fee for Public Presentations is included in Tasks 1-7.

The above lump sum fees include all overhead, salaries and benefits, travel and other expenses to provide the services requested in RFP GM 11-24 and further described in the Inspire RFP response dated December 20, 2023.



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# OKALOOSA

## COUNTY

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**RFP # GM 11-24**  
**North Okaloosa Planning Study**  
**December 20, 2023**

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\*not included in page-limit

December 20, 2023  
Attn: DeRita Mason, Purchasing Manager  
1250 N. Eglin Parkway, Suite 301  
Shalimar, FL 32579



**Re: RFP #GM 11-24 | North Okaloosa Planning Study**

Dear Members of the Selection Committee,

According to the Bureau of Economic and Business Research (BEBR) at the University of Florida, the population of unincorporated Okaloosa County has increased by more than 4,000 people over the last three years, since the last census count in 2020. This figure represents 55% of the County's overall growth, including municipal population estimates within Okaloosa. Rapid population growth north of the Eglin reservation has produced a visible change in character for portions of the North Okaloosa community, from rural to suburban, which has caused great concern among residents. The North Okaloosa Planning Study represents a critically important effort that will educate the community on existing development entitlements and provide an opportunity for residents to have a voice in shaping the growth policies for the future.

**Inspire Placemaking Collective, Inc. (Inspire)** was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. Inspire focuses on long-range planning, comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly plans, codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

We understand the County's seven-month timeline to complete Tasks 1 -6, which includes all major deliverables for this effort. With a team of sixteen (16) planners who possess more than 250 years of collective experience, Inspire offers a traditional planning practice with a depth and breadth that is unique within today's marketplace. Our planners have extensive experience in large-scale/long-range planning efforts and have the capacity to advance both the necessary quantitative and qualitative analyses , on-time and within budget.

Inspire is pleased to partner with **Hale Innovation, LLC** for this effort. Utilizing his extensive experience in public infrastructure planning, Lee Hale, PE will help estimate future utility and infrastructure needs and costs with an eye towards future grant funding that will help fund needed capital improvements.

Thank you for this opportunity to present our qualifications for your consideration.

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

A handwritten signature in blue ink, appearing to read "Erik Bredfeldt".

Erik Bredfeldt, PhD, AICP  
Project Manager  
Ebredfeldt@inspireplacemaking.com

A handwritten signature in blue ink, appearing to read "George Kramer".

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





01



# PROPOSAL TRANSMITTAL FORM





## REQUEST FOR PROPOSALS (RFP) & RESPONDENT'S ACKNOWLEDGEMENT

**RFP TITLE:**  
NORTH OKALOOSA PLANNING STUDY

**RFP NUMBER:**  
RFP GM 11-24

**ISSUE DATE:** November 20, 2023  
**LAST DAY FOR QUESTIONS:** December 8, 2023 @ 3:00 P.M.  
**RFP OPENING DATE & TIME:** December 20, 2023 @ 3:00 P.M.

**NOTE: PROPOSALS RECEIVED AFTER THE PROPOSAL OPENING DATE & TIME WILL NOT BE CONSIDERED.**

Okaloosa County, Florida solicits your company to submit a proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this RFP are incorporated into your response. A proposal will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All proposals must be submitted electronically by the time and date listed above. Proposals may not be withdrawn for a period of ninety (90) days after the proposal opening unless otherwise specified.

**RESPONDENT ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDENT.**

COMPANY NAME Inspire Placemaking Collective, Inc.  
 MAILING ADDRESS 4767 New Broad Street  
 CITY, STATE, ZIP Orlando, FL 32814  
 FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): 92-1495717  
 TELEPHONE NUMBER: 407.202.8387 EXT: N/A FAX: N/A  
 EMAIL: Gkramer@inspireplacemaking.com

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDENT SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE RESPONDENT.

AUTHORIZED SIGNATURE:  PRINTED NAME: George Kramer  
 TITLE: President DATE: 12/4/23

Rev: September 22, 2015

**North Okaloosa Planning Study  
RFP**

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed proposals until **3:00 p.m. (CST) December 20, 2023** for the North Okaloosa Planning Study. Interested respondents desiring consideration shall submit their response online at Vendor Registry through the link provided below:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=21d474a1-e536-4f4d-9f2c-77c3b1e3c683>

Unless otherwise stipulated in the proposal description, all responses must be submitted using Vendor Registry only. No other means of submission of responses will be accepted. Responses will be accepted by Vendor Registry until **3:00 p.m. CST December 20, 2023**, at which time all proposals that are timely submitted will be opened and reviewed.

The County reserves the right to award to the firm submitting a responsive proposal with a resulting negotiated agreement that is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the resulting negotiated agreement that is in its best interest and its decision will be final.

For this solicitation please contact:  
DeRita Mason  
Purchasing Manager  
850-689-5960  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

\_\_\_\_\_  
DeRita Mason  
Purchasing Manager

\_\_\_\_\_  
Date

OKALOOSA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
ROBERT "TREY" GOODWIN, III,  
CHAIRMAN

# PROPOSAL REQUIREMENTS

**PROPOSAL #: RFP GM 11-24**

**PROPOSAL ITEM: NORTH OKALOOSA PLANNING STUDY**

## **I. INTRODUCTION**

The unincorporated area of Okaloosa County north of the Eglin Reservation is subject to intense growth pressure which, in addition to straining existing infrastructure and public services, is accelerating the evolution of the area's character from predominantly rural to a more suburban and even urban environment. In order to ensure that future growth and development do not result in problems (traffic circulation, water supply, educational facilities, etc.) that are avoidable with sound planning, and to maintain the quality of life enjoyed by citizens who live, work, and recreate in the Study Area, the Okaloosa County Board of County Commissioners (BCC) is seeking proposals from qualified contractors to: 1) conduct a detailed and comprehensive analysis of growth in the unincorporated area north of the Eglin Reservation, and 2) develop a report based on said analysis that provides policy guidance and recommended strategies to ensure that future growth does not cause the failure of infrastructure or services, endanger the viability of military missions, result in the loss of valuable natural resources and assets, or encourage the intrusion of incompatible development in existing neighborhoods. It is the County's intention to use the final report resulting from the Study as the basis of substantially updating and revising the Okaloosa County Comprehensive Plan.

## **II. SCOPE OF WORK**

The selected consultant must be financially solvent and have a track record of providing high quality services with a high grade of customer satisfaction. The Respondents shall provide all staff, labor, supervision, transportation and any and all other items or services of any type whatsoever, which are necessary to fully perform the tasks described herein. The goal of this Study is to provide the BCC and their staff a series of implementable recommended actions that will result in well-ordered growth in the Study area, including specific recommended amendments to the Okaloosa County Comprehensive Plan and the Okaloosa County Land Development Code, implementable recommendations for programs such as transfers of development rights, preservation of lands (whether through fee simple acquisition or acquisition of conservation, agricultural, avigation, or other forms of easements) as needed to protect valuable natural resources, conservation of prime farmland, and the long-term viability of military missions; strategies for ensuring the availability of anticipated infrastructure needs; and reducing incompatibilities with existing neighborhoods and between differing land uses.

**Task 1. Public Input Program.** Develop and implement a public input program that includes both in-person (town hall style) meetings as well as a robust online component designed to provide opportunities for meaningful input for citizens who cannot attend or who are uncomfortable with attending public meetings. The public input program will include two initial public meetings conducted in facilities north of the Eglin reservation intended to identify community priorities early in the study. To ensure that the citizens remain engaged and informed of the progress throughout the process with opportunity to provide comments, the consultant shall also establish a website on which various reports and other documents shall be posted with opportunities for public comment. Unless otherwise specified by the County, the comment period for any posted work product shall not be less than two weeks. The public input program

will be in effect through the production of the draft final report.

**Deliverables:** For the two initial public meetings, the consultant will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable; and 4) a copy of the file or weblink of the video or audio recording from the meeting, if applicable. Following the initial public meetings and after the close of the comment period, the consultant shall prepare and present to the BCC a report that summarizes the key issues identified by the public and discusses how the identified issues will be addressed during the course of the study subject to approval by the BCC. The report shall also discuss how public input will be obtained throughout the study which will be subsequent to presentation of the initial public priorities report. The entire public participation process will be summarized in the final report submitted to the County. The initial public input meetings shall be conducted no more than two (2) weeks following the issuance of the notice to proceed. The summary report shall be presented to the BCC no more than two (2) weeks following the close of the comment period.

**Timing:** The report shall be due two months from issuance of notice to proceed.

**Task 2. Baseline Conditions Analysis.** Update the County’s Planning Area Profiles, and analyze the level of development and demand for infrastructure (roads, sidewalks, water & sewer utilities, etc.) and services (parks, fire/ems, schools, etc.) including costs that would occur if the area north of the Eglin Reservation were built out based on existing zoning and land use designations.

**Deliverables:** The consultant shall provide a written report that updates the County’s Planning Area Profiles, and describes the development that would result if the unincorporated area north of the Eglin Reservation were to build out under the land use designations and zoning regulations currently in effect. The report shall identify the infrastructure and services needed to support the projected growth and shall provide an estimated timeframe for buildout based on current as well as historic permitting data. The report shall include an estimate of the cost of the infrastructure and services needed to support the growth anticipated under the existing land use and zoning designations and maintain the levels of service identified in the Comprehensive Plan. In addition to the updated Planning Profiles, which shall serve as part of the data and analysis of the Comprehensive Plan amendments that will result from this study, the report shall include all maps, tables, and other graphics as needed to quantify the projected growth, timelines, and costs, and shall cite all sources and explain any assumptions made in the course of the analysis. This report will be made available online for public review and comment pursuant to the public input program developed pursuant to Task 1.

**Timing:** The report shall be due two months from issuance of notice to proceed.

**Task 3. Capital Improvements Planning Overview.** Engage with the Planning, Public Works, Utilities and other appropriate Departments within the County as well as the City of Crestview, Town of Laurel Hill, and other entities (e.g., water districts and other private utilities) to identify known infrastructure and planning priorities (Crestview Bypass) and, using the capital improvement programs and plans from the County, City of Crestview, Town of Laurel Hill, the Okaloosa Walton Transportation Planning Organization, the Florida Department of Transportation, the Okaloosa County Public School District, and other agencies as appropriate, identify areas north of the Eglin Reservation in which infrastructure is programmed or planned to support growth.

**Deliverables:** The consultant shall provide a written report that describes and graphically depicts the infrastructure (roads, water and sewer lines, utility plants, schools, etc.) improvements that will occur over the duration of the furthest planning horizon in the surveyed agencies' capital improvements programs and plans. The report shall also identify areas where the anticipated new infrastructure and services will be sufficient to support projected growth as identified pursuant to Task 2, as well as areas where such infrastructure and services would remain deficit based on anticipated growth. The report shall cite all sources and explain any assumptions made in the course of the analysis. This report will be made available for public review and comment pursuant to the online public input program developed pursuant to Task 1.

**Timing:** The report shall be due two months from issuance of notice to proceed.

**Task 4. Areas of Development Constraint.** Using the County's Comprehensive Plan and Land Development Code as well as the Eglin Joint Land Use Plan and Eglin Small Area Study, and information from relevant sources such as soils maps, wetland maps, floodplain maps, data from the Florida Natural Areas Inventory, information from the Choctawhatchee Bay Estuary Program, the Choctawhatchee Bay and River Surface Water Improvement and Management plan, Eglin Air Force Base, the Natural Resources Conservation Service, Crestview Area Major Roadway Plan, and other sources as appropriate, the Consultant shall identify areas in which urban growth and development north of the Eglin Reservation should be encouraged as well as areas in which growth should be limited due to: suitability to other uses (e.g., sustainable use for agriculture); environmental sensitivity; impact of increased traffic, including on existing development patterns and neighborhood character; military mission compatibility; or other concerns.

**Deliverables:** The consultant shall provide a written report that describes and graphically depicts the areas in which development should be encouraged as well as areas in which it should be discouraged due to the constraints identified in the analysis. The report shall explain the rationale for each area identified as constrained for development, and will include all maps, tables, and other graphics as needed to depict such areas, and shall cite all sources and explain any assumptions made in the course of the analysis. This report shall also include a discussion of the effect that limiting development may have on private property rights as provided in Chapter 2.14 of the Okaloosa County Comprehensive Plan and the potential for action under the Bert J. Harris Private Property Rights Act. This report will be made available online for public review and comment pursuant to the public input program developed pursuant to Task 1.

**Timing:** The report shall be due 2 months from issuance of notice to proceed.

**Task 5. Local Planning Analysis.** Analyze the Goals, Objectives, and Policies of the Okaloosa County Comprehensive Plan and the Okaloosa County Land Development Code to identify specific changes needed to ensure that growth occurs in a manner consistent with the priorities as established by the BCC pursuant to Task 1, and will not negatively impact the constrained areas identified in Task 4.

**Deliverables:** The consultant shall provide a written report that summarizes the results of the analysis and which identifies the specific areas in which the Comprehensive Plan and Land Development Code could be strengthened or otherwise modified as needed to ensure that growth occurs in a manner consistent with the priorities as established by the Board of County Commissioners pursuant to Task 1 and in consideration of the constraints identified in Task 4. The report shall include specific recommended Comprehensive Plan goals, objectives, and policies as well as recommended revisions to the Land Development Code. The report shall include any and all maps, tables, and other graphics as needed to describe the recommended changes, and shall further explain any assumptions made in the

course of the analysis. This report will be made available online for public review and comment pursuant to the public input program developed pursuant to Task 1.

**Timing:** The report shall be due two months from the completion of Task 4.

**Task 6. Draft and Final Reports and Deliverables.**

- A. The consultant shall produce a matrix to accompany the draft final report that incorporates the individual reports developed pursuant to Tasks 2 through 5, summarizes the public comments received throughout development of the report including how such input was incorporated into or influenced the report, and which presents to the County the strategies, programs, and recommended revisions to the Comprehensive Plan and Land Development Code as needed to ensure that future growth and development in the unincorporated area north of the Eglin Reservation will not cause the failure of infrastructure or services, endanger the viability of military missions, result in the loss of valuable natural resources and assets, or encourage the intrusion of incompatible development in existing neighborhoods. The draft final report that will be made available for online public review for a minimum of two weeks pursuant to the public input program developed per Task 1.
- B. Following the close of the public comment period, the consultant shall provide the County with a Final Report that updates the public comment section based on the public review of the draft final report, and which incorporates any changes as may be necessitated. The report shall include any and all maps, tables, and other graphics as needed.

**Timing:** The report shall be due one month from the completion of Task 5.

**Task 7. Transmittal and Adoption Hearings.** Following acceptance of the Final Report by BCC, the Consultant shall prepare the Comprehensive Plan amendments as accepted by the BCC for transmittal to the Florida Department of Economic Opportunity, including presenting the proposed amendments to the Planning Commission and BCC. This includes preparation of all supporting documents including reports, maps, and other materials, as may be needed for presentation and transmittal. The consultant shall include in the proposed budget funds sufficient for the preparation of one set of re-transmittal and adoption documents, including presentation to the Planning Commission and BCC, in the event the state objects to a proposed amendment and additional action is needed. If the state has no objections to the proposed amendments, or if the state approves the amendments following one re-transmittal, the consultant shall present the proposed amendments to the BCC for adoption.

**Timing:** The initial transmittal and adoption hearing materials shall be due report shall be due one month from the completion of Task 6.

**Task 8. Public Presentations.** The consultant shall be prepared to participate in a minimum of 12 public meetings including coordinating and running the initial town hall style public meetings, presentation of the draft final report and Final Report to the Planning Commission and BCC, the presentation of the Comprehensive Plan amendments for transmittal and adoption, including the preparation of one re-transmittal. The consultant shall be responsible for the production of all materials needed for such presentations, hard copy or electronic, and shall provide staff as necessary.

**Timing:** Through December 2024 unless extended due to state review or adoption processes.

### **III. PROPOSAL RESPONSE REQUIREMENTS**

Respondents shall construct its Proposal in the following format as outlined and a divider must separate each section as prescribed.

#### **TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE RESPONDENT’S LETTERHEAD**

All signatures must be by an individual with authority to legally bind the Respondent, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Respondent, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Verify that all forms and tax identification number have been provided.

#### **TAB 2 – REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS**

1. Proof of proper State of Florida business licensure and professional certifications/registrations for providing services in Florida.
2. Proof of corporate registration to operate in the State of Florida as provided by the Florida Department of State, Division of Corporations. Corporation must have active status.
3. Proof of any Professional Licenses.
4. The following forms must be fully filled out and signed by a person with authority to bind the Respondent:

RESPONSE DOCUMENT #1:	DRUG-FREE WORKPLACE CERTIFICATION
RESPONSE DOCUMENT #2:	CONFLICT OF INTEREST DISCLOSURE FORM
RESPONSE DOCUMENT #3:	FEDERAL E-VERIFY COMPLIANCE CERTIFICATION
RESPONSE DOCUMENT #4:	CONE OF SILENCE FORM
RESPONSE DOCUMENT #5:	INDEMNIFICATION AND HOLD HARMLESS
RESPONSE DOCUMENT #6:	ADDENDUM ACKNOWLEDGEMENT
RESPONSE DOCUMENT #7:	COMPANY DATA
RESPONSE DOCUMENT #8:	SYSTEM AWARD MANAGEMENT FORM
RESPONSE DOCUMENT #9:	LIST OF REFERENCES
RESPONSE DOCUMENT #10:	CERTIFICATION REGARDING LOBBYING
RESPONSE DOCUMENT #11:	SWORN STATEMENT – PUBLIC ENTITY CRIMES
RESPONSE DOCUMENT #12:	GOVERNMENTAL DEBARMENT & SUSPENSION
RESPONSE DOCUMENT #13:	VENDORS ON SCRUTINIZED COMPANIES LIST
RESPONSE DOCUMENT #14:	GRANT FUNDED CLAUSES
RESPONSE DOCUMENT #15:	CERTIFICATE OF GOOD STANDING FOR THE STATE OF FLORIDA-PROVIDED BY CONTRACTOR
RESPONSE DOCUMENT #16:	SUBCONTRACTORS LIST, IF ANY

#### **TAB 3 – CERTIFICATES OF INSURANCE**

This RFP indicates the minimum insurance requirements each selected entity must carry. While it is not necessary to have this level of insurance in effect at the time of submission of the Proposal, certificates indicating the level of insurance currently carried by the Respondent or an acknowledgement from a carrier indicating that insurance at the required levels is available will assist in the review process.

#### **TAB 4 – LISTING OF KEY PERSONNEL**

1. The Proposal must include a listing of key personnel and subcontractors that will be assigned to provide the Services. Resumes for individual team members must indicate their position, number of years with the submitting firm, amount of relevant experience, education, and professional qualifications.
2. Provide a list of any positions that will be filled after Contract execution with the job function, job title and required job knowledge, skills and experience that will be required for each.

#### **TAB 5 – PROPOSER’S QUALIFICATIONS**

1. Provide a detailed list and examples of relevant experience and qualifications for the requested services, as well as a description of the entity’s general background and work history.
2. Provide a statement demonstrating the firm's or individual's understanding as to the County's needs relative to this RFP including a typical project approach and a statement as to the entity’s commitment to use the most current tools and technology available to provide the Services.

#### **TAB 6 – PAST PERFORMANCE AND REFERENCES**

Provide a description of a minimum of four (4) contracts completed within the past ten (10) years of a similar nature to the work requested in this RFP, including name of contract manager, contract start and end dates and client reference with contact information.

#### **TAB 7 – APPROACH**

Provide a summary of how you will:

1. Comply with the items listed in Section II, Scope of Work.
2. Implement the public input component of the study.
3. Organize the workflow and tasks of the Study, including a proposed timeline for the individual tasks.
4. Work with staff from the county, the cities of Crestview and Laurel Hill, the Air Force, and other public agencies to receive and share data, discuss project needs, and otherwise manage the project.

#### **TAB 8 – LITIGATION HISTORY**

Provide a statement of litigation that the firm or its principal officers or owners are currently or have been involved in as a plaintiff or defendant in the past five (5) years.

#### **TAB 9 – PROJECT SCHEDULE**

Please provide a preliminary project listing major tasks and proposed timeline to fully implement the Scope of Work.



## **TAB 10 – COST PROPOSAL**

1. Provide a list of all services to be provided and rates to be charged for each service. Costs must identify and include all overhead, salaries and benefits, travel and any other expenses to provide these Services pursuant to this RFP.
2. Identify any services that will be provided beyond the requirements of the Scope of Services found in Section II, accompanied by an explanation of why such additional services are proposed and the associated costs.

## **IV. SELECTION CRITERIA**

The selection of a Respondent to provide professional services will be based on the following criteria:

### **(25 pts) Project understanding and approach**

The proposer must demonstrate a solid understanding of the project, including knowledge of Florida’s planning laws and legislation; management of public input and participation including messaging, outreach, and follow up; description of workflow and how study will be accomplished including proposed timelines for each Task under Section II.

### **(25 pts) Past Experience with Similar Projects**

The proposer’s experience in undertaking planning studies of similar scope and scale, with specific emphasis on experience with military installations and experience in Florida.

### **(25 pts) Qualifications and experience of the personnel assigned including its References**

The level and depth of experience of assigned staff with similar projects, including references provided by credible sources, particularly local governments. Project manager shall be a member in good standing of the American Institute of Certified Planners. Proposals shall include resumes of all key personnel.

### **(25 pts) Cost Proposal.**

How has the proposer allocated personnel, resources, and time for each Task and associated cost.

## **V. SELECTION PROCESS**

The selection process will consist of the following steps:

1. All interested parties shall submit written responses that address each aspect of the Scope of Work and Selection Criteria in the sequence presented in the RFP. The responses should be no more than 40 pages in length (required forms do not count against the total). Respondents may also include additional material they deem relevant to their selection.
2. A Review Committee will evaluate the submitted proposals, score their responsiveness to the Selection Criteria.
3. The Review Committee shall recommend the final, top-ranked Respondent(s) to the Board of County Commissioners for final approval.

***NOTE: Failure to provide all the required information, in the required format, may disqualify the vendor from further consideration***

**VI. TERM OF CONTRACT**

The initial contract term is anticipated to be completed by December 31, 2024.

**PROCUREMENT SCHEDULE (ANTICIPATED)**

RFP Advertised & Posted on Website	November 20, 2023
Deadline for Questions	December 8, 2023 @ 3:00 P.M.
RFP Response Due Date	December 20, 2023 @ 3:00 P.M.
Selection Review Committee Meeting	January 9, 2024 @ 9:00 A.M.
Recommend Award Via ITA	January 12, 2024
Contract Negotiations	Week of January 22, 2024
Finalize/Execute Agreement	February 6, 2024

## **GENERAL SERVICES INSURANCE REQUIREMENTS FOR PROFESSIONAL LIABILITY**

### **CONTRACTORS INSURANCE**

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and the certificate of insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida and having a minimum rating of A, Class X in the Best Key Rating Guide published by A.M. Best & Co. Inc.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. With the exception of Workers' Compensation policies, the County shall be shown as an Additional Insured with Endorsement for each policy in the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies of any insurance policies to document the insurance coverage specified in this Agreement.
7. Any subsidiaries used shall also be required to obtain and maintain the same insurance requirements as are being required herein of the Contractor.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered a breach of contract.

### **WORKERS' COMPENSATION INSURANCE**

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.

2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage. If there is an existing approved State of Florida Exemption for Workers' Compensation it must be provided to Okaloosa County.
4. A Waiver of Subrogation is required to be shown on all Workers Compensation Certificates of Insurance.

### **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 (One Million Dollars) combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry Commercial General Liability insurance against all claims for Bodily Injury, Property Damage and Personal and Advertising Injury caused by the Contractor.
2. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability
3. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

### **CYBER LIABILITY**

The Contractor shall carry Cyber Liability insurance coverage for third party liability. Coverage will include ID Theft Monitoring, Credit Monitoring (if necessary) & Notification. Coverage must be afforded for negligent retention of data as well as notification and related costs for actual or alleged breaches of data.

### **PROFESSIONAL LIABILITY and/or ERRORS AND OMISSIONS LIABILITY**

Coverage must be afforded for Wrongful Acts, errors or omissions committed by the Contractor or its employees in performing its professional services under this contract. Contractor must keep insurance in force until the third anniversary of expiration of this agreement or the third anniversary of acceptance of work by the County.

## **INSURANCE LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<b><u>LIMIT</u></b>
1. Workers' Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1,000,000 each accident (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence Bodily Injury & Property Damage \$1,000,000 each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1,000,000 each occurrence
5. Cyber Liability	\$1,000,000 per claim
6. Professional Liability	\$1,000,000 per claim

## **NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## **INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

## **CERTIFICATE OF INSURANCE**

1. Certificates of Insurance indicating the project name, number, evidencing all required coverage, and if applicable any State of Florida approved Workers' Compensation Exemption must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County Board of County Commissioners BCC, 5479A Old Bethel Road, Crestview, Florida, 32536.

2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day prior written notice of cancellation; ten (10) days' prior written notice if cancellation is for nonpayment of premium.
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice to the County. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection.
7. All deductibles or self-insured retentions (SIRs), whether approved by Okaloosa County or not, shall be the Contractor's full responsibility.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

## **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its employees under all the foregoing policies of insurance.

## **EXCESS/UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an EXCESS/UMBRELLA insurance policy. In all instances, the combination of primary and EXCESS/UMBRELLA liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement. An Excess liability policy must be submitted indicating which policy it applies to.

## GENERAL CONDITIONS

### PRE-QUALIFICATION ACTIVITY

- 1. ADDENDUM** - Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, Commissioners, County staff, and Review Committee members, or any other person authorized on behalf of the County related or involved with the solicitation. All inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed via Vendor Registry:

All questions or inquiries must be received no later than the last day for questions (reference RFP & Respondent's Acknowledgement Form). Any addenda or other modification to the RFP documents will be issued by the County five (5) days prior to the date and time of closing, as a written addenda distributed to all prospective Respondents by posting to the Vendor Registry following website.

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=21d474a1-e536-4f4d-9f2c-77c3b1e3c683>

Such written addenda or modification shall be part of the RFP documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their documents. No respondent may rely upon any verbal modification or interpretation.

- 2. PREPARATION OF PROPOSAL** – The proposal form is included with the proposal documents. Additional copies may be obtained from the County. The respondent shall submit originals and bid forms in accordance with the public notice.

All blanks in the proposal documents shall be completed electronically in both words and numbers with the amounts extended, totaled and the proposal signed. A proposal price shall be indicated for each section, proposal item, alternative, adjustment unit price item, and unit price item listed therein, or the words “No Proposal”, “No Change”, or “Not Applicable” entered. No changes shall be made to the phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the numeric figures, the written amount shall govern. Any proposal which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice inviting proposals may be rejected.

A proposal submitted by a corporation shall be executed in the corporate name by the president or a vice president or other corporate officer who has legal authority to sign.

A proposal submitted by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.

A proposal submitted by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

A proposal submitted by an individual shall show the respondent's name and official address.

A proposal submitted by a joint venture shall be executed by each joint venture in the manner indicated on the proposal form. The official address of the joint venture must be shown below the signature.

All signatures shall be submitted electronically - All names shall be typed or printed below the signature.



The proposal shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the proposal shall be shown.

If the respondent is an out-of-state corporation, the proposal shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida in accordance with Article 3. A state contractor license # for the State of Florida shall also be included on the proposal form. Respondent shall be licensed in accordance with the requirements of Chapter 489, Florida Statutes.

3. **INTEGRITY OF PROPOSAL DOCUMENTS** – Unless otherwise specified herein the Respondents shall use the original Proposal documents provided by the Purchasing Department and enter information only in the spaces where a response is requested. Respondents may use an attachment as an addendum to the Proposal documents if sufficient space is not available. Any modifications or alterations to the original proposal documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of a proposal. Any such modifications or alterations that a respondent wishes to propose must be clearly stated in the respondent's response in the form of an addendum to the original proposal documents.
4. **SUBMITTAL OF PROPOSAL** – All proposals shall be submitted electronically no later than the date and time prescribed on the Notice to Respondents. **The responses submitted should be one (1) completed document, unless otherwise specified within the document.**
5. **MODIFICATION & WITHDRAWAL OF PROPOSAL** - A proposal may be modified or withdrawn by an appropriate document duly executed in the manner that a proposal must be executed and delivered to the place where proposals are to be submitted prior to the date and time for the opening of proposals.

If within 24 hours after proposals are opened any respondent files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material substantial mistake in the preparation of its proposal, that respondent may withdraw its proposal, and the proposal security may be returned. Thereafter, if the work is re-proposal, that respondent will be disqualified from 1) further purposing on the work, and 2) doing any work on the contract, either as a subcontractor or in any other capacity.

6. **PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE** – All proposals will remain subject to acceptance or rejection for ninety (90) calendar days after the day of the proposal opening, but the County may, in its sole discretion, release any proposal and return the proposal security prior to the end of this period.
7. **CONDITIONAL & INCOMPLETE PROPOSALS** - Okaloosa County specifically reserves the right to reject any conditional proposal and proposals which make it impossible to determine the true amount of the proposal.
8. **CONTRACT FOR SERVICES** – A copy of the County's standard agreement for professional services such as the ones being procured herein is attached to this procurement. The selected respondent will be required to enter into the County's standard agreement. It is the responsibility of the Respondent to raise any objections to the terms and conditions of the standard agreement at the time of submitting its response to this RFP. Failure to do so will be considered a waiver of respondent's right to raise it later in the process or during negotiations. In the evaluation and negotiation processes the County has the right in its sole discretion to consider any objections raised by Respondent as part of the determination of most responsible and responsive proposer.

9. **ADDITION/DELETION OF ITEM** – The County reserves the right to add or delete any item from this proposal or resulting contract when deemed to be in the County’s best interest.
10. **APPLICABLE LAWS & REGULATIONS** – All applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the services shall apply to the proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein. Further, from time to time the County may be eligible to obtain State of Federal grant funding for some of the services provided hereunder the requirements of the grants will be applicable to the services rendered.
11. **DISQUALIFICATION OF RESPONDENTS** - Any of the following reasons may be considered as sufficient for the disqualification of a respondent and the rejection of its proposal:
- a. Submission of more than one proposal for the same work from an individual, firm, agency, or corporation under the same or different name.
  - b. Evidence that the respondent has a financial interest in the firm of another respondent for the same work.
  - c. Evidence of collusion among respondents. Participants in such collusion will receive no recognition as respondents for any future work of the County until such participant has been reinstated as a qualified respondent.
  - d. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
  - e. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
  - f. Default under previous contract.
  - g. Listing of the respondent by the Federal Government on its barred/suspended vendor list.

12. **AWARD OF CONTRACT** -

**Okaloosa County Review** - Okaloosa County appointed selection committee consisting of the constitutional officers, shall review all proposals and will participate in the recommendations to the Board of County Commissioners. The Board of County Commissioners shall make final determination on any award of Contract.

The contract shall be awarded to the responsible and responsive respondent(s) whose proposal is determined to be the most advantageous to the County, taking into consideration the price and other criteria set forth in the request for proposals. The County reserves the right to reject any and all proposals or to waive any irregularity or technicality in proposals received. The County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Okaloosa County reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.

Okaloosa County specifically reserves the right to reject any conditional proposals and proposals which make it impossible to determine the true amount of the proposal.

13. **PAYMENTS** – The respondent shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview, FL 32536, for the prices stipulated herein for services rendered. All invoices must show the Contract #. Invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this procurement and resulting contract.
14. **DISCRIMINATION** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
15. **PUBLIC ENTITY CRIME INFORMATION** - Pursuant to Florida Statute 287.133, a respondent may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. [287.017](#) for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
16. **CONFLICT OF INTEREST** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies. Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

**Note: For respondent’s convenience, this certification form is enclosed and is made a part of the proposal package.**

17. **RECYCLED CONTENT INFORMATION** - In support of the Florida Waste Management Law, respondents are encouraged to supply with their proposal any information available regarding recycled material content in the products proposal. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.) and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

**Note: For respondent’s convenience, this certification form is enclosed and is made a part of the proposal package.**

18. **REORGANIZATION OR BANKRUPTCY PROCEEDINGS** – Proposals will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.

19. **INVESTIGATION OF RESPONDENT** – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish to the Owner any additional information and financial data for this purpose as the County may request.
20. **CONE OF SILENCE** - The Okaloosa County Board of County Commissioners has established a solicitation silence policy (Cone of Silence Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences from the date of advertisement until award of contract. All communications shall be directed to the Purchasing Department.

**Note: For respondent’s convenience, this certification form is enclosed and is made a part of the proposal package.**

21. **COMPLIANCE WITH FLORIDA STATUTE 119.0701** - The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.
22. **PROTECTION OF RESIDENT WORKERS** – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

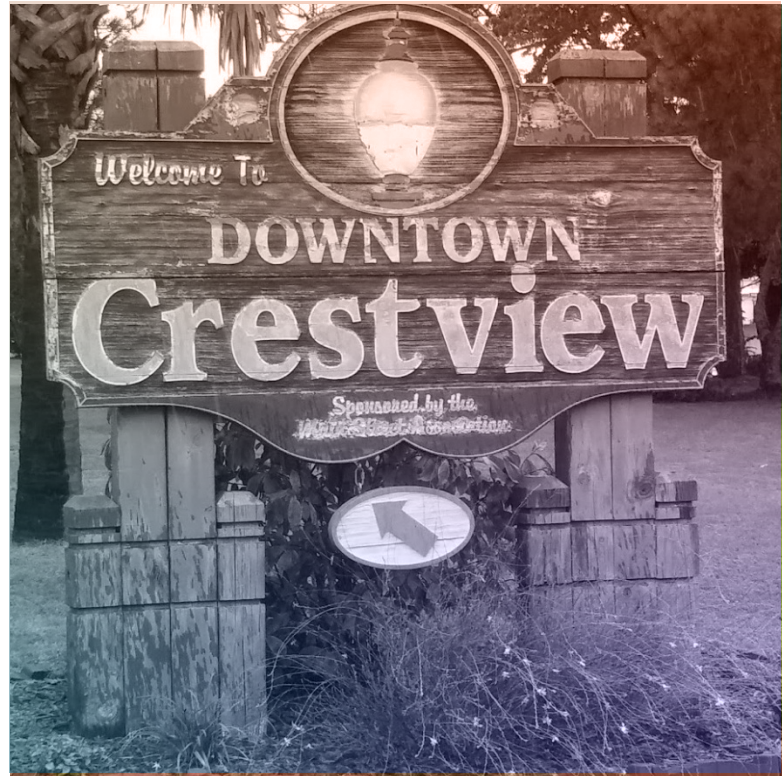
Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security’s website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

23. **SUSPENSION OR TERMINATION FOR CONVENIENCE** - The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County’s convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.

24. **FAILURE OF PERFORMANCE/DELIVERY** - In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the contract and removal of the respondent from the proposal list for duration of one (1) year, at the option of the County.
25. **AUDIT** - If requested, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this contract from the date of the contract through three (3) years after the expiration of contract.
26. **EQUAL EMPLOYMENT OPPORTUNITY; NON-DISCRIMINATION** – Respondent will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.
27. **NON-COLLUSION** – Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.
28. **UNAUTHORIZED ALIENS/PATRIOT’S ACT** – The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the contract. In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent’s failure to take such steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the contract. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.
29. **FINANCIAL STABILITY-** In the case of Federal and/or Florida State funded procurements, prior to awarding this contract, the top respondents will be required to submit to a soft credit pull for purposes of the County's Risk Assessment consideration; objections by any respondent will disqualify them from consideration. Bad credit indicating you are a high risk may impact your application. Responses will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.
30. **CERTIFICATE OF GOOD STANDING FOR STATE OF FLORIDA**
- Florida Statute 607.1501 requires that all vendors who wish to do business in the State of Florida be licensed to do business through the Department of State of Florida and be in good standing with the State of Florida. As such, to do business with Okaloosa County a vendor must provide a Certificate of Good Standing with their bid/proposal package to the County. For more information on doing business in the State of Florida, please refer to the Florida Department of State. The website to register is <https://dos.myflorida.com/sunbiz>.
31. **System of Award Management (SAM.gov).** If grant funded, all vendors must be registered in SAM in order to do business with the County. In order to be considered for the project, the vendor must be registered prior to submitting a bid/proposal with the County. Failure to show proof of SAM.gov registration at time of submitting a bid/proposal may deem the vendors bid/proposal unresponsive. You can register for SAM at the below link: <https://sam.gov/content/home>. Note it can take some time for a vendor to get registered for the System of Award Management and as such it is important to start the process as soon as possible to qualify as a responsive vendor.

32. Pursuant to section 287.05701, Florida Statutes, the County will not request any documentation of or consider a proposer's social, political or ideological interests when determining if the proposer is a responsible proposer. The County will not give a preference to a proposer based upon the proposer's social, political, or ideological interests.





# REQUIRED FORMS, DOCUMENTS, & CERTIFICATIONS



**2023 - 2024**



**Local Business Tax Receipt**

(Formerly known as "Business License" changed per state law HB1269-2006)

**Business Name**  
 INSPIRE PLACEMAKING COLLECTIVE INC  
 4767 NEW BROAD ST  
 ORLANDO, FL 32814

**Business Owner**  
 INSPIRE PLACEMAKING COLLECTIVE INC

**Business Location**  
 1430 LAKE BALDWIN LN  
 ORLANDO, FL

**NOTICE**-THIS TAX RECEIPT ONLY EVIDENCES PAYMENT OF THE LOCAL BUSINESS TAX PURSUANT TO CH.205, FLORIDA STATUTES. IT DOES NOT PERMIT THE HOLDER TO OPERATE IN VIOLATION OF ANY CITY, STATE, OR FEDERAL LAW. CITY PERMITTING MUST BE NOTIFIED OF ANY MATERIAL CHANGE TO THE INFORMATION FOUND HEREIN BELOW. THIS RECEIPT DOES NOT CONSTITUTE AN ENDORSEMENT OR APPROVAL OF THE HOLDER'S SKILL OR COMPETENCY.

**Case Number:** BUS-1100310

**Issued Date:** 10/02/2023

**Expiration Date:** 09/30/2024

**Business type(s):**

Description	Year
PROFES 8011 PROFES FIRM/OFFICE	2024



Local Business Tax Receipt  
 City Hall, 400 South Orange Avenue, First Floor  
 Post Office Box 4990  
 Orlando, Florida 32802-4990

Phone: 407.246.2204 Fax: 407.246.3420

Email: [businessstax@orlando.gov](mailto:businessstax@orlando.gov)

Prompt! Interactive Voice Response System: 407.246.4444  
 Visit our website: [orlando.gov/permits](http://orlando.gov/permits)

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3> <p style="margin: 0; font-size: small;">▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
--	--	---

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>Inspire Placemaking Collective, Inc.</b></p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input type="checkbox"/> C Corporation                 <input checked="" type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate             </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____             </p> <p style="font-size: x-small;">                 Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.             </p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p> <p>5 Address (number, street, and apt. or suite no.) See instructions.  <b>4767 New Broad Street</b></p> <p>6 City, state, and ZIP code  <b>Orlando, Florida 32814</b></p> <p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p>
---	---

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
or											
Employer identification number											
9	2	-	1	4	9	5	7	1	7		

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b> Signature of U.S. person ▶		Date ▶ <b>01/03/2023</b>
--	--	--------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

[Previous On List](#)   [Next On List](#)   [Return to List](#)  

[Events](#)   **No Name History**

### Detail by Entity Name

Florida Profit Corporation  
INSPIRE PLACEMAKING COLLECTIVE, INC.

#### Filing Information

Document Number	P22000094175
FEI/EIN Number	92-1495717
Date Filed	12/27/2022
Effective Date	10/27/2022
State	FL
Status	ACTIVE
Last Event	CONVERSION
Event Date Filed	12/27/2022
Event Effective Date	NONE

#### Principal Address

4767 NEW BROAD STREET  
ORLANDO, FL 32814

#### Mailing Address

4767 NEW BROAD STREET  
ORLANDO, FL 32814

#### Registered Agent Name & Address

KRAMER, GEORGE  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

#### Officer/Director Detail

##### **Name & Address**

Title PD

KRAMER, GEORGE  
4767 NEW BROAD STREET  
ORLANDO, FL 32814

Title Officer



This certificate hereby qualifies

**Erik Bredfeldt**

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 011971

*Joel Albizzo*  
Joel Albizzo, FASAE, FAICP  
Chief Executive Director

*Mitchell J. Silver*  
Mitchell J. Silver, FAICP  
President



Verify: <https://www.credly.com/go/ITQCh1psy>



**The American Institute of Certified Planners**

The Professional Institute of the American Planning Association

hereby qualifies

**George Malcolm Kramer**

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: **020533**

**February 17, 2006**

*Joel Albizzo*  
PRESIDENT

*Paul Farmer*  
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 Albizzo*  
Joel Albizzo, FASAE, FAICP  
Chief Executive Director

*Mitchell J. Silver*  
Mitchell J. Silver, FAICP  
President



Verify: <https://www.credly.com/go/Fel1Y3f>

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*  
Paul Farmer, FAICP  
Chief Executive Officer

*Lee Brown*  
Lee Brown, FAICP  
President







Ron DeSantis, Governor  
Melanie S. Griffin, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

**BOARD OF LANDSCAPE ARCHITECTURE**

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**MCCURDY, TODD MARSHALL**  
5359 BRADY LANE  
ORLANDO FL 32814

LICENSE NUMBER: LA0001084  
EXPIRATION DATE: NOVEMBER 30, 2023  
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.  
This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor  
Melanie S. Griffin, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

**BOARD OF LANDSCAPE ARCHITECTURE**

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**MCKIBBEN, HUNTER MARIE**  
1769 PASADENA DRIVE  
DUNEDIN FL 34698

LICENSE NUMBER: LA6667370  
EXPIRATION DATE: NOVEMBER 30, 2023  
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.  
This is your license. It is unlawful for anyone other than the licensee to use this document.



This certificate hereby qualifies

**Katie Martin**

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: 34287

*Joel Albizo*  
Joel Albizo, FASAE, FICP  
Chief Executive Director

*Mitchell J. Silver*  
Mitchell J. Silver, FAICP  
President

American Institute of Certified Planners  
Creating Great Communities for All

Verify: <https://www.aicp.org/go/L59yBdF9>

Ron DeSantis, Governor  
Melanie S. Griffin, Secretary

STATE OF FLORIDA

**BOARD OF PROFESSIONAL ENGINEERS**

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

**HALE, LAWRENCE EVERETT**  
2015 MICHAEL TIAGO CIRCLE  
MAITLAND FL 32705

LICENSE NUMBER: PE83465  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.  
This is your license. It is unlawful for anyone other than the licensee to use this document.





**RESPONSE DOCUMENT #1: DRUG-FREE WORKPLACE CERTIFICATION**

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote 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 quote, 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, Florida Statutes, 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, drug abuse assistance or rehabilitation program if such is available in employee’s community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

DATE:	<u>11/21/23</u>	SIGNATURE:	
COMPANY:	<u>Inspire Placemaking Collective, Inc.</u>	NAME:	<u>George Kramer</u> (TYPED OR PRINTED)
ADDRESS:	<u>4767 New Broad Street</u> <u>Orlando, FL 32814</u>	TITLE:	<u>President</u>
PHONE #:	<u>407.202.8387</u>	E-MAIL:	<u>Gkramer@inspireplacemaking.com</u>





**RESPONSE DOCUMENT #2: CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all Respondents, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no." If yes, give person(s) name(s) and position(s) with your business.

YES: \_\_\_\_\_ NO:

NAME(S) POSITION(S)

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRM NAME: Inspire Placemaking Collective, Inc.  
BY (PRINTED): George Kramer  
BY (SIGNATURE):   
TITLE: President  
ADDRESS: 4767 New Broad Street  
Orlando, FL 32814  
PHONE NUMBER: 407.202.8387  
E-MAIL: Gkramer@inspireplacemaking.com  
DATE: 11/21/23



**RESPONSE DOCUMENT #3: FEDERAL E-VERIFY COMPLIANCE CERTIFICATION**

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Respondent hereby certifies that the U.S. Department of Homeland Security’s E-Verify system will be used to verify the employment eligibility of all new employees hired by the Respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

---

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: 11/21/23  
COMPANY: Inspire Placemaking Collective, Inc.  
ADDRESS: 4767 New Broad Street  
Orlando, FL 32814  
  
E-MAIL: Gkramer@inspireplacemaking.com  
PHONE #: 407.202.8387

SIGNATURE:   
NAME: George Kramer  
TITLE: President

**RESPONSE DOCUMENT #4: CONE OF SILENCE FORM**


The Board of County Commissioners have established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County’s Architect, Engineer or their sub-consultants, or anyone designated to provide a recommendation to award a particular contract, other than the Purchasing Department Staff.

The period commences from the time of advertisement until contract award.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Manager or an appointed representative. It shall be the Purchasing Manager’s decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the Respondent from consideration during the selection process.

All Respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I,  representing Inspire Placemaking Collective, Inc.  
Signature Company Name  
on this 21<sup>st</sup> day of November 2023, I hereby agree to abide by the County’s “Cone of Silence Clause” and understand violation of this policy shall result in disqualification of my proposal/submittal.



**RESPONSE DOCUMENT #5: INDEMNIFICATION AND HOLD HARMLESS**

CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Inspire Placemaking Collective, Inc.

Proposer's Company Name  
4767 New Broad Street, Orlando, FL 32814

  
Authorized Signature – Manual  
**George Kramer**

Physical Address  
4767 New Broad Street, Orlando, FL 32814

Authorized Signature – Typed  
**President**

Mailing Address  
407.202.8387

Title  
**N/A**

Phone Number  
407.202.8387

FAX Number  
407.202.8387

Cellular Number  
11/21/23

After-Hours Number(s)

Date



**RESPONSE DOCUMENT #6: ADDENDUM ACKNOWLEDGEMENT**  
**RFP GM 11-24**

Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of solicitation:

<b><u>ADDENDUM NO.</u></b>	<b><u>DATE</u></b>
1	12/8/2023

NOTE: Prior to submitting the response to this solicitation, it is the responsibility of the respondent to confirm if any addenda have been issued. If such addenda have been issued, acknowledge receipt by noting number(s) and date(s) above.



**ADDENDUM 1**

November 8, 2023

RFP GM 11-24  
North Okaloosa Planning Study

Please find the attached document and information below, for the above referenced Addendum 1. This Addendum is hereby made a part of the Contract Documents and Specifications of the above referenced project. All other requirements of the original Contract Documents and Specifications shall remain effective in their respective order.

The purpose of Addendum 1 is to address vendor questions submitted prior to the last day for questions date.

I. Questions / Answers

Question #1: Can the County please clarify what the "Proposal Transmittal Form" is that is mentioned on page 7, Tab 1 of the RFP? Is this Form the same as the "Respondent Acknowledgement Form" that is on page 1 of the RFP?

**Answer #1: Yes, they are the same page.**

Question #2: Are resumes and the cover letter included in the 40 to page limit?

**Answer #2: Yes**

Question #3: Is there a size limitation for submitting an electronic file?

**Answer #3: No**

Question #4: Can we use previous Okaloosa County work with Okaloosa County employees as a reference?

**Answer #4: You can list your work with Okaloosa County but you should not list them as one of your five main references.**

Question #5: Can the County please confirm that the scope seeks completion of tasks 1-7 within 6 months from the Notice to Proceed and allowing the remainder of time through December 2024 for public meetings and adoption hearings?

**Answer #5: See below for timeline of task 1-7:**

- Task 1 – complete 2 months from Notice to Proceed
- Task 2 - complete 1 month from Notice to Proceed
- Task 3 - complete 1 month from Notice to Proceed

- Task 4 - complete 2 months from Notice to Proceed
- Task 5 - complete 4 months from completion of Task 4 (this is effectively 6 months from Notice to Proceed)
- Task 6 – complete 1 month from completion of 5 (effectively 7 months from Notice to Proceed)
- Task 7 - complete 1 month from task 6 (effectively 8 months from Notice to Proceed).

**The solicitation opening date remains December 20, 2023 at 3:00 p.m. (CST).**

**RESPONSE DOCUMENT #7: COMPANY DATA**

Respondent's Company Name:	Inspire Placemaking Collective, Inc.
Physical Address & Phone #:	4767 New Broad Street
	Orlando, FL 32814
	407.202.8387
Contact Person (Typed-Printed):	George Kramer
Phone #:	407.202.8387
Cell #:	407.202.8387
Federal ID or SS #:	92-1495717
DUNNS/SAM #:	12-411-2481
Respondent's License #:	P22000094175
Additional License – Trade and Number	N/A
Fax #:	N/A
Emergency #'s After Hours, Weekends & Holidays:	407.202.8387
DBE/Minority Number:	N/A



**RESPONSE DOCUMENT #8: SYSTEM FOR AWARD MANAGEMENT (OCT 2016)**

(a) Definitions. As used in this provision.

“Electronic Funds Transfer (EFT) indicator” means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see [subpart 32.11](#)) for the same entity.

“Registered in the System for Award Management (SAM) database” means that.

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see [subpart 4.14](#)) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See [www.sam.gov](http://www.sam.gov) for the designated entity for establishing unique entity identifiers.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror’s name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM database.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at [www.sam.gov](http://www.sam.gov) for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company Physical Street Address, City, State, and Zip Code.
- (4) Company Mailing Address, City, State and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise selected registered Offeror.



(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

Offerors SAM information:

Entity Name: Inspire Placemaking Collective, Inc.

Entity Address: 4767 New Broad Street, Orlando, FL 32814

Sam.gov Unique Entity Identifier: X38PJZW1H8H3

CAGE Code: 9L5A9

**RESPONSE DOCUMENT #9: LIST OF REFERENCES**

1. Owner's Name and Address: Osceola County, FL  
3 Courthouse Square, 2nd Floor, Kissimmee, FL 34741  
 Contact Person: Cori M. Carpenter, LEED GA Telephone # (407) 742.2395  
 \*Email: Cori.carpenter@osceola.org
  
2. Owner's Name and Address: City of St. Augustine, FL  
75 King Street, PO Box 210, St. Augustine, FL 32085  
 Contact Person: Reuben Franklin, JR., PE Telephone # (904) 209.4272  
 \*Email: Rfranklin@citystaug.com
  
3. Owner's Name and Address: Manatee County, FL  
1112 Manatee Avenue West, Bradenton, FL 34205  
 Contact Person: Robert Wenzel Telephone # (941) 748.4501 Ext. 6845  
 \*Email: Robert.wenzel@mymanatee.org
  
4. Owner's Name and Address: City of Lake Wales, FL  
201 West Central Avenue, Lake Wales, FL 33853  
 Contact Person: James Slaton Telephone # (863) 678.4182  
 \*Email: Jslaton@lakewalesfl.gov
  
5. Owner's Name and Address: Pasco County, FL  
8731 Citizens Drive, Suite 360, New Port Richey, FL 34654  
 Contract Person: Hyatt Mazili Telephone # (727) 847.8140 Ext. 7615  
 \*Email: Hmazili@pascocountyfl.net



**RESPONSE DOCUMENT #10: LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements  
(To be submitted with each bid or offer exceeding \$100,000)

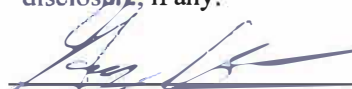
The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.] The Contractor,\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

 Signature of Contractor's Authorized Official

**George Kramer** Name and Title of Contractor's Authorized Official

-President

11/21/23 Date

**RESPONSE DOCUMENT #11: SWORN STATEMENT UNDER SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted for Inspire Placemaking Collective, Inc.
2. This sworn statement is submitted by George Kramer whose business address is: 4767 New Broad Street, Orlando, FL 32814 and (if applicable) its Federal Employer Identification Number (FEIN) is (If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: 92-1495717)
3. My name is George Kramer and my relationship to the entity named above is President

4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means:

- (1) A predecessor or successor of a person convicted of a public entity crime; or
- (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and

agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: 11/21/23 Signature: [Signature]

STATE OF: Florida

COUNTY OF: Orange

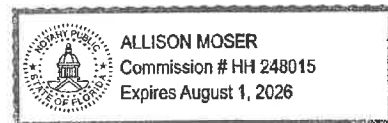
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this 21 day of November, in the year 2023.

My commission expires: 8-1-26  
[Signature]  
Notary Public  
Allison Moser

Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:  
FL DL

Type of ID





**RESPONSE DOCUMENT #12: GOVERNMENT DEBARMENT & SUSPENSION**

**Instructions**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Orders 12549, at Subpart C of OMB 2 C.F.R. Part 180 and 3000.332. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in



addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Orders 12549, Debarment and Suspension, and OMB 2 C.F.R.

Part 180, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.


**[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING CERTIFICATION]**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency;
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

**George Kramer | President**

Printed Name and Title of Authorized Representative

  
Signature

  
Date






**RESPONSE DOCUMENT #13: VENDORS ON SCRUTINIZED COMPANIES LISTS**

By executing this Certificate Inspire Placemaking Collective, Inc., the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County’s determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County’s determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County’s determination of false certification by bid proposer.

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

DATE:	<u>11/21/23</u>	SIGNATURE:	
COMPANY:	<u>Inspire Placemaking Collective, Inc.</u>	NAME:	<u>George Kramer</u> (Typed or Printed)
ADDRESS:	<u>4767 New Broad Street</u> <u>Orlando, FL 32814</u>	TITLE:	<u>President</u>
		E-MAIL:	<u>Gkramer@inspireplacemaking.com</u>
PHONE NO.:	<u>407.202.8387</u>		

**RESPONSE DOCUMENT #14: GRANT FUNDED CLAUSES**

This Exhibit is hereby incorporated by reference into the main *Procurement*.

**FEDERAL PROVISION RELATED TO GRANT FUNDS THAT MAY BE USED TO FUND THE SERVICES AND GOODS UNDER THIS SOLICITATION**

This *solicitation* is fully Federally Grant funded. To the extent applicable, in accordance with Federal law, respondents shall comply with the clauses as enumerated below. *Proposer* shall adhere to all grant conditions as set forth in the requirements of grant. Including, but not limited to, those set forth below, as well as those listed below, which are incorporated herein by reference:

- a. 2 CFR. 25.110
- b. 2 CFR Part 170 (including Appendix A), 180, 200 (including Appendixes), and 3000
- c. Executive Orders 12549 and 12689
- d. 41 CFR s. 60-1(a) and (d)
- e. Consolidated Appropriations Act, 2021, Public Law 116-260 related to salary limitations

These cited regulations are hereby incorporated and made part of this *Solicitation* as if fully set forth herein. As stated above, this list is not all inclusive, any other requirement of law applicable in accordance with the Federal, State or grant requirements are also applicable and hereby incorporated into this *Solicitation*. If Proposer cannot adhere to or objects to any of the applicable federal requirements, Proposer's proposal may be deemed by the County as unresponsive. The provisions in this exhibit are supplemental and in addition to all other provisions within the *procurement*. In the event of any conflict between the terms and conditions of this Exhibit and the terms and conditions of the remainder of the *procurement*, the conflicting terms and conditions of this Exhibit shall prevail. However, in the event of any conflict between the terms and conditions of this Exhibit and the terms and conditions of any federal grant funding document provided specific to the funds being used to contract services or goods under this *Procurement* the conflicting terms and conditions of that document shall prevail.

**Drug Free Workplace Requirements (Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), 2 CFR § 182)**: Applicability: As required in the Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub L 100-690, Title V, Subtitle D). Requirement: to the extent applicable, *proposer* must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.

**Conflict of Interest (2 CFR § 200.112)**: Applicability: Any federal grant funded Contract or Contract that may receive federal grant funds. Requirement: The *proposer* must disclose in writing any potential conflict of interest to the County or pass-through entity in accordance with applicable Federal policy. Further, the County is required to maintain conflict of interest policies as it relates to procured contracts. In accordance with the Okaloosa County Purchasing Manual section 41.05(8), a conflict of interest exists when and of the following occur: i. Because of other activities, relationships, or contracts, a *proposer* is unable, or potentially unable, to render impartial assistance or advice; ii. A *proposer's* objectivity in performing the contract work is or might be otherwise impaired; or iii. The *proposer* has an unfair competitive advantage.

**Mandatory Disclosures (31 U.S.C. §§ 3799 – 3733)**: Applicability: All Contracts using federal grants funds, or which may use federal grant funds. Requirement: *proposer* acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the *proposer's* actions pertaining to this *solicitation*. The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

**Utilization of Minority and Women Firms (M/WBE) (2 CFR § 200.321)**: Applicability: All federally grant funded Contracts or Contracts which may use federal grant funds. Requirement: The *proposer* must take all

necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime *proposer* will require compliance by all sub-contractors. Prior to contract award, the *proposer* shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)  
 Florida Department of Transportation  
 Minority Business Development Center in most large cities and  
 Local Government M/DBE programs in many large counties and cities

**Equal Employment Opportunity (As per 2 CFR Part 200, Appendix II(C); 41 CFR § 61-1.4; 41 CFR § 61-4.3; Executive Order 11246 as amended by Executive Order 11375):** Applicability: except as otherwise provided under 41 CFR Part 60, applies to all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3. Requirement: During the performance of this Contract, the *proposer* agrees as follows: (1) The *Proposer* will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The *Proposer* will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identify, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause; (2) The *Proposer* will, in all solicitations or advertisements for employees placed by or on behalf of the *Proposer*, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin; (3) The *Proposer* will send to each labor union or representative of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided advising the said labor union or workers’ representatives of the *Proposer*’s commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment; (4) The *Proposer* will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor; (5) The *Proposer* will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.; (6) In the event of the *Proposer*’s noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.; (7) *Proposer* will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The *Proposer* will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a *Proposer* becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the *Proposer* may request the United States to enter into such litigation to protect the interests of the United States.

**Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148, as supplemented by 29 CFR Part 5):**

Applicability: When required by Federal Program legislation, grant funding, and all prime construction contracts in excess of \$2,000 awarded by non-Federal entities, including Okaloosa County. Requirement: If applicable to this *solicitation*, the *proposer* agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). *Proposer* are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the County will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

**Copeland Anti Kick Back Act (40 U.S.C. § 3145 as supplemented by 29 CFR Part 3):**

Applicability: When required by Federal Program legislation, grant funding, and all prime construction contracts in excess of \$2,000 awarded by non-Federal entities, including Okaloosa County. Requirement: If applicable to this *Solicitation*, *proposer* shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this *solicitation*. *Proposer* are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

**Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708 as supplemented by 29 CFR Part 5):**

Applicability: All contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers. Requirement: All contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions, which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387, as amended):**

Applicability: Contracts and subgrants of amounts in excess of \$150,000.00. Requirement: *proposer* agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**Debarment and Suspension (2 CFR part 180, Executive Orders 12549 and 12689):**

Applicability: All contracts with federal grant funding or possibility of federal grant funds being used. Requirement: *proposer* certifies that it and its principals, if applicable, are not presently debarred or suspended by any Federal department or agency from participating in this transaction. *Proposer* now agrees to verify, to the extent applicable that for each lower tier subcontractor that exceeds \$25,000 as a “covered transaction” under the Services to be provided is not presently disbarred or otherwise disqualified from participating in the federally assisted services. The *proposer* agrees to accomplish this verification by: (1) Checking the System for Award Management at website: <http://www.sam.gov>; (2) Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, herein; (3) Inserting a clause or condition in the covered transaction with the lower tier contract.



**Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Applicability: Applicable to any individual/entity that applies or bids/procures an award in excess of \$100,000. Requirement: *proposer* must file the required certification, attached to the procurement. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.

**Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401):** Applicability: If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 additional Standard patent rights clauses in accordance with 37 CFR § 401.14 shall apply. Requirement: Please contact the County for further information related to the applicable standard patent rights clauses.

**Procurement of Recovered Materials (2 CRF 200.323 and 40 CFR Part 247):** Applicability: All contractors of Okaloosa County when federal funds may be or are being used under the Contract. Requirement: *proposer* must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**Access to Records and Reports:** Applicability: All Contracts that received or may receive federal grant funding. Requirement: *Proposer* will make available to the County’s granting agency, the granting agency’s Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, Okaloosa County, Okaloosa County Clerk of Court’s Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the contractor that are pertinent to the County’s grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the contractor’s personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.

**Record Retention (2 CFR § 200.33):** Applicability: All Contracts that received or may receive **Federal or State** grant funding. Requirement: [*proposer/consultant/contractor*] will retain of all required records pertinent to this contract for a period of five years, after all funds have been expended or returned to the County. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your company must agree to provide or make available such records to the County upon request, in order to conduct audits or other investigations and retain these records in compliance with the OMB guidance 2 C.F.R. §200.334.

**Federal Changes:** *Proposer* shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of *any awarded contract*.

**Termination for Default (Breach or Cause):** Applicability: All Contracts that may receive federal funds or that are federally funded above the micro-purchase amount. Requirement: If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor

fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the County may terminate the contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

**Termination for Convenience:** Applicability: All Contracts that may receive federal funds or that are federally funded above the micro-purchase amount. Requirement: *Any Awarded Contract* may be terminated by Okaloosa County in whole or in part at any time, upon ten (10) days written notice. If the Contract is terminated before performance is completed, the *Contractor* shall be paid only for that work satisfactorily performed for which costs can be substantiated.

**Safeguarding Personal Identifiable Information (2 CFR § 200.82):** Applicability: All Contracts receiving, or which may receive federal grant funding. Requirement: *proposer* will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

**Prohibition On Utilization Of Cost Plus A Percentage Of Cost Contracts (2 CFR Part 200):** Applicability: All Contracts receiving or which may receive federal grant funding. Requirement: The County will not award contracts containing Federal funding on a cost-plus percentage of cost basis.

**Energy Policy and Conservation Act (43 U.S.C. § 6201 and 2 CFR Part 200 Appendix II (H)):** Applicability: For any contracts except micro-purchases (\$3000 or less, except for construction contracts over \$2000). Requirement: *proposer* shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

**Trafficking Victims Protection Act (2 CFR Part 175):** Applicability: All federally grant funded contracts or contracts which may become federally grant funded. Requirement: *Proposer* will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits *Proposer* from (1) engaging in severe forms of trafficking in persons during the period of time that *resulting contract* is in effect; (2) procuring a commercial sex act during the period of time that *resulting contract* is in effect; or (3) using forced labor in the performance of the contracted services under a *resulting contract*. A *resulting contract* may be unilaterally terminated immediately by County for *Proposer's* violating this provision, without penalty.

**Domestic Preference For Procurements (2 CFR § 200.322):** Applicability: All Contracts using federal grant funds or which may use federal grant funds. Requirement: As appropriate and to the extent consistent with law, to the greatest extent practicable when using federal funds for the services provided in a *resulting contract*, shall provide a preference for the purchase, acquisition, or use of goods and products or materials produced in the United States.

**Buy America (Build America, Buy America Act (Public Law 117-58, 29 U.S.C. § 50101, Executive Order 14005)):** Applicability: Applies to purchases of iron, steel, manufactured products and construction materials permanently incorporated into infrastructure projects, where federal grant funding agency requires it or if the grant funds which may come from any federal agency, but most commonly: the U.S. Environmental Protection Agency (EPA), the U.S. Federal Transit Administration (FTA), the US Federal Highway Administration (FHWA), the U.S. Federal Railroad Administration (FRA), Amtrack and the U.S. Federal Aviation Administration (FAA). Requirement: All iron, steel, manufactured products and construction materials used

under a federally grant funded project must be produced in the United States. Additional requirements may apply depending on the Federal Granting Agency provisions, please check with Okaloosa County for further details. Proposers shall be required to submit a completed Buy America Certificate with this procurement, an incomplete certificate may deem the proposer's submittal non-responsive.

**Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment (2 CFR § 200.216):** Applicability: All Contracts using federal grant funds or which may use federal grant funds. Requirement: *Proposer* and any subcontractors are prohibited to obligate or spend grant funds to: (1) procure or obtain, (2) extend or renew a contract to procure or obtain; or (3) enter into a contract to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). i. For the purpose of public safety, security of government FACILITY, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). ii. Telecommunications or video surveillance services provided by such entities or using such equipment. iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

**Enhanced Whistleblower Protections (41 U.S.C. § 4712):** Applicability: National Defense Authorization Act of 2013 extending whistleblower protections to *Proposer* employees may apply to the Federal grant award dollars involved with a *resulting contract*. Requirement: See 42 U.S. Code § 4712 for further requirements. Requirement: An employee of *Proposer* and/or its subcontractors may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 42 U.S.C. § 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

**Federal Funding Accountability and Transparency Act (FFATA) (2 CFR § 200.300; 2 CFR Part 170):** Applicability: All Contracts that may receive federal grant funding or are funded with federal grant funding. Requirement: In accordance with FFATA, the *Proposer* shall, upon request, provide Okaloosa County the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

**Federal Awardee Performance and Integrity Information System (FAPIS) (The Duncan Hunter National Defense Authorization Act of 2009 (Public Law 110-417 and 2 CFR Part 200 Appendix XII)):** Applicability: All Contracts that may receive federal grant funding or are funded with federal grant funding. Requirement: The *Proposer* shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of this contract, by posting the required information in the System for Award Management via <https://www.sam.gov>.



**Never Contract With The Enemy (2 CFR Part 183):** Applicability: only to grant and cooperative agreements in excess of \$50,000 performed outside of the United States, Including U.S. territories and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities. Requirement: *proposer* must exercise due diligence to ensure that none of the funds, including supplies and services, received are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through 2 CFR 180.300 prior to issuing a subcontract.

**Federal Agency Seals, Logos and Flags:** Applicability: All Contracts that may receive federal grant funding or are funded with federal grant funding. Requirement: The *proposer* shall not use any Federal Agency seal(s), logos, crests, or reproductions of flags or likenesses of any federal agency officials without specific federal agency pre-approval.

**No Obligation by Federal Government:** Applicability: All Contracts that may receive federal grant funding or are funded with federal grant funding. Requirement: The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from a resulting contract.

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The President on behalf of Inspire Placemaking Collective, Inc. the *proposer* is authorized to sign below and confirm the *proposer* is fully able to comply with these requirements, federal terms and conditions and has made any inquiries and/or further examination of the law and requirements as is necessary to comply.

DATE: 11/21/23  
 COMPANY: Inspire Placemaking Collective, Inc.  
 ADDRESS: 4767 New Broad Street  
Orlando, FL 32814  
 E-MAIL: Gkramer@inspireplacemaking.com  
 PHONE NO.: 407.202.8387

SIGNATURE:   
 NAME: George Kramer  
 TITLE: President



# *State of Florida Department of State*

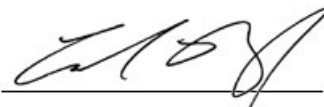
I certify from the records of this office that INSPIRE PLACEMAKING COLLECTIVE, INC. is a corporation organized under the laws of the State of Florida, filed on December 27, 2022, effective October 27, 2022.

The document number of this corporation is P22000094175.

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

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

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

  
*Secretary of State*

Tracking Number: 2162179579CU

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

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

# *State of Florida*

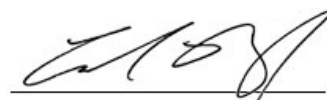
## *Department of State*

I certify from the records of this office that HALE INNOVATION, LLC is a limited liability company organized under the laws of the State of Florida, filed on June 21, 2021, effective June 19, 2021.

The document number of this limited liability company is L21000286683.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on March 6, 2023, and that its status is active.

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

  
*Secretary of State*

Tracking Number: 0949776652CU

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

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

**RESPONSE DOCUMENT #16: LIST OF SUBCONTRACTORS**

The BIDDER expressly agrees that:

1. If awarded the contract as a result of the proposal, the subcontractors used in the prosecution of the work will be those listed below.
2. The following list includes all subcontractors who will perform work on this project.
3. The subcontractors listed below are financially responsible and are qualified to do the work required.
4. Use of any of the subcontractors is subject to the approval of the County and Engineer.

CATEGORY	NAME OF SUBCONTRACTOR	ADDRESS
Utilities and Infrastructure	<b>Hale Innovation</b>	<b>111 S. Maitland Avenue, Suite 120, Maitland, FL 32751</b>

Inspire Placemaking Collective, Inc.

\_\_\_\_\_  
CONTRACTOR'S NAME



\_\_\_\_\_  
AUTHORIZED SIGNATURE

**President**

\_\_\_\_\_  
TITLE



03



# CERTIFICATES OF INSURANCE







**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
09/12/2023

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

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

<b>PRODUCER</b>  Marsh Affinity a division of Marsh USA LLC. PO BOX 14404 Des Moines, IA 50306-9686	<b>CONTACT NAME:</b> Marsh Affinity														
	<b>PHONE (A/C, No, Ext):</b> 800-743-8130 <b>FAX (A/C, No):</b>														
	<b>E-MAIL ADDRESS:</b> ADPTotalSource@marsh.com														
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Illinois National Ins Co</td> <td>23817</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Illinois National Ins Co	23817	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b>  ADP TotalSource CO XXI, Inc. 5800 Windward Parkway Alpharetta, GA 30005 Alternate Employer: Inspire Placemaking Collective Inc  4767 NEW BROAD ST Orlando, FL 328140000															

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$												
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$												
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$												
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 034274994 FL	07/01/2023	07/01/2024	<table border="1"> <tr> <td>PER STATUTE</td> <td>OTHER</td> <td></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$ 2,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$ 2,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td>\$ 2,000,000</td> </tr> </table>	PER STATUTE	OTHER		E.L. EACH ACCIDENT		\$ 2,000,000	E.L. DISEASE - EA EMPLOYEE		\$ 2,000,000	E.L. DISEASE - POLICY LIMIT		\$ 2,000,000
PER STATUTE	OTHER																		
E.L. EACH ACCIDENT		\$ 2,000,000																	
E.L. DISEASE - EA EMPLOYEE		\$ 2,000,000																	
E.L. DISEASE - POLICY LIMIT		\$ 2,000,000																	

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

All worksite employees working for Inspire Placemaking Collective Inc paid under ADP TOTALSOURCE, INC's payroll, are covered under the above stated policy. Inspire Placemaking Collective Inc is an alternate employer under this policy. 1901 Geronimo Trail 1901 Geronimo Trail

**CERTIFICATE HOLDER**

**CANCELLATION**

Inspire Placemaking Collective Inc 4767 NEW BROAD ST Orlando, FL 328140000	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 <i>Jo Phillips</i>
--	--

ACORD 25 (2016/03)

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04



# LISTING OF KEY PERSONNEL





## Organizational Chart



George Kramer, AICP  
*Principal-in-Charge/Project Lead*



Patricia Tyjeski, AICP  
*Senior Reviewer/QA/QC*

Erik Bredfeldt, PhD, AICP  
*Project Manager*



### LONG-RANGE & POLICY PLANNING



Chris Dougherty, AICP  
*Principal Planner/GIS Lead*



Eric Raasch, AICP  
*Principal Planner*



Sarah Sinatra Gould, AICP  
*Principal Planner*



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



Nick Hill, AICP  
*Planner/GIS Specialist*



Katie Martin, AICP  
*Planner/GIS Specialist*



Robbie Addington  
*Planner*



Erin Anderson  
*Planner*



Jessica Hays  
*Planner*



Laura Martinez  
*Planner*

### COMMUNITY ENGAGEMENT & COMMUNICATIONS

Em Schaefer  
*Creative Director*



Lainie Jones  
*Graphic Designer*



Gabriela Castro, AICP  
*Planner/Community Outreach Specialist*



### MASTER PLANNING & DESIGN

Todd McCurdy, FASLA  
*Principal Landscape Architect*



Hunter McKibben, PLA  
*Senior Landscape Architect*



Abigail Shemoel  
*Senior Urban Designer*



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



Kyle Peterson  
*Landscape Designer*



### UTILITIES & INFRASTRUCTURE

Lee Hale, Assoc. DBIA, PE  
*Civil Engineer*



Claudia Sicilia  
*Civil Designer*



- Inspire
- Hale Innovation

*\*\*Note: We do not need or anticipate any positions to be filled after contract execution to complete this project.*

# George Kramer

AICP

**PRINCIPAL-IN-CHARGE/  
PROJECT LEAD**



22 Years of Experience

AICP #020533

Orlando, FL



## PROFILE

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

## EDUCATION

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

## SKILLS

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

## EXPERIENCE

### **Comprehensive Plan & Land Development Code Updates**

Principal-in-Charge | Manatee County, FL

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

- Strategic Advisor for policy development/provided Senior Review/QA/QC

### **Alligator Chain of Lakes Conceptual Master Plan**

Principal-in-Charge | Osceola County, FL

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

- Strategic Advisor for policy development/provided Senior Review/QA/QC

### **Lake Wales Envisioned-Long Range Plan**

Principal-in-Charge | Lake Wales, FL

A multi-team planning effort for the City of Lake Wales and surrounding portions of unincorporated Polk County, within its urban service area, totaling more than 50,000 acres.

- Developed a detailed set of amendments to the City's Comprehensive Plan and LDC for implementation of the community vision.
- Provided QA/QC of existing conditions analysis

### **Yulee Area Planning**

Planner | Nassau County, FL

A long-range planning effort, including an Areawide DRI analysis, for 37,000 acres in historic Yulee.

- Performed infrastructure impact analyses based on future land use designations
- Helped facilitate public workshops

## George Kramer

AICP

### EXPERIENCE CONTINUED

#### Land Development Regulations

Principal-in-Charge | Effingham County, GA

Prepared update and reorganization of zoning, engineering, and subdivision regulations to guide development in a fast-growing county.

- Oversaw the QA/QC process
- Ensured that the team had adequate staffing resources

#### Citywide Mobility Planning

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

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

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

#### Viera Visioning & Planning

Project Manager | Brevard County, FL

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

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

#### Ocoee-Apopka Road Small Area Plan

Principal-in-Charge | Apopka, FL

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

- Oversaw coordination with property owners and other stakeholders
- Developed economic development strategies

#### Comprehensive Plan Update

Principal-in-Charge | Sumter County, FL

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

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

# Erik Bredfeldt

PhD, AICP

## PROJECT MANAGER



30 Years of Experience



AICP #011971



Gainesville, FL



## PROFILE

Erik has 30 years of experience in administrative and project management, with a focus on community planning and economic development. Activities include urban planning/development services, community/economic development, and project management through an internal/external partnership philosophy emphasizing the balance between community and markets.

## EDUCATION

- Doctor of Philosophy in Urban & Regional Planning, University of Florida, Gainesville FL, 2009
- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL 1993
- Bachelor of Arts in Economics, Muhlenberg College, Allentown, PA, 1988

## SKILLS

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

## EXPERIENCE

### Comprehensive Plan & Land Development Code

Planning Director | Gainesville, FL

Served as Planning Director during last update/adoption of City Comprehensive Plan and various updates to Land Development Code.

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

### Comprehensive Plan Update

Economic Development Planner | St. John's County, FL

A publicly-driven update to the County's Comprehensive Plan to address changes in local conditions, recent legislation, and the community's priorities for growth and preservation.

- Supporting/assisting the team with the economic development elements of the Comprehensive Plan Update
- Attend Kick-Off Meeting; County Commissioner briefings; and County Director's Meeting

### Comprehensive Plan Update

Economic Development Planner | Flagler County, FL

Worked with the community to update the entire Comprehensive Plan to accommodate the County's projected growth, protect natural resources, foster economic development, and address changes to Florida Statutes.

- Supported/assisted the team with the economic development elements of the Comprehensive Plan Update
- Attended Community Engagement session

### Community Redevelopment Plan Update

Project Director | St. Augustine, FL

Updating the Historic Area Community Redevelopment Plan and extending the operational timeframe of the Agency.

- Assist with supporting final re-write and review of the update

# Patricia Tyjeski

AICP

SENIOR REVIEWER/  
QA/QC



35 Years of Experience



AICP #069120



Orlando, FL



## PROFILE

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 30 jurisdictions on numerous comprehensive planning projects.

## EDUCATION

- Master of Regional Planning, Cornell University, Ithaca, NY, 1988
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia, 1985

## SKILLS

- Comprehensive Planning
- Land Development Regulations
- Historic Preservation
- Development Review
- Community Engagement
- Small Area Plans

## EXPERIENCE

### Comprehensive Plan & Land Development Code Updates

Project Manager | Manatee County, FL

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

- Developed new policy language/corresponding land regulations
- Coordinated the updates with various county departments

### Land Development Code Assessment

Project Manager | Pensacola, FL

A comprehensive assessment of the adopted Land Development Code and recommendations for improvement.

- Identified obsolete regulations, duplication of standards, internal conflicts, conflicts with the Comprehensive Plan and Florida Statutes, provisions that do not belong in the LDC, and efficiency and effectiveness of the development review process and procedures
- Prepared recommendations for the reorganization and improvement of the code

### Comprehensive Plan Update

Principal-in-Charge | Pasco County, FL

Updating the County's Plan to implement the community's Vision established during a 12-month visioning process for Pasco 2050.

- Provided strategic guidance
- Assisted with public engagement opportunities

### Comprehensive Plan Update

Project Manager | Wildwood, FL

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

- Managed the update of eight elements, including data and analysis,

# Chris Dougherty

AICP

**PRINCIPAL PLANNER/GIS  
LEAD**



18 Years of Experience



AICP #026356



Orlando, FL



## PROFILE

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

## EDUCATION

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

## SKILLS

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

## EXPERIENCE

### Greater Lacoochee Community Plan

Project Manager | Pasco County, FL

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

- Managed the project delivery and schedule
- Prepared and/or reviewed the existing conditions analysis, proposed strategies, and community engagement plan and activities

### Comprehensive Plan

Project Manager | Sumter County, FL

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

- Managed the project delivery and schedule
- Reviewed and prepared data and analysis

### Comprehensive Plan Update

Senior Planner | Effingham County, GA

An update to ensure that the Land Use Plan reflects current conditions and guides future development within character areas.

- Assisted with the analysis of zoning districts in GIS
- Assisted with public engagement plan and project website

### Pasco 2050 Visioning

Project Manager | Pasco County, FL | 2023 | \$236,903

Assisted the Pasco community in developing their Vision 2050 through a robust and inclusive public engagement process.

- Facilitated multiple community workshops, interview sessions, focus groups, and board engagements
- Worked with County staff in developing successful public relations



# Lee Hale

Assoc. DBIA, PE

CIVIL ENGINEER



13 Years of Experience



FL PE #83465



Maitland, FL



## PROFILE

Lee has over 13 years of design experience across the civil, transportation, and utility engineering practices. His experience includes hydraulic utility modeling and design, ancillary structural design, and stormwater drainage design. Lee has applied his generalized modeling and projection analysis skills to assist in numerous municipal planning efforts.

## EDUCATION

- Master of Science in Engineering, Marshall University, 2015
- Bachelor of Science in Civil Engineering, West Virginia University Institute of Technology, 2010

## SKILLS

- Civil Engineering
- Transportation Engineering
- Utility Engineering
- Hydraulic Utility Modeling & Design
- Ancillary Structural Design
- Stormwater Drainage Design

## EXPERIENCE

### Complete Water Utilities Master Planning

Project Manager/Lead Modeling Engineer | Village of Indiantown, FL

Master planning and modeling efforts for the Village's potable, waste, and reclaimed water distribution and collection systems.

- Assisted with modeling in WaterCAD for the potable and reclaimed water systems/the pressure portion of the wastewater collection system

### Curry Ford Visioning Plan

Civil Engineer | Orlando, FL

The purpose of the project was to analyze existing density and growth capacity of the utilities in the area.

- Provided the utility analysis to determine the capacity of the existing utilities to provide water and wastewater to the area

### Fort Pickens Lift Station

Project Manager/Design Engineer | Gulf Island National Seashore

The lift station handles all of the wastewater from the area on the island and flows through a forcemain into the Pensacola Beach collection system for treatment handling.

- Led the lift station replacement project within Gulf Island National Seashore, a national park near Okaloosa County, FL

### Effluent Disposal Master Planning

Project Manager | Haines City, FL

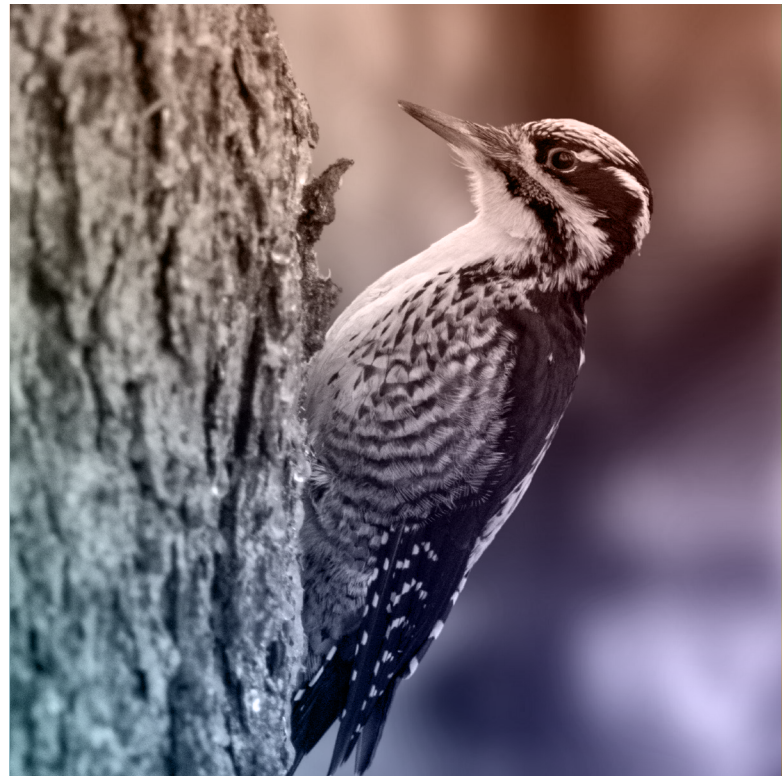
The project assessed and formulated a plan for effluent disposal from the Haines City Wastewater Treatment Facility. The Facility was limited in capacity to serve a rapidly growing community. Through a combination of spray field, reuse system expansions, and two rapid infiltration basins (RIB), the plan expanded the capacity to make treatment the limiting factor.

- Wrote a grant application through the SWFWMD that awarded \$2.7M for Haines City to build a RIB so that it recharged the groundwater and also wrote the winning application for a \$500,000 brand new backup generator for the plant





05



# PROPOSER'S QUALIFICATIONS

## Project List/Examples



### Comprehensive Plan & Visioning

**Location**

Pasco County, FL

**Brief Description**

Year 3 of the Pasco 2050 project consisted of an intensive visioning process that was developed to be inclusive, interactive, and meaningful for all participants in the County. This process included a robust community engagement website, eight visioning workshops, multiple focus group meetings on a variety of topics, interview sessions, mobile workshops at community pop-up events, online survey, continual department coordination, presentations to community organizations/groups/universities, and commissioner engagement.



### Alligator Chain of Lakes Conceptual Master Plan

**Location**

Osceola County, FL

**Brief Description**

Inspire commenced this effort by conducting a thorough analysis of existing conditions and previous public engagement efforts. The next phase included a design workshop to update the District's Conceptual Master Plan to identify the street network, residential neighborhoods, centers, parks, and environmental resources. Lastly, Inspire created a new Comprehensive Plan Element for the District with goals, objectives, and policies to guide development within the Alligator Chain of Lakes. This new Element was adopted in 2023.



### Citywide Mobility Planning

**Location**

St. Augustine, FL

**Brief Description**

Led a comprehensive citywide mobility planning effort for the oldest City in the United States, which is currently home to nearly 15,000 residents and serves as a destination for more than five million visitors annually. This multi-year effort has included multiple phases: A Framework Plan, Quantitative Analyses, and Complete King Street Master Plan.



### Comprehensive Plan & Land Development Code

**Location**

Manatee County, FL

**Brief Description**

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



### Comprehensive Plan Update

**Location**

Green Cove Springs, FL

**Brief Description**

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





## Greater Lacooshee Community Plan

**Location**

Pasco County, FL

**Brief Description**

Inspire was engaged by the County to develop an understanding of an unincorporated area referred to as the Greater Lacooshee Community in the northeast portion of the County. The 11,000-acre study area includes rural land within the Northeast Rural Protection Area and three historic African American communities. To date, the County has conducted five plans/studies to help improve and elevate these communities with varied outcomes. The new plan focuses on implementation and integrates the community's desires with previous plans and studies.



## Lake Wales Envisioned-Long Range Plan

**Location**

Lake Wales, FL

**Brief Description**

Inspire completed a thorough analysis of existing conditions within the study area including demographics, land use, transportation, parks/natural resources, zoning/land development regulations, and future land use maps/GOPs. Inspire helped facilitate multiple workshops and developed a detailed set of amendments to the City's Comprehensive Plan and LDC to implement the community vision by supporting a robust transportation network, strong neighborhoods, connected parks systems and open spaces, and thriving mixed-use districts and corridors.



## Ocoee-Apopka Road Small Area Plan

**Location**

Apopka, FL

**Brief Description**

The Inspire team prepared a small area study for a 4.4 square mile area in the southwest portion of the City. The area is expecting a significant amount of growth and development with plans for the relocation of Florida Hospital to the study area. The resulting plan included a conceptual land use map, transportation network and recommended cross sections, a theme/brand for the area, gateway locations, and recommendations for regulations that would direct development into creating a compact and sustainable urban form.



## Comprehensive Plan & Downtown Master Plan

**Location**

Weddington, NC

**Brief Description**

Weddington has experienced significant growth over the last 30 years. Once a rural area, today it is a suburban community of nearly 14,000 residents. Despite this growth, the Town still lacks a downtown or town center that provides residents with a common sense of place. A central civic gathering space and a complementary plan for future growth are fundamental to long-term community prosperity. Therefore, the Town solicited an updated Comprehensive Plan, rooted in community engagement and including a downtown master plan component.



## Comprehensive Plan Update

**Location**

Sumter County, FL

**Brief Description**

The County contracted with Inspire's planning staff to update the Sumter County Unified Comprehensive Plan, which received its last major update in 2012. Phase I of the project involved updating both the Data and Analysis (D&A) and the Goals, Objectives, and Policies (GOPs) pertaining to unincorporated areas; Phase II sought to update the D&A and GOPs for the Cities of Center Hill, Coleman, and Webster. Both phases included extensive and context-sensitive public engagement opportunities facilitated by Inspire's Planning Team.



## Inspire Firm Profile

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

**We are interdisciplinary.** We are committed to extensive collaboration across disciplines in order to develop bold ideas and cutting-edge designs without undermining function.

**We seek partnerships.** We seek clients that share our vision and values to build long-term relationships. Strong partnerships can support and create transformative initiatives.

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

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

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

Inspire includes sixteen (16) planners with more than 250 years of collective experience. Our team focuses on traditional planning, including Comprehensive Planning, Land Development Codes, Community Redevelopment, Economic Development, Historic Preservation, and Small Area Studies. **We are specialists.**

**57**

Comprehensive  
Planning Projects

**56**

Land Development  
Code Projects

**54**

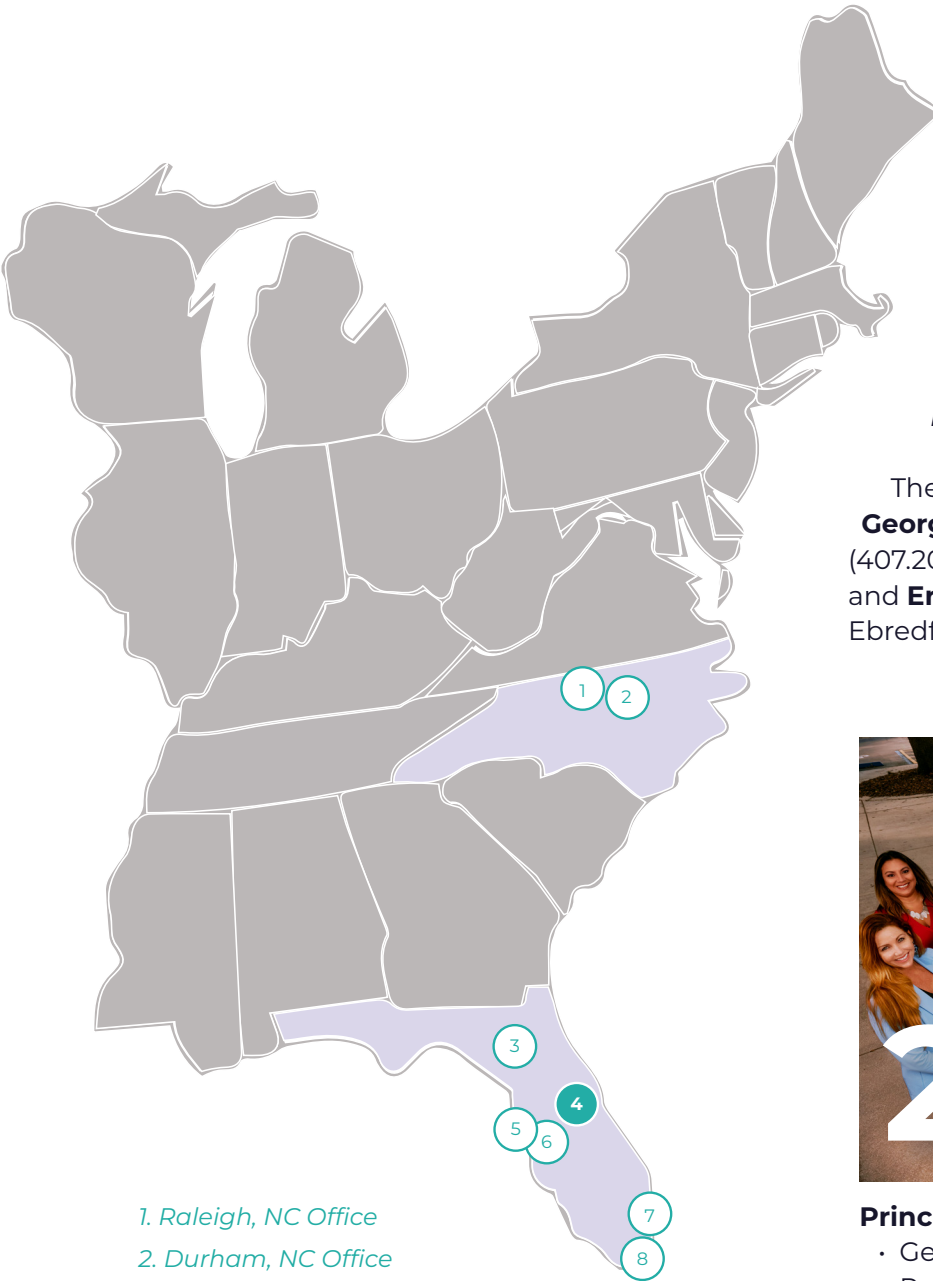
Community  
Redevelopment  
Agency Clients

**8**

Active Development  
Review Clients

*Comprehensive Plan and Land Development Code projects include assessments, amendments, and full re-writes.*

Our approach to planning focuses on intense public participation and visioning coupled with analysis of the latest economic and demographic data. Our plans are user-friendly, with concise writing and clear graphics illustrating concepts that provide clarity and predictability for the local government, the development community, and the general public.



- 1. Raleigh, NC Office
- 2. Durham, NC Office
- 3. Gainesville, FL Office
- 4. Orlando, FL Office (Headquarters)**
- 5. Largo, FL Office
- 6. Tampa, FL Office
- 7. Fort Lauderdale, FL Office
- 8. Miami, FL Office

Inspire Placemaking Collective, Inc. is a corporation that has been providing planning services for over 24 years under different names, and almost a year under the current business name.

Our headquarters and office that will be performing the majority of the work is located at **4767 New Broad Street, Orlando, FL 32814.**

The primary contacts for this project are **George Kramer, Principal-in-Charge/Project Lead** (407.202.8387 | Gkramer@inspireplacemaking.com) and **Erik Bredfeldt, Project Manager** (352.275.6353 | Ebredfeldt@inspireplacemaking.com).



25 Full-Time Employees Across 2 States

**Principals of Firm:**

- George Kramer - President
- Patricia Tyjeski
- Sarah Sinatra Gould
- Chris Dougherty
- Eric Raasch
- Em Schaefer



## Hale Innovation Firm Profile

Hale Innovation, LLC (Hale Innovation), is an industry leader in procuring grant funding for municipal capital projects and provides engineering services related to water utility infrastructure. Founder Lee Hale is a civil engineer with more than thirteen years of experience. His approach capital project planning, hydraulic modeling, and capital project funding includes a keen focus on project/grant compatibility. Hale Innovation has key experienced staff, including a utility QA/QC professional with over 55 years in wastewater design ranging from consulting to heading up the engineering department for the Charleston Sanitary Board in Charleston, WV. This wide breadth of engineering planning and design experience, combined with the funding aspect, has made Hale Innovation a sought after consultant for numerous local governments in Florida from the Florida Keys to the Gulf Islands National Seashore.

### Fort Pickens Master Lift Station | Gulf Islands National Seashore, FL



Fort Pickens Lift Station #1 is the master lift station that handles all of the area wastewater flow. Hale Innovation provided the design for the replacement of this lift station, including the removal of chemical storage tanks and the replacement of site work and fencing. This project was complicated for a multitude of reasons, beginning with assessing the site collection system flow rates, accounting for future projects inside the campground and the discharge rates to the accepting wastewater collection system on the private side.



The above picture is the replacement lift station that is currently under construction. Pictured below is a different lift station that the park has adopted as a standard design for above ground, stainless steel valving.

**Client:** National Park Service through Croft AE as a subconsultant

**Relevancy:** Wastewater collection system design and modeling

**Dates:** 2022

**Fast Facts:**

- 15-HP Lift Station
- Over a mile of a force main modeling

## Firm's Understanding of County's Needs

In 2022, the US Census Bureau recognized Florida as the fastest growing state in the country. Although Florida continues to welcome over 1,000 new residents per day, Okaloosa County is not highlighted as one of the state's fastest growing counties. A closer look at the changes in the County between the 2010 and 2020 census, however, shows a 29.3% increase for the City of Crestview and a 17.8% increase within unincorporated areas of the County. **Most of the growth in Okaloosa County is concentrated in historically rural lands north of the Eglin reservation.**

North Okaloosa County is experiencing rapid growth at a pace that is straining existing infrastructure and altering the historic rural character of the community. Market demand is fueling this growth, fostered by the expansive residential entitlements that the County's Comprehensive Plan permits throughout this region. The general public does not fully understand the complexities and nuances of local government planning and land use law. Conversely, the rapid conversion of rural farmland to residential subdivisions is obvious and easily understood. The North Okaloosa Planning Study will provide a clear and easily understood plan to manage future growth and help maintain the high quality of life that the residents and leaders desire within North Okaloosa.

We understand that the County is seeking a comprehensive analysis of growth along with a report that provides clear policies and compelling strategies to guide future growth. Inspire will use the following as principles to guide this important planning effort to support future growth.

- Provide for needed County infrastructure and services
- Support the viability of Eglin's military missions
- Protect natural resources and assets; and
- Protect existing neighborhoods from incompatible development

The North Okaloosa Planning Study will include extensive community outreach and education on the issues including existing conditions, infrastructure needs, environmental considerations, and property rights. Ultimately this study will provide the basis for a substantial revision of the Okaloosa Comprehensive Plan as well as the Land Development Code.

We understand the importance of delivering a project on time and within budget. The urgency of the planning effort is evident by the County's timeline, which seeks the completion of all substantial deliverables within 7 months and the overall project completed by December, 2024. Tasks 1-4 will be completed within two months from a formal Notice to Proceed, with Tasks 2 and 3 being completed within the first month. The Local Planning Analysis, including recommended changes to the Comprehensive Plan and Land Development Code will be completed within 6 months from the Notice to Proceed and the final North Okaloosa Study Report will be completed in Month 7.



## Typical Project Approach Summary



### SCOPE THE PROJECT

George Kramer (Principal-in-Charge/Project Lead) and Erik Bredfeldt (Project Manager) will **meet** with County staff to discuss project objectives, desired tasks, and schedule. Erik then prepares a proposal for County staff to review and approve.

### KICK-OFF MEETING

At this meeting, we discuss project roles, communication preferences, and clearly identify the project milestone dates.

### ASSESSMENT REPORT

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.

### DATA ACQUISITION & COMPARABLE PROJECTS

The Project Manager coordinates with County staff to retrieve all available County and regional data/documents. We also utilize industry-standard sources including US Census Data, University of Florida-Bureau of Economic and Business Research (BEER), United States Geological Survey (USGS), ESRI Business Analyst, IMPLAN, and American Community Survey. For some projects, we research similar communities around the state and, in some cases, the country and create a **best practices** matrix. We also like to perform case studies to identify obstacles or issues with current policy, regulations or procedures.

### PUBLIC INVOLVEMENT

Inspire tailors the **public participation** activities to each community, utilizing in-person and virtual options, budgeting gamification, design workshops, idea walls, and more. We leverage strong communication to capture authentic and relevant qualitative and quantitative data from the residents, leaders, business owners, and visitors of the community.

### HIGH-QUALITY DELIVERABLES

We use all the gathered insights and data to draft the **primary deliverable(s)** of the project, which may include a map or graphic, an assessment report, a recommendation, an ordinance, plan amendments, or any other planning material. We offer user-friendly, visually impactful, and comprehensive solutions from our talented staff and the latest technology.



### APPROVAL

Once the deliverable is complete, we take it through the **approval process**. We make sure to incorporate all feedback in order to reach goals and objectives and create user-friendly presentations to help County staff communicate to others who may be part of the approval process. We remain dedicated partners as adoption and/or implementation occur.

## Current Tools & Technology

Long-range planning requires engaging many diverse stakeholders in a conversation about the future of their community. Facilitating a successful planning effort requires some degree of consensus from these stakeholders and clear communication of complex topics is an essential element. Inspire utilizes the latest trends in technology to supplement traditional and time-tested planning techniques such as in-person workshops, design charrettes and stakeholder interviews. The following are examples of the technology that Inspire uses in its planning process.



### Interactive Project Websites

An interactive project website provides a platform where the community can receive information and updates as well as give feedback and input. While there are many different online platforms available in the marketplace, Inspire has forged a strong partnership with Social Pinpoint. Their platform includes over **40 tools** including interactive mapping, surveys, before/after visualization, and embedded video. In addition to these great features, which can be utilized throughout the community engagement process, this platform provides a powerful data summary tool. At the close of the engagement process, all the data gathered on the site can be neatly summarized and organized with the click of a button. This feature avoids wasting precious project resources on time-consuming summary reports.

### Design & 3D Visualization

Historically, planning and community design efforts relied on two-dimensional site plans and renderings. Often these methods did not provide a clear picture of the design intent, especially to community members not familiar with how to read a site plan. Ten community members could look at the same plan and leave with ten different impressions.

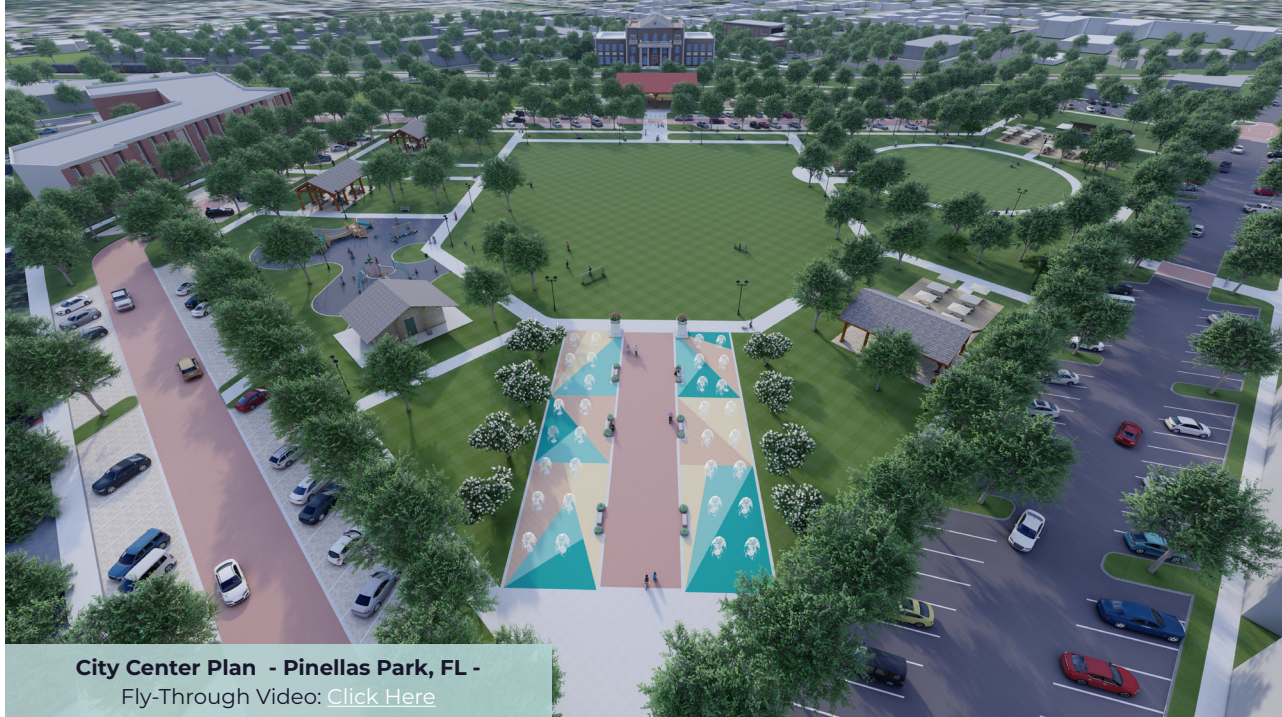
The proliferation of three-dimensional design has been a game changer for community planning by providing a “common language” to communicate design ideas with residents and elected officials. Inspire is proud to be at the forefront of this technology with the ability to quickly advance two-dimensional sketches and plans into 3D using Google SketchUp. Upon completion of the layout and massing in SketchUp, the model is imported into Lumion, where it comes to life utilizing color, lighting and realistic digital imagery. These finished Lumion models can be experienced through static perspective drawings, at any angle, as well as virtual reality goggles or fly-through videos.



### Virtual/Hybrid Workshops

Although in-person outreach activities including workshops, design charettes and pop-up events are essential elements of an inclusive community engagement process, virtual workshops can also serve as a powerful supplement that provides additional opportunities to participate in the process to those who are constrained by mobility or schedules.

Inspire is experienced in facilitating virtual workshops via Teams, Zoom and Webex. This experience gives us the ability to anticipate any technical issues as well as utilize tools such as virtual breakout rooms, white boards and real-time polling.



### GIS Analysis/Mapping

Equipped with a robust suite of ESRI ArcGIS tools, Inspire is adept at solving complex community problems through geographic information systems mapping and spatial analytical tools. A number of our team members utilize GIS tools and extensions in their daily work products, which provides our professionals with a strong GIS knowledge base. Most, if not all, projects developed and prepared by the Inspire planning group include a GIS component.

With our extensive experience with GIS mapping and analysis, Inspire is proficient at identifying appropriate GIS data sources. We also maintain a significant repository of GIS datasets collected from reputable local, regional, state and national sources housed in our GIS library for ease of access. During the data collection process, Inspire will coordinate with the County's GIS analysts to obtain the latest data needed for the project. We anticipate utilizing the Property Appraiser's, County planning, and utility data, in addition to federal, state and regional data (i.e. water management district, FDEP, FDOT, FEMA) etc.

To supplement the vast demographic databases Inspire compiles from reputable data sources (e.g. US Census, BEBR, Housing Data Clearinghouse, FGDL, etc.), we utilize ESRI Business Analyst Online (BAO). ESRI BAO is a web-based analytical tool utilized to provide custom demographic and market data for specific geographic areas, which is integrated into our GIS analyses.

Our GIS team also utilizes ESRI StoryMap to present public facing data and project deliverables. This easy to use format is a powerful tool in sharing spatially referenced information in a manner that provides the user with an interactive experience. The application is multifaceted which allows the seamless viewing of mapping products, data and analytics, as well as relevant project information.





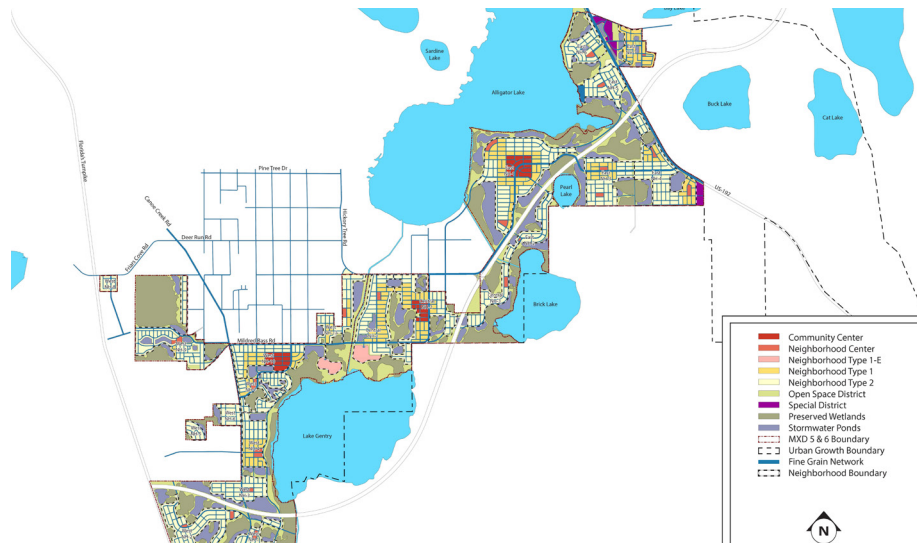
06



# PAST PERFORMANCE & REFERENCES

# Alligator Chain of Lakes Conceptual Master Plan

OSCEOLA COUNTY, FL



**DATES**  
2022 - 2023



**OWNER**  
Osceola County, FL  
Cori M. Carpenter, LEED GA,  
Director of Planning & Design,  
Osceola County Community  
Development Department  
3 Courthouse Square, 2nd  
Floor, Kissimmee, FL 347741  
T: 407.742.2395  
E: Cori.carpenter@osceola.org



**KEY SERVICES**

- Master Planning
- GIS Mapping
- Comprehensive Planning



Osceola County is anticipating the addition of more than 200,000 residents by the year 2040. The County's strategy for managing this future growth includes an Urban Growth Boundary designed to promote mixed use development within planned mixed-use districts while maintaining 60% of the County for rural uses, including ranching, agriculture, and natural resource conservation. The Alligator Chain of Lakes (formerly known as Mixed-Use Districts 5 & 6) is one of these designated mixed-use planning districts and spans more than 8,500 acres. Located immediately south of the City of St. Cloud, this mixed-use planning district surrounds the alignment of a new toll facility that will connect US 192 and Florida's Turnpike. Inspire commenced this effort by conducting a thorough analysis of existing conditions and previous public engagement efforts. The next phase included a design workshop to update the District's Conceptual Master Plan to identify the street network, residential neighborhoods, centers, parks, and environmental resources. Lastly, Inspire created a new Comprehensive Plan Element for the District with goals, objectives, and policies to guide development within the Alligator Chain of Lakes. This new Element was adopted in 2023.



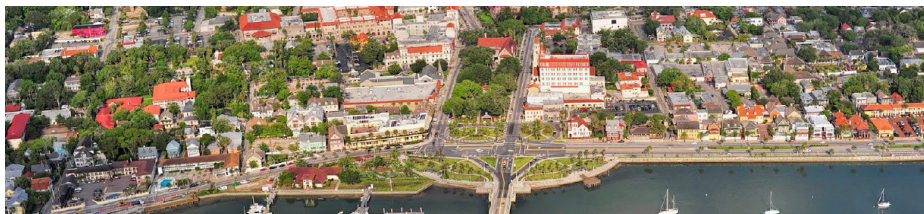
**OVERVIEW**

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



# Citywide Mobility Planning

ST. AUGUSTINE, FL



**DATES**  
2016 - 2022



**OWNER**  
City of St. Augustine, FL  
Reuben Franklin Jr., PE,  
Assistant City Manager  
75 King Street, P.O. Box 210, St.  
Augustine, FL 32085  
T: 904.209.4272  
E: Rfranklin@citystaug.com



**KEY SERVICES**

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

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

1. A Framework Plan, which established a qualitative framework for the effort and included community and stakeholder engagement
2. Quantitative Analyses, including a parking study, a citywide bicycle and pedestrian safety review, and a transportation network analysis
3. Complete King Street Master Plan



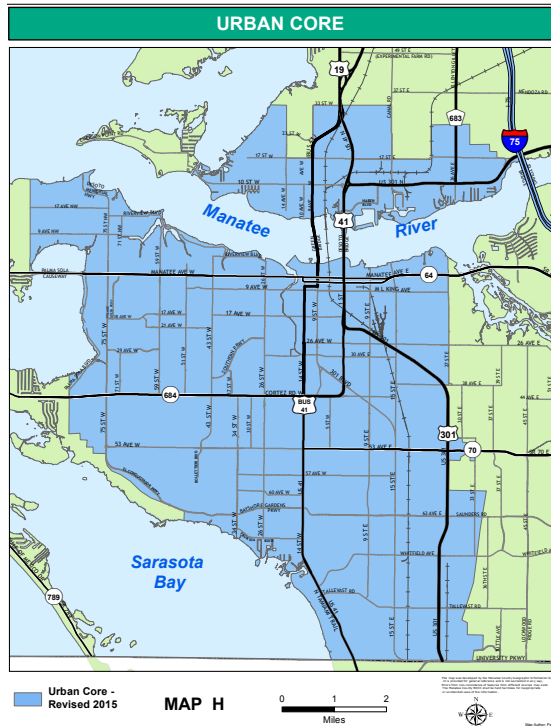
## OVERVIEW

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



# Comprehensive Plan & Land Development Code Updates

MANATEE COUNTY, FL



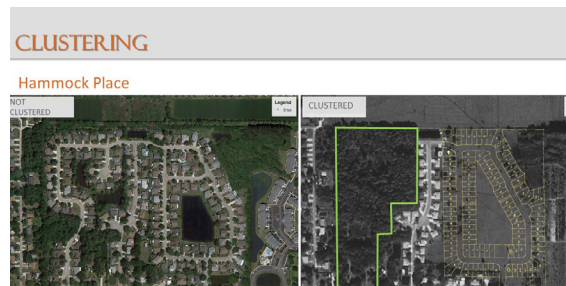
**DATES**  
2016 - 2019

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



**KEY SERVICES**

- Planning
- GIS Mapping
- Community Engagement



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

## OVERVIEW

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

# Comprehensive Plan Update

GREEN COVE SPRINGS, FL

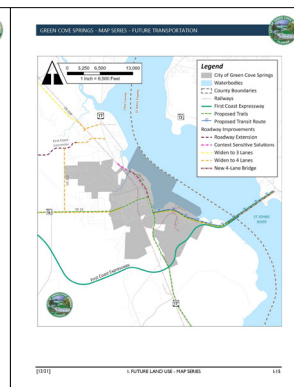
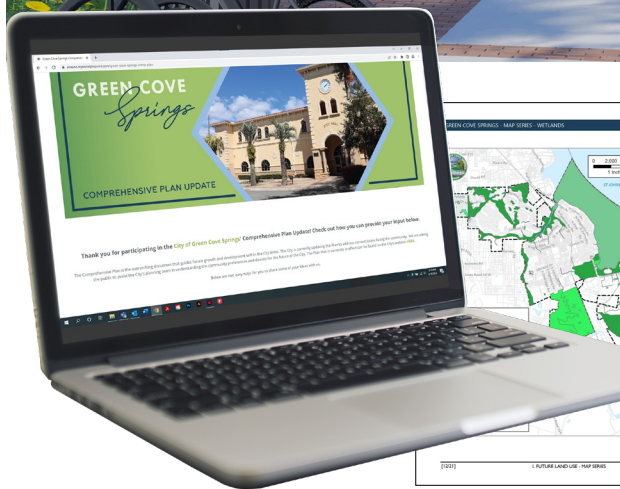


**DATES**  
2021 - 2022

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

**KEY SERVICES**

- Planning
- Community Engagement
- GIS Mapping



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

## OVERVIEW

- Utilized Social Pinpoint and a virtual meeting portal tool to facilitate public input through a survey and an interactive map to gather location specific comments
- **Report:** [Click Here](#)



# Greater Lacoochee Community Plan

PASCO COUNTY, FL

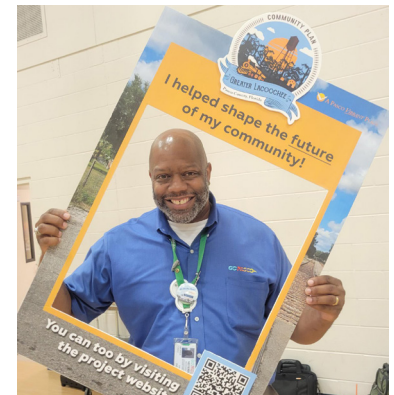
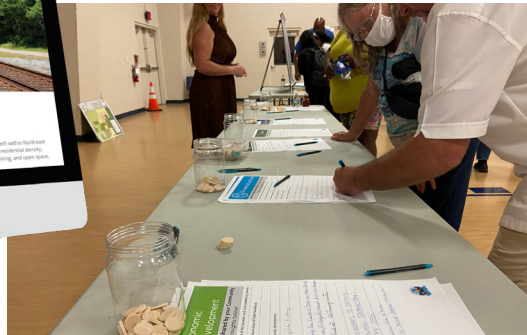


**DATES**  
2022 - 2023

**OWNER**  
Pasco County, FL  
Hyatt Mazili, Pasco 2050  
Project Manager  
8731 Citizens Drive, Suite 360,  
New Port Richey, FL 34654  
T: 727.847.8140 Ext. 7615  
E: Hmazili@pascocountyfl.net

**KEY SERVICES**

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



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

## OVERVIEW

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

# Lake Wales Envisioned-Long Range Plan

📍 LAKE WALES, FL

**Save the dates!**  
VISION CHARRETTE

- APR 14** OPENING RECEPTION  
6PM, Downtown Lake Wales
- APR 15** HANDS-ON DESIGN SESSION  
9am-12pm  
Austin Community Center
- APR 17** ONLINE DESIGN SESSION  
6PM (Zoom)
- APR 20** WORK-IN-PROGRESS REVIEW  
6PM, Lake Wales Arts Council

**LAKE WALES ENVISIONED**  
OLMSTED'S CITY IN 10, 25, AND 50 YEARS

learn more at [lakewalesenvisioned.com](http://lakewalesenvisioned.com)

**LAKE WALES ENVISIONED**  
OLMSTED'S CITY IN 10, 25, AND 50 YEARS

**DATES**  
2023

**OWNER**  
City of Lake Wales, FL  
James Slaton, City Manager  
201 West Central Avenue, Lake Wales, FL 33853  
T: 863.678.4182  
E: Jslaton@lakewalesfl.gov

- KEY SERVICES**
- Long Range Planning
  - Social Media/Community Engagement
  - Visioning
  - Graphic Design
  - Existing Conditions Analysis

**LAKE WALES ENVISIONED**  
OLMSTED'S CITY IN 10, 25, AND 50 YEARS



Lake Wales Envisioned is a long-range planning effort for the City of Lake Wales and surrounding portions of unincorporated Polk County, which is its urban service area, totaling more than 50,000 acres. Like many other communities in Polk County, the confluence of residential housing demand and the decimation of the citrus industry have generated unprecedented growth pressure in the City. The core tenant of this comprehensive planning and visioning effort was to guide future growth to preserve the historic character and high quality of life, long enjoyed within the Crown Jewel of the Ridge. As part of an extensive planning team, Inspire completed a thorough analysis of existing conditions within the study area including demographics, land use, transportation, parks/natural resources, zoning/land development regulations, and future land use maps/comprehensive plan goals, objectives, and policies. Inspire helped facilitate multiple community workshops and developed a detailed set of amendments to the City's Comprehensive Plan and Land Development Code to implement the community vision by supporting a robust transportation network, strong neighborhoods, connected parks systems and open spaces, and thriving mixed-use districts and corridors.

## OVERVIEW

- Provided services to guide future growth that preserves the historic character and high-quality of life
- Completed a thorough analysis of existing conditions within the study area including demographics, land use, transportation, parks/natural resources, zoning/land development regulations, and future land use map/comprehensive plan GOPs



# Comprehensive Plan Update

PALM BAY, FL



**DATES**

2022 - 2023



**OWNER**

City of Palm Bay, FL  
 Joan Junkala-Brown, Deputy  
 City Manager  
 120 Malabar Road, Palm Bay,  
 FL 32907  
 T: 321.409.7187  
 E: Joan.junkala@  
 palmbayflorida.org



**KEY SERVICES**

- EAR-Based Amendments
- Comprehensive Planning
- Robust Public Engagement
- Online Website
- GIS Mapping



Inspire completed a 12-month community visioning effort, as a precursor to the Comprehensive Plan update, for this fast-growing City of more than 125,000 residents. Public engagement efforts included an interactive website, stakeholder interviews, focus groups, and public workshops. The final vision plan included existing conditions, recommendations, and a vision statement. Final deliverables also included a summary brochure that documented the vision with clear language and compelling visuals. This successful visioning effort provided residents with the first cohesive community vision in Palm Bay’s 63-year history.



**OVERVIEW**

- The team led numerous stakeholder workshops, public workshops, staff meetings, and virtual engagements to cultivate as much public input as possible
- **Final Report:** [Click Here](#)



# Pasco 2050 Visioning & Comprehensive Plan Update

PASCO COUNTY, FL

**VISION THEMES**



**DATES**  
2023

**OWNER**  
Pasco County, FL  
Hyatt Mazili, Pasco 2050  
Project Manager  
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**KEY SERVICES**

- Public Engagement
- Visioning



Year 3 of the Pasco 2050 project consisted of an intensive visioning process that was developed to be inclusive, interactive, and meaningful for all participants in the County. In one of the most successful visioning exercises for a comprehensive plan update, this process included a robust community engagement website, eight visioning workshops, multiple focus group meetings on a variety of topics, interview sessions, mobile workshops at community pop-up events, online survey, continual department coordination, presentations to community organizations/groups/universities, and commissioner engagement. Multiple press releases and social posts led to 15 media mentions in local newspapers, newsletters, evening news, and on NPR's Florida Matters.

**OVERVIEW**

- Robust Public Engagement
- Visioning Across the Entire County
- Over 1,100 Surveys Taken
- Nearly 11,000 Website Visits
- 8 Public Workshops – 36 Activities
- Almost 300 In-Person Workshop Participants
- 380,000+ Impressions on Pasco 2050 Media Materials
- **Report Link:** [Click Here](#)

# Land Development Code Assessment

PENSACOLA, FL



**DATES**  
2023-2024

**OWNER**  
City of Pensacola, FL  
Cynthia Cannon, AICP,  
Planning & Zoning Manager  
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**KEY SERVICES**  
• Land Development Regulations



Inspire performed a thorough assessment of the adopted Land Development Code (LDC) and recommended amendments for the potential rewrite of the code. Tasks included developing a matrix to list the proposed changes, preparing a new outline to reorganize the code, holding work sessions with staff and stakeholders to go through potential recommended changes, and developing an approach for the future update of the LDC.

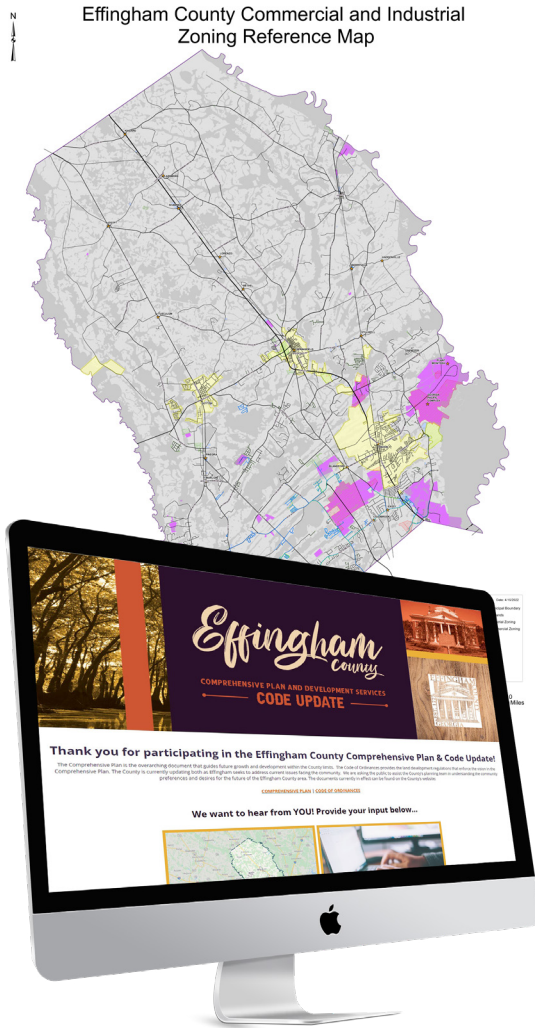
## OVERVIEW

- Thorough assessment of the LDC
- Organized recommendations in a matrix format
- Facilitated multiple work sessions to facilitate the review of the recommended changes



# Comprehensive Plan Update & Land Development Regulations

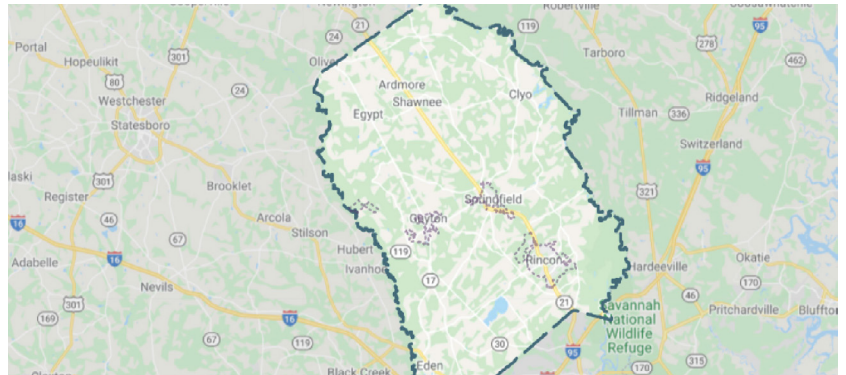
EFFINGHAM COUNTY, GA



**DATES**  
2021 - 2023

**OWNER**  
Effingham County, GA  
Tim Callanan, County Manager  
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- KEY SERVICES**
- Planning
  - Zoning
  - Engineering
  - Subdivision Regulations
  - Community Engagement
  - Branding/Graphics
  - GIS Mapping



Effingham County hired Inspire to update its Land Use Plan and overhaul its land development regulations. This update focused on streamlining requirements, while conducting substantial public engagement efforts, including working with the County staff to create an appropriate list of stakeholders for a steering committee. The project also included establishing Character Areas to define the look and feel of future development.

## OVERVIEW

- Crafted clear regulations
- Identified development nodes to determine areas of growth within the County
- Used Social Pinpoint, a platform that focuses on community engagement, as well as social media and outreach graphics to inform and engage the community
- Focused on preserving the agricultural history of the community



07



# APPROACH

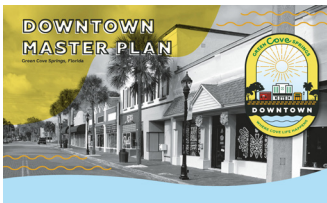


## Approach

Upon selection, Inspire will coordinate with County staff to tailor an approach, and to develop a detailed scope and fee to complete the North Okaloosa Planning Study. The following approach is offered as an initial interpretation of the County's desired scope of services and a starting point for contract discussions.

### Task 1. Public Input Program

Inspire will develop and implement a robust public input program that will include in-person meetings, virtual meetings, and online engagement tools designed to maximize citizen input in the planning study process. In addition to the development of a community engagement project website and the two initial town hall meetings, Inspire will conduct in-person and online events that will include thoughtful exercises that will elicit public input on the North Okaloosa Planning Study. The public engagement portion of this planning process is critical to ensure the community is heard and the desires of the community are articulated in the Final Study report.



**Task 1.1: Kick-off Meeting** - Immediately following a formal Notice to Proceed, Inspire will facilitate a virtual kick-off meeting with County staff to introduce Inspire team members and County staff, review/confirm the project scope and deliverables, and coordinate the staff review schedule and timeline in detail. The agenda will also include a comprehensive list of requested data and resources as well as the identification of key stakeholders for this planning effort.

**Task 1.2: Project Branding** - Inspire's Graphic Design team will collaborate with County staff to develop a project brand. The project branding will strengthen communication throughout the development of the Planning Study. Inspire will generate a maximum of three design concepts based on an initial meeting with the County and provide up to two rounds of edits to finalize. The final brand will then be utilized on all planning-related documents and community outreach materials developed for the project. As part of the branding task, Inspire will develop social media posts to help promote the website and upcoming project events (i.e., town halls, BCC meetings, etc.).

**Task 1.3: Public Input Program & Schedule** - The Inspire team will coordinate with County staff to prepare a detailed public input program and schedule, which will include specific dates, times, and potential venues for all public meetings for the duration of the planning effort.

**Task 1.4: Project Website** - Inspire will utilize Social Pinpoint, a web-based community engagement platform, to provide a branded and customizable project website that will be utilized as the primary method of communication between the public and the project team throughout the duration of the project. This innovative approach to public engagement and project communication ensures that the project is inclusive and transparent.





The project website will have two overarching goals:

- 1 TO INFORM.** Using the suite of tools available on the Social Pinpoint platform, Inspire can provide a wealth of project-related information, including the project schedule, workshop dates and times, and documents on the project website. Depending on the direction from County Staff, documents provided may include public workshop summaries, project data, draft planning documents, meeting recordings, and other multi-media content.
- 2 TO ENGAGE.** A range of community engagement tools can be incorporated into the project website including an online survey, forum, comment wall, interactive map, and participatory budgeting exercises. The input collected on the project website will be critical to both informing our planning analyses and establishing the framework for updating the comprehensive plan. The use of Social Pinpoint makes this process easier by featuring a robust suite of analytic and aggregation tools available for use by the project team. The following QR codes/links lead to two examples of project websites we have created for past clients:



**Palm Bay Comprehensive Plan Update:**  
[Click Here](#)



**Greater Lacooshee Community Plan:**  
[Click Here](#)

The project website will be customizable to the County's needs and will be updated throughout the process to ensure that the public remains informed about the project and has the opportunity to review and provide feedback. To promote the project website, Inspire will coordinate with the County Staff to develop three branded digital posts using the County's preferred social media platforms and will provide a maximum of two rounds of revision for each post.

**Task 1.5: Week-long Community Workshop** - Within the first two weeks of this planning effort, Inspire will conduct a week-long community workshop in Okaloosa County. This workshop will include the entire planning team and provide for a concentrated and efficient advancement of the planning effort. The week-long schedule will feature extensive stakeholder coordination during the day including meetings with County staff as well as the City of Crestview, Town of Laurel Hill, the Okaloosa-Walton Transportation Planning Organization, Florida Department of Transportation (District 3), and the Okaloosa County Public School District.

During this week-long workshop, Inspire will facilitate two town hall-style public meetings as described below. Inspire will schedule these meetings for 6:00pm (or later) at a location north of the Eglin Reservation such as the Crestview Community Center. Both of these Town Hall meetings will be video recorded.

The first town hall meeting will be held on Monday, Day 1 of the workshop. The agenda for this meeting will include a presentation of the project schedule, a review of the planning process, and it will highlight the opportunities and methods for community input for the duration of the effort. Inspire will also provide a high-level review and explanation of existing land use entitlements within the Study Area. This explanation will include an overview of the Bert J. Harris Jr. Private Property Rights Act, which will help guide our planning strategy. While we cannot reverse many past decisions, through a thorough analysis of quantitative and qualitative data, we can set forth a clear and compelling vision and plan for North Okaloosa's future.

The second town hall meeting will be held on Thursday, Day 4 of the workshop. The agenda for this meeting will start with the project team's initial buildout projections based on existing Future Land Use designations. Inspire will then present Planned and Programmed Infrastructure including roads, water, wastewater, parks and schools. Lastly, Inspire will present a preliminary Infrastructure Gap Analysis showing projected demands in light of current infrastructure capacities, and facilitate a community discussion.

This week-long workshop will conclude with a late morning wrap-up meeting, on Friday with County staff to discuss the week's accomplishments and review next steps.

**Task 1.6: Public Priorities Report** - Following the community workshop, and after the close of the comment period, Inspire will prepare and present an initial public priorities report, that summarizes the key issues identified by the public, to the Board of County Commissioners.

The public engagement report will explain how the identified issues will be addressed during the course of the study subject to approval by the Board of County Commissioners. The report will also summarize the entire public participation process and include how public input will be obtained throughout the planning process. Inspire will present this report to the Board of County Commissioners within two (2) weeks following the close of the comment period.

### TASK 1 DELIVERABLES:

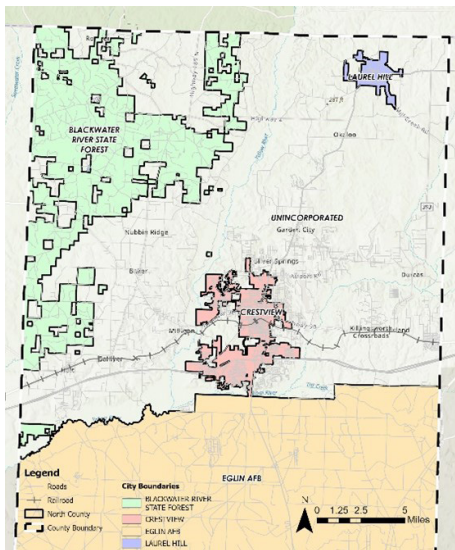
- » Kick-Off Project meeting summary
- » A week-long community workshop designed to solicit feedback from partner agencies and stakeholders, and advance project planning and analyses.
- » All collateral materials associated with the two town hall meetings inclusive of: meeting agendas and sign-in sheets, a copy of all meeting presentations, a copy of the recording of the town hall meetings.
- » All collateral materials associated with the week-long workshop inclusive of meeting agendas and sign-in sheets, a copy of all meeting presentations, a copy of the record of the input received regarding the workshop.
- » A report summarizing key issues identified by citizens and how the Study will address them.
- » A presentation to the Board of County Commissioners summarizing the public input received in the town hall meetings and proposed next step for public engagement.
- » Project Website and Social Media Posts/Public Notices/Press Releases

### Task 2. Baseline Conditions Analysis

**Task 2.1: Data Collection** - Data collection is an extremely important task in preparing for any planning effort. Understanding availability, sources, and how it is presented, is critical for building the framework of the North Okaloosa Planning Study. This task includes receiving and reviewing foundational baseline conditions documents/studies as directed by County staff.

For Inspire's public planning projects, our most trusted sources of information are our clients and the communities they serve. The insights, history, and institutional knowledge provided by the public and the local government are cornerstones of our analyses. Our planning team also utilizes a wealth of industry-leading data sources at the local, regional, state, and federal levels. Several of our most used sources are shown on the following page. As part of the data collection process, we will provide a data request memorandum at the kick-off meeting and will provide a link to our cloud-based server to County staff to ensure a secure data transfer.

Should the data be downloaded from County websites, we will verify with staff to confirm that the correct data is being utilized in the study.



**Task 2.2: Growth Scenario Planning** - In reviewing the County's Comprehensive Plan, we understand that there are five (5) Community Profile areas that comprise the North County Planning Study area (32564 – Holt/Milligan, 32531 – Baker/Blackman/Milligan, 32536 – Crestview/Auburn, 32567 – Laurel Hill/Almarante and 32539 – Crestview/Dorcas).

Inspire will perform buildout scenarios based on current Future Land Use designations using Geographic Information Systems (GIS). Through our initial assessment, we understand that the County has eighteen (18) Future Land Designations and six (6) overlay zones. The Low Density Residential category allows up to four (4) units per acre, north of the Eglin reservation. Commercial, Industrial, and Mixed-Use categories all allow up to four (4) units per acre outside the urban development area. Additionally, both the Agriculture and Rural Residential categories provide conditions that allow densities up to one unit per acre. At first

sight, these future land use categories provide extensive residential development entitlements across the study area. We will adjust the buildout calculations based on development constraints including stormwater, parking, and open space to provide a realistic buildout scenario for the Study Area.

To determine the potential demand for utilities and infrastructure, the GIS team will conduct a series of spatial analysis exercises. The first step in analyzing the potential demand is to determine the physical development constraints on property today, including surface waters, wetlands, flood zones, conservation areas/easements, special habitat, and any regulatory limitations. We will assume these factors as undevelopable and remove them from the land considered developable. Next, we will review existing land use to understand what is developed, vacant, or transitioning agriculture. We will then apply densities and intensities based on future land use categories to the developable lands. We will apply appropriate development factors to temper the overall output to a more realistic development scenario. For example, all development must accommodate stormwater management facilities, roads/access, parking, open space, and impervious surface ratios, which will be applied to the scenario. We will have the County staff review and verify all of the assumptions used in the scenario building prior to preparation of the analysis.

**Task 2.3: Baseline Infrastructure Analysis** - Inspire understands that it is a priority in this task to update the North Planning Area's Profiles and analyze the development and demand for infrastructure (roads, sidewalks, water/sewer utilities, etc.) and services (parks, fire/EMS, schools, etc.) including the costs that would occur if the area north of the Eglin Reservation were built out based on existing zoning, future land use designations (as projected in Task 2.2), and historic permitting data.



Inspire will conduct a baseline utility assessment to identify existing plant capacity and consumptive use permit analysis vs. existing daily use. Inspire will produce a series of maps demonstrating the existing collection area for the sewer system per plant and an existing distribution area per water treatment plant. Each plant will have a number of customers to determine the baseline equivalent residential unit (ERU) for both water and sewer on a per capita basis.

Once we determine the baseline growth scenario, we will analyze the potential demand for infrastructure using the current level of service (LOS) standards in the County's comprehensive plan. For example, to estimate the potential potable water demand for residential purposes, we will multiply the total number of anticipated residential units by persons per household then by 100 gallons per capita per day (LOS standard). We will then apply this methodology to other uses and the remaining utilities (sewer, solid waste, and reclaimed water). Similarly, we will analyze the parks, fire/EMS, schools, and libraries to determine future needs to accommodate growth.

The team will analyze roads and transportation related infrastructure in a different manner. During the workshop the Inspire team will conduct a framework analysis that provides logical connections by expanding on the existing road network. We will make assumptions based on agreed upon typical sections for new and extended roadways. This analysis will include a review of FDOT's context classifications and the County's roadway specifications. We will apply recent costs for roadway construction on a linear foot basis to the framework roads identified during the workshop.

The report will summarize all of the above analyses and include maps, planning area profiles data, timeframes for anticipated development, and cost breakdowns for each of the services described in this approach. Inspire will complete up to two sets of revisions based on staff comments and feedback.

## TASK 2 DELIVERABLES:

- » Data verification list
- » Baseline Condition Analysis and Buildout Scenario
- » Baseline Infrastructure Analysis
- » Road Framework Map

## Task 3. Capital Improvements Planning Overview

**Task 3.1: Infrastructure Report** - Inspire will engage with the Planning, Public Works, Utilities and other appropriate departments within the County as well as the City of Crestview, Town of Laurel Hill, and other utility providers (e.g., water districts and other private utilities) to identify known infrastructure and planning priorities (e.g., Crestview Bypass) and, using the capital improvement programs and plans from the County, City of Crestview, Town of Laurel Hill, the Okaloosa-Walton Transportation Planning Organization, the Florida Department of Transportation, the Okaloosa County Public School District, and other agencies as appropriate, identify areas north of the Eglin Reservation in which infrastructure is programmed/planned to support growth.

Inspire will first document all planned infrastructure improvements currently listed in the relevant capital improvements programs and plans. Inspire will then advance capital improvements planning efforts by analyzing the infrastructure improvements needed (projected deficient facilities) to serve the future population as projected in the buildout scenario. The analyses will explore potential upgrades to wastewater and water treatment plants, extending water and sewer mains, roadway extensions and widenings, park facilities, fire/EMS, schools, and libraries.

Assumptions will be utilized in the development of the future improvements, which will be described in detail in the report. Inspire will analyze roadways based on the typical section for public roads to accommodate growth in specific areas within North Okaloosa. The sewer collection and potable water systems will primarily consider main trunk lines, such as large diameter force mains and water mains. We will analyze a maximum of four singular paths for the primary collection and distribution piping for each treatment area/plant. We anticipate that there will be one primary line in each direction, North, South, East, and West. We will take the lengths of each facility to the approximate boundary of the existing collection or distribution area based on the map. The cost per improvement will include an approximate estimated cost per facility type for the Capital Improvement Plan.

A report will be developed that will include a summary of the items described in this task. Additionally, to accompany the report, the improvements will be illustrated in maps showing the potential alignments or locations of specific projects needed to accommodate the buildout scenario. Improvements shown in the maps will also be supplemented by the Capital Improvements Overview Table described in Task 3.2.

**Task 3.2: Capital Improvements Overview Table** - Upon completion of the Infrastructure Report, Inspire will summarize the projected capital improvements needed within North Okaloosa in an easy-to-follow table that includes project descriptions, timeframes in 5-year increments going out to the horizon year, and estimated costs of each improvement. The table will only include projects that are needed to accommodate future growth based on the buildout scenario or are projected to be deficient in the future. It will be assumed that the funding source will be provided by developers as the improvements become necessary.

### TASK 3 DELIVERABLES:

- » Written report describing the infrastructure/service needs.
- » Table of improvements with timeframes and estimated costs.

### Task 4. Areas of Development Constraint

Inspire will identify areas in which the County should encourage growth and development north of the Eglin Reservation as well as areas in which it should limit growth due to suitability for other uses (e.g., sustainable use for agriculture); environmental sensitivity; impact of increased traffic, including on existing development patterns and neighborhood character; military mission compatibility; or other concerns as identified during the study. In addition to describing the development constraints, the Inspire team will provide an analysis of how property rights impact development.

The team will document the Areas of Development Constraint through a series of large format overlay maps detailing existing development, infrastructure service areas, agricultural lands, and environmental lands as described below.

**4.1: Existing & Planned Development Map** - Inspire will produce a map of the study area detailing both existing development and entitled properties that have a residential, or commercial use. We will not map Conservation, Agriculture, and Rural Residential as planned development.

**4.2: Infrastructure Service Areas Map** - Based on the findings of the Capital Improvements Planning of Task 3, Inspire will map the projected 20-year geographic service areas for utilities and new roads within the study area.



**4.3: Agricultural Lands Map** - Recognizing the importance of sustainable agriculture for Okaloosa County and the State of Florida, Inspire will produce a map detailing all existing agricultural lands within the study area. This map will include clear distinction of the existing agricultural lands that have a residential or commercial future land use designation. Additionally, we will evaluate transitioning agriculture as part of this analysis.

**4.4: Environmental Lands Map** - The North Okaloosa Study Area includes large expanses of ecologically significant systems, including portions of the Blackwater River State Forest. Important surface waters traverse the study area including the Blackwater River, Yellow River, Shoal River, and their tributaries. The study area includes habitat for a number of threatened and endangered species including bald eagles, wood storks, red-cockaded woodpeckers, and Florida black bears. Environmental lands will be mapped and prioritized for conservation based on data from the Florida Ecological Greenways Network, Florida Natural Areas Inventory, the Choctawhatchee Bay Estuary Program, the Choctawhatchee Bay and River Surface Water Improvement and Management plan, and relevant sources such as land use/land cover, soils, wetland, and floodplain layers.

**4.5: Coordination with Eglin Air Force Base** - Inspire will work with County staff to identify and coordinate with appropriate stakeholders at Eglin Air Force Base. Inspire will also review the Eglin Joint Land Use Plan and Eglin Small Area Study to ensure the plan’s compatibility with Eglin’s military missions.

**4.6: Overlay Analysis & Report** - Upon completion of the map series, we will overlay the four maps and synthesize them into a unified Areas of Development Constraint Map and will prepare a report describing them. We will present the draft report at a public meeting in Okaloosa. After this meeting, we will refine the draft and maps to incorporate public comments and ensure consistency with the following principles:

- Provide for needed County infrastructure and services;
- Support the viability of Eglin’s military missions;
- Protect natural resources and assets; and
- Protect existing neighborhoods from incompatible development.

Inspire will then produce a corresponding report summarizing the development constraints and private property rights within the Study Area. Inspire will conduct a maximum of two revisions of the maps and report based on staff comments and feedback.

**TASK 4 DELIVERABLES:**

- » Overlay Map Series: Existing and Planned Development, Infrastructure, Agriculture, and Environmental
- » Areas of Development Constraint Map
- » Areas of Development Constraint Report

**Task 5. Local Planning Analysis**

Inspire will analyze the Goals, Objectives, and Policies of the Okaloosa County Comprehensive Plan and the development standards in the Okaloosa County Land Development Code to identify specific changes required to ensure that growth occurs in a manner that is consistent with the priorities as established by the Board of County Commissioners and the public engagement process pursuant to Task 1 and that growth will not negatively impact the constrained areas identified in Task 4.

**Task 5.1: Review Matrix** - Inspire will create a review matrix to document issues and potential amendments to both the Comprehensive Plan and Land Development Code. As part of the matrix, Inspire will review the Comprehensive Plan and Land Development Code to determine the efficacy of implementing programs,

such as transfer of development rights, preservation of lands through acquisition, conserving prime agriculture lands, and ensuring continued viability of Eglin Air Force Base, reduction of incompatible uses and ensuring the availability of needed infrastructure.

This matrix will serve as the repository of the review and evaluation of the plan and LDC with the primary purpose of communicating our recommendations for changes to both documents. The matrix will include the source of the comment (e.g., staff, consultant, appointed officials, stakeholders, etc.), the relevant section numbers, and a recommendation on how to address the issue. A sample matrix is shown below.

*Future Land Use Element*

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

**Task 5.2: Comprehensive Plan Review** - Based on the findings of Tasks 1-4, and feedback gathered during town hall meetings and online engagement activities, Inspire will conduct a thorough review of the Okaloosa County Comprehensive Plan. As described in Task 2, we will pay close to the future land use categories assigned in the study area because they provide the base level entitlement of the land. Because bonuses are allowed within certain categories, we must evaluate these categories for consistency with the community input during the study. Generally, we will pay particular attention to Chapter 2 – Goals, Objectives, and Policies and the 14 sub-chapters outlined below.



**Task 5.3: Land Development Code Review** - Based on the findings of Tasks 1-4, and feedback gathered during townhall meetings and online engagement activities, Inspire will conduct a thorough review of the Land Development Code. When evaluating the land development code, it will be important to understand the relationship of the future land use categories and the zoning districts. More importantly, the review must address how the bulk regulations in the zoning districts may impact the buildout scenario. For example, densities vary based on development type (single family detached vs. single family attached) and location in the County for a specific zoning district. As we evaluate these impacts during the study, we will scrutinize maximum densities and intensities as well as development types.

**Task 5.4: Town Hall Meetings (3)** - Inspire will facilitate three separate town hall style public meetings to discuss subject areas, and potential policy changes, that would affect and influence the Comprehensive Plan and Land Development Code. We anticipate that these three meetings will be scheduled over a 90-day period during months 3 through 5 of the project. Inspire will schedule these meetings for 6:00 pm (or later) at a location north of the Eglin Reservation, such as the Crestview Community Center or similar venue. Inspire will also facilitate a virtual option, via Zoom, for residents to participate in these town hall meetings without attending in-person. We will video record all of these meetings for the public record.

**TASK 5 DELIVERABLES:**

- » Written report describing recommendations for revising the County’s Comprehensive Plan and Land Development Code.
- » Maps included in the comprehensive plan.

**Task 6. Draft & Final Report**

**Task 6.1: Draft Report** - Inspire will prepare a draft report that will display the outcome of the study in a user-friendly format with maps, tables, and other graphics. We will prominently display key findings of the study to clearly articulate the recommended strategy for addressing growth in North Okaloosa County.

A matrix that incorporates the individual reports developed pursuant to Tasks 2 through 5 will accompany the draft report. This matrix will include a summary of public comments, showing how they were incorporated, along with the strategies, programs, and recommended revisions to the Comprehensive Plan and Land Development Code. The Final Report will clearly uphold the following principles.

- Provide for needed County infrastructure and services;
- Support the viability of Eglin’s military missions;
- Protect natural resources and assets; and
- Protect existing neighborhoods from incompatible development.

The draft final report that will be made available for online public review for a minimum of two weeks pursuant to the public input program developed per Task 1.

**Task 6.2: Finalize Report** - Following the close of the public review period, Inspire will update the public comment section, based on additional input, and incorporate any changes or revisions as needed. Inspire will also work with staff on final revisions to the plan before formal presentation to the Board of County Commissioners.



**Task 6.3: Presentations to the Planning Commission & Board of County Commissioners** - Inspire will present the report to the Planning Commission and the Okaloosa Board of County Commissioners.

### TASK 6 DELIVERABLES:

- » Final Report.
- » Map, tables, and other graphics.

### Task 7. Transmittal & Adoption Hearings

**Task 7.1: Transmittal Hearings** - Following acceptance of the Final Report by the Board of County Commissioners, Inspire will prepare the Comprehensive Plan amendments as accepted by the Board of County Commissioners for transmittal to the Florida Department of Commerce, including presenting the proposed amendments to the Planning Commission and Board of County Commissioners. This task includes preparation of all supporting documents including reports, maps, and other materials, as may be needed for presentation and transmittal. Inspire will be available for the potential of a re-transmittal and adoption that will include documents, including presentation to the Planning Commission and Board of County Commissioners, in the event that the State objects to the proposed amendments and additional action is needed. Should the State have no objections, Inspire will present the proposed amendments to the Board of County Commissioners at the adoption hearing.

**Task 7.2: Adoption Hearings** - Should the State have no objections, or ones requiring only minor revisions, Inspire will finalize and present the proposed amendments to the Board of County Commissioners at the formal adoption hearing. Inspire will prepare for the final adoption hearings including necessary documents and presentations to the Planning Commission and Board of County Commissioners.

### TASK 7 DELIVERABLES:

- » Transmittal package and materials needed for hearings.
- » Adoption package and materials.
- » Final comprehensive plan amendments.

### Task 8. Public Presentation

Inspire will participate in a minimum of twelve (12) public meetings including coordinating and running the initial public town halls, in-process meetings to obtain public comment, presentation of the draft final report and Final Report to the Planning Commission and Board of County Commissioners, the presentation of the Comprehensive Plan amendments for transmittal and adoption, including the preparation of one re-transmittal. Inspire will produce all materials needed for presentations, hard copy or electronic, and will provide these materials to County staff for review and comment, as necessary.

### TASK 8 DELIVERABLES:

- » Presentations (hard copy and electronic).





08



# LITIGATION HISTORY



## Litigation History

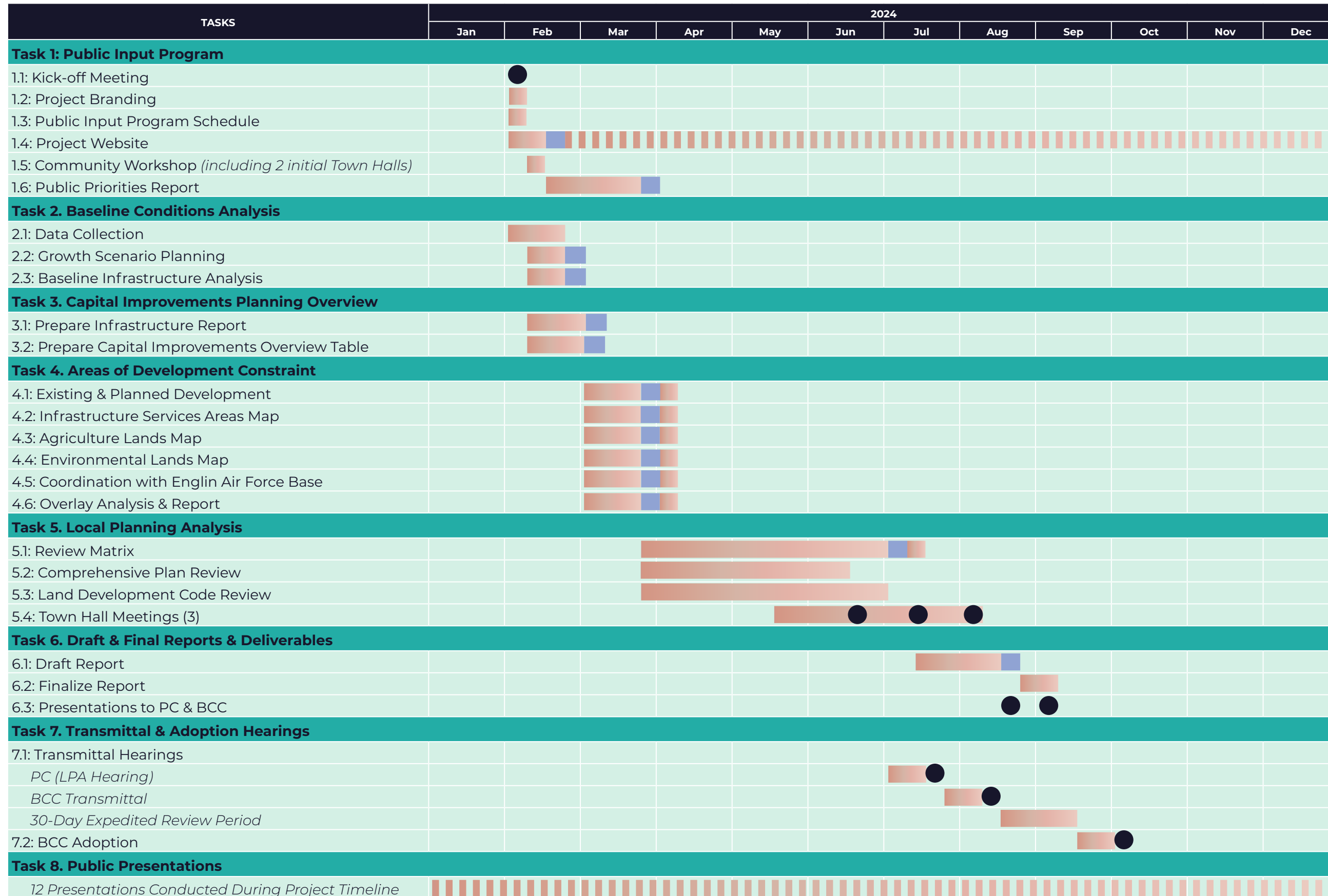
Inspire Placemaking Collective, Inc. or its principal officers or owners have not been involved as a plaintiff or defendant in any litigation in the past five (5) years.







# PROJECT SCHEDULE



**Attachment "B"**  
**Insurance Requirements**



**GENERAL SERVICES INSURANCE REQUIREMENTS FOR PROFESSIONAL  
LIABILITY**

**CONTRACTORS INSURANCE**

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and the certificate of insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida and having a minimum rating of A, Class X in the Best Key Rating Guide published by A.M. Best & Co. Inc.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. With the exception of Workers' Compensation policies, the County shall be shown as an Additional Insured with Endorsement for each policy in the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies of any insurance policies to document the insurance coverage specified in this Agreement.
7. Any subsidiaries used shall also be required to obtain and maintain the same insurance requirements as are being required herein of the Contractor.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered a breach of contract.

**WORKERS' COMPENSATION INSURANCE**

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of

this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.

2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage. If there is an existing approved State of Florida Exemption for Workers' Compensation it must be provided to Okaloosa County.
4. A Waiver of Subrogation is required to be shown on all Workers Compensation Certificates of Insurance.

#### **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 (One Million Dollars) combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

#### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry Commercial General Liability insurance against all claims for Bodily Injury, Property Damage and Personal and Advertising Injury caused by the Contractor.
2. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability
3. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

## **CYBER LIABILITY**

The Contractor shall carry Cyber Liability insurance coverage for third party liability. Coverage will include ID Theft Monitoring, Credit Monitoring (if necessary) & Notification. Coverage must be afforded for negligent retention of data as well as notification and related costs for actual or alleged breaches of data.

## **PROFESSIONAL LIABILITY and/or ERRORS AND OMISSIONS LIABILITY**

Coverage must be afforded for Wrongful Acts, errors or omissions committed by the Contractor or its employees in performing its professional services under this contract. Contractor must keep insurance in force until the third anniversary of expiration of this agreement or the third anniversary of acceptance of work by the County.

## **INSURANCE LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<b><u>LIMIT</u></b>
1. Workers' Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1,000,000 each accident (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence Bodily Injury & Property Damage \$1,000,000 each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1,000,000 each occurrence
5. Cyber Liability	\$1,000,000 per claim
6. Professional Liability	\$1,000,000 per claim

## **NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed

written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## **INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

## **CERTIFICATE OF INSURANCE**

1. Certificates of Insurance indicating the project name, number, evidencing all required coverage, and if applicable any State of Florida approved Workers' Compensation Exemption must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County Board of County Commissioners BCC, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day prior written notice of cancellation; ten (10) days' prior written notice if cancellation is for nonpayment of premium.
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice to the County. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection.
7. All deductibles or self-insured retentions (SIRs), whether approved by Okaloosa County or not, shall be the Contractor's full responsibility.



8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

## **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its employees under all the foregoing policies of insurance.

## **EXCESS/UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an EXCESS/UMBRELLA insurance policy. In all instances, the combination of primary and EXCESS/UMBRELLA liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement. An Excess liability policy must be submitted indicating which policy it applies to.

## **Civil Rights Clauses Attachment “C”**

### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), as applicable, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et